

## The Bright Stars Program

### *Is it too late to apply?*

- We will continue to accept applications until all the seats are filled.
- We accept applications all year long and keep a waiting list to fill vacancies as they occur.

### *How can I get a preschool application?*

- Download the application from:
  - ACPS website: [Click here](#)
  - Department of Social Services website: [Click here](#)
  - Head Start: [Click here](#)
- Email the program coordinator, Carol Fox, at [cfox@albemarle.org](mailto:cfox@albemarle.org) to have it emailed or sent through the US Mail
- Call the program coordinator, Carol Fox, at [434-484-0940](tel:434-484-0940) to have it emailed or sent through the US Mail

### *When will my application be processed?*

- An application is considered complete and will be processed when all the documents listed below are received:
  - Completed **application** ~ all four pages, including each section, and **signed**
  - **Proof of income** as indicated on the application
  - **Proof of residency** ~ One of the documents listed below
    - Deed / Mortgage / Monthly Statement
    - Pre-dated Lease (Military families only)
    - Paid Albemarle County Tax Receipt
    - Letter from social worker / Court Orders
    - Utility bill dated within 30 days / hook-up notice / deposit
    - Paid Albemarle County Tax Receipt
    - Military Orders
    - Residential rental/lease agreement
    - State Agency Agreement regarding child's residency
  - Current paycheck – Adequate when applying to program but not for ACPS registration process
  - \*Driver's Licenses and W2 forms are **not** acceptable proof of residency documents
  - \*\*If accepted, families must follow ACPS' residency verification process when registering for school
- **Verification of child's date of birth** ~ Preference is a copy of the birth certificate but another document such as a medical bill indicating the child's date of birth will be accepted. If necessary, verbal verification will be permitted.
  - \*If accepted, an original birth certificate is required when completing ACPS registration process
  - \*\* The program can help families get an original birth certificate, if needed.

### *How do I turn my documents in?*

- Email documents to [cfox@albemarle.org](mailto:cfox@albemarle.org)
  - \*Email is not considered confidential unless the documents are password protected
- Fax documents to Carol Fox at [434-872-4518](tel:434-872-4518)
- Place documents in the locked drop box at the 5<sup>th</sup> St. county office building ~ 1600 5<sup>th</sup> Street, Charlottesville
  - \*This building includes the Department of Social Services, Housing, and Police, Fire and Rescue
- US Mail documents to Carol Fox, 1600 5<sup>th</sup> Street, Charlottesville, VA 22902
- Take pictures of the documents and text them to Carol Fox, at [434-484-0940](tel:434-484-0940)

### *When will I hear about my application?*

- Families will begin hearing about their application status between May 1 – 15.
- Families who turn applications in after May 15th will be notified as soon as possible.