



**Upper Adams School District**  
**In partnership with**  
**Adams County Head Start**

**Overview and Application for 2025-2026 School Year**

The Upper Adams School District, in partnership with Adams County Head Start has received a grant to operate a Pennsylvania Pre-K Counts classroom in Biglerville Elementary School. This grant will allow families with children ages three or four, on or before September 1<sup>st</sup>, to apply for entry into a high quality, full day (5.5 hrs) preschool program at no cost to the family.

Residents of Pennsylvania who meet the required criteria will be considered for this five day-a-week program. All families must meet the income guidelines to be eligible for the program. A family of four can earn up to \$96,450 per year and still qualify. Families who qualify financially and also have secondary at-risk factors (homeless, English Language Learners, Foster Children, etc) will be given priority consideration.

**Please submit copies of the items listed below with your application:**

1. Proof of Income for everyone working in the household (W-2 form, 2 most recent pay stubs, Income Tax 1040 Form, Unemployment Statement, Social Security, SSI, TANF, Child Support/Alimony, or signed statement from employer)
2. Child's Birth Certificate
3. Complete Application (included in this packet)

**Applications will not be reviewed until the application and all supporting documents have been received. Completed applications and documents can be mailed to or dropped off at:**

Adams County Head Start  
Attn: Pre-K Counts  
705 Old Harrisburg Rd, Suite 5  
Gettysburg, PA 17325

**Questions regarding Pre-K Counts in Biglerville Elementary may be directed to:**

Jen Showers, Executive Director, Adams County Head Start  
717-337-1337 x222  
[jshowers@achsaccess.org](mailto:jshowers@achsaccess.org)

# Pennsylvania Pre-K Counts

Pennsylvania Pre-K Counts, established by the Pennsylvania Department of Education, is bringing quality half-day and full day pre-kindergarten to 3 and 4 year olds in Pennsylvania.

## Why does my child need to attend a high quality pre-kindergarten program?

Quality pre-kindergarten prepares children for reading and math, but also for paying attention, following directions and getting along with others.

Enrolling your child in quality pre-kindergarten means your child has a better chance of being ready for kindergarten. With a strong early start in pre-kindergarten, they have a better chance of doing well in school, going to college or career training, and getting a good job. All of this can start by enrolling your child in PA Pre-K Counts!

## What can I expect from a PA Pre-K Counts classroom?

Pennsylvania Pre-K Counts classrooms will:

- have teachers with the education and expertise to teach young children;
- use a curriculum that will help your child grow, academically and socially;
- regularly review your child's progress and choose teaching and learning activities that are best for your child;
- help you and your child adjust to pre-kindergarten and smoothly move on to kindergarten;
- offer a small class size so your child can have plenty of one-on-one time with the teachers.



### Who is eligible for PA Pre-K Counts?

PA Pre-K Counts is designed for children who: are between age 3 and until the entry age for kindergarten; and live in families earning up to 300% of the federal poverty level.

Each program offering PA Pre-K Counts classrooms has their own guidelines. If your child falls into these categories, you may be eligible to apply.

### How much does PA Pre-K Counts cost?

PA Pre-K Counts is free to families.

The portion of the day that is funded through PA Pre-K Counts is free to families; the program may charge for additional portions of the day (wraparound child care, etc.)

For more information visit [www.education.pa.gov](http://www.education.pa.gov)

### How can I enroll my child in PA Pre-K Counts?

Contact the PA Pre-K Counts program directly for enrollment information. There are PA Pre-K Counts classrooms in most of Pennsylvania's 67 counties. To find one near you, visit [www.findchildcare.pa.gov](http://www.findchildcare.pa.gov) and search for your city and child's age.

# 2025-26 PA Pre-K Counts Enrollment Form

(This information is confidential to the PA Pre-K Counts program)

Date Form Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

Legal Last Name (Child)	Legal First Name (Child)	Middle Initial
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Street Address	County	
City	State PA	Zip Code
School District of Residence		
Home Phone	Work Phone	Email Address

Child's Date of Birth	Age at start of program year <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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<b>Race (optional)</b> <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Not Applicable		<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> White <input type="checkbox"/> Other
<b>Ethnicity (optional)</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic <input type="checkbox"/> Not Applicable	<b>Primary Language</b> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____ (please specify)	

Name of Parent or Guardian completing this application	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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<b>Relationship to Child</b> <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other _____ (please specify)	<b>(Select)</b> <input type="checkbox"/> Biological <input type="checkbox"/> Foster <input type="checkbox"/> Adoptive <input type="checkbox"/> Other _____ (please specify)
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<b>Role</b> <input type="checkbox"/> Primary Guardian <input type="checkbox"/> Secondary Guardian	<input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____ (please specify)
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**List Household Members below for determination of family size (required):**

	<i>Relationship to Child</i>	<i>Age</i>
<b>1</b>	ENROLLING CHILD	
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		

Per PKC Statute, Regulations, and Guidance, the following members of the household are included in family size:

- Parent of the child (biological or adoptive mother or father, stepmother or stepfather, caretaker or spouse)
- A biological, adoptive, unrelated or foster child or stepchild of the parent or caretaker who is under 18 years of age and not emancipated.
- A child who is 18 years of age or older but under 22 years of age who is enrolled in high school, a general educational development program, or a post-secondary program leading to a degree, diploma or certificate and who is wholly or partially dependent on the income of the parent or caretaker or spouse of the parent or caretaker.
- Others supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program. ***If counted toward family size, any applicable income of these persons must also be counted for eligibility purposes.***

Note: A family size value of one (1) with an income of \$0 is entered when a foster child is applying for Pennsylvania Pre-K Counts.

