MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS) offers free prekindergarten and Head Start programs in schools throughout the county for income-eligible families. These programs give children the skills and knowledge they need to be ready for kindergarten.

- Rocking Horse Road Center
  4910 Macon Road
  Rockville, Maryland 20852
  Monday–Friday 9:00 a.m.–4:00 p.m.

CALL 240-740-4530 to begin the enrollment process

**Admissions**
- Complete application online at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org) OR Call 240-740-4530
- When you apply, staff will:
  - Verify student and parent identity
  - Verify county residence
  - Verify family income

**Physical Examination & Immunization Requirements**
- Receive health packet
- A physical examination by an authorized health care provider and evidence of complete primary immunizations are required for all students.

**Home Visit or Teacher Meeting**
- Hand in completed/signed health packet
- Teacher will provide information about class times and bus transportation.

**Attend School**
- Bus transportation will be provided
- Student will attend classes daily Monday through Friday.

Do you have a 4-year-old child? IF YES, then your family may qualify for free prekindergarten or Head Start programs in MCPS.
### Enrollment Information and Most Commonly Used Documents

#### Age of the Student
**To be eligible for school:**
- Students must turn 4 by September 1.

#### Identity of Person
**Enrolling Student and Relationship to Student**
- Identification **AND**
- Proof of relationship to student
- Other cases, work with the staff to determine appropriate form and required documentation

#### Residency in
**Montgomery County**
**Homeowner**
- Provide copy of current property tax bill

**Renter**
- Provide copy of current lease (if the original term of the lease is expired, a copy of lease and current utility bill)

**Shared housing**
- Provide documentation from homeowner or renter and MCPS Form 335-74, *Shared Housing Disclosure*

**Homeless**
- Contact MCPS Homeless Liaison 240-740-4511

#### Proof of Family Income
- Family must provide proof of current income for all adults in the household

- **Examples of Proof of Parent/Guardian Identity that includes a photograph:**
  - Driver’s license
  - Passport/Visa
  - Motor Vehicle Administration Identification Card
  - Other legal form of identification

- **Examples of Proof of parent/guardian relationship to student:**
  - Birth certificate of student which identifies the parents
  - Court order
  - Separation agreement or divorce decree
  - Other legal form of identification

- **Examples of Proof of Parent/Guardian Identity that includes a photograph:**
  - Last 3 pay stubs
  - Current income tax form
  - Employment letter
  - Unemployment benefits
  - Notarized letter of financial support
  - Temporary Cash Assistance (TCA)

- **Examples of Proof of Family Income:**
  - Birth certificate
  - Passport/Visa
  - Physician’s certificate
  - Baptismal or Church Certification
  - Hospital certificate
  - Parent’s notarized affidavit (sworn notarized statement attesting to the accuracy of the date of birth)
  - Birth registration
  - Other legal or notarized identification

- **Examples of Proof of Parent/Guardian Relationship to Student:**
  - Court order
  - Separation agreement or divorce decree
  - Other legal form of identification

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