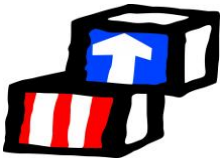




St. James Parish Schools will be conducting Head Start Round Up on **Wednesday, June 10, 2020 (Last Name Beginning w/ Letters A-M) & Thursday, June 11, 2020 (Last Name Beginning w/ Letters N-Z)**
8:30am - 2:00pm.

Due to COVID- 19 and to ensure Health and Safety of our families and staff, the following procedures will be followed.

- 1.) We are asking that you use your last name to determine which day you will attend:
June 10th (last names beginning with letters A through M) & June 11th (last names beginning with letters N through Z).
- 2.) Anyone entering the Public Relations building will be required wear a mask and use social distancing guidelines (6ft apart distance).
- 3.) Only one parent from a family will be able to enter the building to complete the application. **Children are not allowed.**
- 4.) Parent completing the application will come to the door of the Public Relations building and sign in. He/ She will be given a number and then directed to sit in his/her car. A staff member will direct you of when your number is called and it's your turn to enter the building.
- 5.) Please bring all required documentation. If not, your application will be considered incomplete and will not be processed until the documents are received. *(A list of documents needed will be on the attached flyer below this posted message.)*



ST. JAMES PARISH SCHOOLS HEAD START ROUND- UP
Wednesday, June 10, 2020 (Last Name A- M) 8:30-2:00
Thursday, June 11, 2020 (Last Name N- Z) 8:30- 2:00
St. James Parish Public Relations Building
1876 West Main St., Lutcher, La. 70071
(Located right behind the school board office)

*Any child **three (3)** years of age before September 30, 2020, as evidenced by a birth certificate, may apply to the St. James Parish Head Start Program for the 2020-2021 school session.*

You will need to bring the following documents:

- 1.) A copy of an original birth certificate (Parents/Guardians will be given a 6-week grace period to secure a copy of child’s/children’s birth record.)
- 2.) One of the following proofs of residency:
 - a. an Act of Sale/Mortgage for home or lease agreement/rental contract on company letter head
 - b. Voter’s Registration Card (Showing name and address)
 - c. a water or electric bill (Showing name and address)
 - d. Tax Assessor’s bill
 - e. a driver’s license (if a driver’s license is produced a second form of residency from this list is required)
- 3.) If parent/guardian is residing with a friend or relative on a temporary or permanent basis, an official St. James Parish School Board **Affidavit of Place of Residence** must be completed and two of the following proofs for residency in the resident’s name (owner of property) must be submitted:
 - a. an Act of Sale/Mortgage for home or lease agreement/rental contract on company letter head
 - b. a Voter’s Registration Card (Showing name and address)
 - c. a driver’s license
 - d. Tax Assessor’s bill
 - e. a water or electric bill
- 4.) A copy of court record to verify legal guardianship, if applicable
- 5.) A copy of student’s social security card
- 6.) A copy of your child’s immunization records
 West Bank Site--St. James Parish Health Unit – Friday 8 AM-10: 30 AM by appointment only
- 7.) Copy of Child’s Insurance Card
- 8.) Proof of income
 - ___ Two (2) consecutive check stubs for EACH PARENT or CAREGIVER IN THE HOUSEHOLD for the current year (within 2 months from the date filling out this application).
 - ___ 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 a parent/guardian works per week.
 - ___ Snap /Food Stamps-must include the child’s name and valid effective dates.
 - ___ 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.
 - ___ Current foster care placement agreement from DCFS
 - ___ Parents who are homeless or unemployed must submit a letter of support and income documentation from a support source.
 - ___ Other: _____

Note: (Tax documentation is allowable only if no other form of income verification documentation exists.)