BIENVILLE PARISH SCHOOL BOARD PRE-K PROGRAMS 2022-2023

PRE-K 4 REGISTRATION ROUND-UP

April 6TH – April 8TH

- **Registration will be held on Wednesday and Thursday, April 6th – April 7th @ 8:00 AM - 3:00 PM and on Friday, April 8th @ 8:00 AM to 11:30AM.**
- **Child must be four (4) years old on or before Sept. 30, 2022 for the Pre-K4 Program.**
- **Parents will have two options to complete the Bienville Parish Preschool Round-Up Registration Application 1.) Online @ www.bpsb.us or 2.) Face to face at the school during their Round-Up Registration Appointment, 3.) Parents who wish to complete the paper application prior to their registration appointment can pick one up from the school and bring it with them to the appointment.**
- **The Bienville Parish Preschool Round-Up Registration Online Application will be available at www.bpsb.us starting at 8:00AM on Monday, March 28th – Friday, April 1st at 3:00PM.**
- **All parents will need to call the school that you would like your child to attend within your attendance zone and make an appointment. Even if you register online, you will still need to call the teacher to schedule an appointment for you and the child that you are registering. The parent must bring ONLY the child that's being registered to the meeting.**
- **YOU MUST SCHEDULE AN APPOINTMENT!**
- **Parents/Legal Guardian(s) must attend the appointment.**
- **Full day registration is Wednesday and Thursday, April 6th – April 7th @ 8:00 AM -3:00 PM and on Friday, April 8th @ 8:00 AM to 11:30AM.**

YOU WILL NEED TO BRING THE FOLLOWING ITEMS:

- ***Proof of Income**
- ***Birth Certificate, Foreign Passport, or U.S. Passport**
- ***Immunization/Shot Records**
- ***Social Security Card**
- ***2 Proofs of Residence Required with Parent's/Guardian's Name**
- ***Driver's License/State Issued ID (Required)**

****READ THE DETAILED INFORMATION ON THIS FLYER****

BIENVILLE PARISH SCHOOL BOARD PRE-SCHOOL PROGRAMS
REGISTRATION REQUIREMENTS FOR PRE-K 4 PROGRAMS

PLEASE SUBMIT ONLINE & BRING THE FOLLOWING DOCUMENTS TO REGISTRATION- ROUND-UP

Proof of Income: (Parents must provide ONE of the six required options below for proof.)

- **Two (2) consecutive check stubs or pay statements within 2 months (60 Days) of the application that show gross income per statement for EACH PARENT or CAREGIVER IN THE HOUSEHOLD for the current year.**
- **An official letter from your employer stating all of the following:**
  - **Where parent/guardian is employed**
  - **Hourly rate of pay**
  - **The average number of hours parent/guardian works per week.**
- **A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current check stubs.**
- **SNAP/Food Stamps Documentation– must include the child's name and valid effective dates. (CAFÉ Case Detail Report or SNAP Change/Closure Letter from DCFS.**
- **Unemployment Benefits – must submit a Monetary Determination Letter from the Workforce Commission.**
- **Current Foster Care Placement Agreement from DCFS.**

Social Security Card:
Child's Birth Certificate, Foreign Passport, or United States Passport:

- **The person completing the application must be the parent listed on the birth certificate.**
- **If person completing application is NOT listed on the birth certificate, court-issued custody papers (LEGAL GUARDIANSHIP) must be submitted.**
- **YOU MUST HAVE A VALID LOUISIANA DRIVER'S LICENSE OR A STATE-ISSUED ID CARD**

Proof of Residence (YOU NEED TO PROVIDE 3 OF THE FOLLOWING DOCUMENTS):

- **Louisiana driver's license or State-issued ID card (REQUIRED)**
- **Current utility bill with the parent's name and address (You may use 2 Utility Bills)**
- **Current lease or mortgage statement**

Immunization/Shot Records:

- **Child must be up-to-date on vaccinations for their age according to a valid State of Louisiana Universal Certificate of Immunizations.**
- **Statement of Exemption Form**

****Completing An Application Does Not Guarantee A Preschool Seat****