



Dear Parent,

Thank you for considering Trinity Lutheran Church Early Childhood Center for your child's Preschool Education! We love to serve families and are looking forward to having you become part of our Trinity family. You have indicated that you would like to apply for enrollment in the Great Start Readiness Program (GSRP). You may begin the enrollment process now, but we cannot finalize enrollment until the State School Bill has been signed and allocations have been announced. This means that you will be placed on a waiting list until the middle to end of August. We will contact you at that time to finish the enrollment process.

GSRP is provided free of charge to families who are income eligible. For this reason, you must provide income verification documentation. We must receive documentation for everyone in your household, or residing in the family home with the child enrolling. We are required to consider the income of the last 12 months or of the previous tax year. We can also consider income at the time of enrollment for those whose income may have changed from the last tax year. You must provide written proof of income. For parents who have joint custody, we need income verification from both parent's households.

Income means total cash receipts before taxes from all sources. It can include:

- Money: wages or salary before deductions,
- Net income from self-employment,
- Regular payments from Social Security or Railroad Retirement,
- Payments from unemployment compensation, strike benefits from union funds,
- Workers' compensation,
- Some veterans' benefits,
- Public assistance including Temporary Assistance for Needy Families,
- Supplemental Security Income (SSI),
- Emergency assistance money payments and General Assistance or General Relief money payments
- Training stipends,
- Alimony and child support,
- Military family allotments or other regular support from an absent family member or someone not living in the household,
- Private pensions, government employee pensions (including military retirement pay) and regular insurance or annuity payments,
- College or university scholarships, grants, fellowships and assistantships;
- Dividends, interest, net rental income, net royalties, and periodic receipts from estates or trusts;
- Net gambling or lottery winnings.

Examples of written verification of income could be some of the following:

- Income Tax Form 1040
- W-2
- TANF Documentation
- Pay Stub or Pay Envelope
- Unemployment
- Written Statement from Employers
- Foster Care Reimbursement
- SSI Documentation
- Child Support
- Alimony
- Pension(s)
- Other Income

Your child must be 4 years old by September 1 of the school year you are enrolling in. Sometimes GSRP allows us to enroll children who are 4 by December 1. We will need a copy of your child's birth certificate. We will also need a copy of your child's immunization record. If you are not up to date on immunizations or want to request a waiver, you will need to contact the Macomb County Health Department now (see attached notice from the Health Department).

We have attached some forms and additional information that you will need:

- Registration Form
- Health Appraisal Form
- Parent Booklet with additional information about GSRP
- Immunization notice from the Health Department

To begin the enrollment process:

- 1. Fill out the Registration Form**
- 2. Call the center to set up an enrollment meeting with Karen Pitters at 586-463-8803**
- 3. Gather your income verification information and forms**
- 4. Meet with Karen Pitters, bringing the enrollment form and verification documents.**

To finalize enrollment (in August)

1. Wait for contact from TLC that you are on the roster for the GSRP classroom
2. Attend an Open House during the first week of September
3. Bring completed Health Appraisal Form with Immunization Record and Birth Certificate to Open House
4. Update any Income Information at Open House

We look forward to serving your family. If you have any questions, please contact us at 586-463-8803 or at tlicecc@trinityct.org

Sincerely,

Karen Pitters
Early Childhood Director