**DETERMINED FAMILY SIZE =****Employment Status of parent/guardian**

- ☐ Employed Full-Time  
☐ Employed Part-Time  
☐ Unemployed  
☐ Other \_\_\_\_\_

**Employment Status of 2<sup>nd</sup> parent/guardian (if applicable)**

- ☐ Employed Full-Time  
☐ Employed Part-Time  
☐ Unemployed  
☐ Other \_\_\_\_\_

**Household Income Sources (Must check all that apply):**

- |  |  |  |  |   |
|--|--|--|--|---|
| <input type="checkbox"/> Employment      | <input type="checkbox"/> Self-Employment | <input type="checkbox"/> Unemployment Compensation | <input type="checkbox"/> Worker's Compensation | <input type="checkbox"/> TANF Cash payments |
| <input type="checkbox"/> Social Security | <input type="checkbox"/> SSI             | <input type="checkbox"/> Child Support             | <input type="checkbox"/> Alimony               | <input type="checkbox"/> Other              |

**Other Child Eligibility Risk Factor Criterion** *(Must check all that apply):*

	<b>Risk Factor</b>	<b>Definition</b>
<input type="checkbox"/>	Preschooler with an Individualized Education Program (IEP)-	Defined as a child who is currently enrolled in the Early Intervention program with an active IEP. Verification includes a copy of the IEP or other source of documentation from the parent or the Early Intervention agency.
<input type="checkbox"/>	Migratory (Non-Immigrant) Seasonal Student	Defined as a child who has moved from one school district to another to accompany or join a parent or guardian who is a migratory agriculture worker or fisher within the preceding 36 months, in order to obtain temporary or seasonal employment in qualifying agricultural or fishing work, including agri-related businesses such as meat or vegetable processing, or work in nurseries such as Christmas and evergreen tree farming.
<input type="checkbox"/>	English Language Learner	Defined as a child whose first language is not English and who is in the process of learning English. Ask these two questions, as established by the Pennsylvania Department of Education, to determine if a child qualifies as an English language learner: 1) What is/was the child's first language? 2) Does the child speak a language other than English? (Do not include languages learned in school).
<input type="checkbox"/>	Homeless	<p>If any of the situations below apply a family is eligible under McKinney-Vento. Additional guidance is available from the <a href="#">National Center for Homeless Education</a>.</p> <ul style="list-style-type: none"> <li>- If the family is staying with others, was this a result of a loss of housing, economic hardship, or other similar reason?</li> <li>- Is the family living in a shelter? (Includes youth, emergency, transitional living, domestic violence, etc.)</li> <li>- Is the family living in a motel, hotel, or campground?</li> <li>- Is the family staying in a public or private place not ordinarily used as a regular sleeping accommodation for human beings?</li> <li>- Is the family living in cars, parks, public places, abandoned buildings, transportation stations, or similar settings?</li> <li>- Is the family living in substandard (limited or no utilities, unsafe conditions, etc.) housing?</li> <li>- Has the child been abandoned, in a hospital, or awaiting foster care placement?</li> </ul>
<input type="checkbox"/>	Child in or Part of Family in Child Welfare System	Defined as a child who is a foster child, a kinship care child, or receiving Children and Youth Services.
<input type="checkbox"/>	Child's Family or Living Structure	Defined as a child with a single parent, divorced parents, or with relatives as guardians.
<input type="checkbox"/>	Child Receiving Behavioral Supports	Defined as a child who is referred to Pennsylvania Pre-K Counts from an appropriately credentialed health or mental health provider (not employed by the Pennsylvania Pre-K Counts program) or a child who is receiving mental health treatment. Additional verification beyond the interview is required.
<input type="checkbox"/>	Teen Parent	Defined as a mother or father who was under the age of 18 when the child was born.
<input type="checkbox"/>	Incarcerated Parent	Defined as a child for whom one or both of the child's parents are currently incarcerated.

<input type="checkbox"/>	Education Level of Guardian	Defined as when the parent or legal guardian of the child does not have a high school diploma, high school equivalency, or postsecondary degree.
<input type="checkbox"/>	Eligible for or Receives the Following Public Assistance: TANF, SSI, SNAP	This risk factor was added in 2024. Defined as a family who can produce documentation of eligibility for or receipt of TANF, SSI, or SNAP. <b>(Categorically eligible for Head Start, please refer to HS program if available.)</b>
<input type="checkbox"/>	Child Enrolled in Infant Toddler Contracted Slots Program (ITCSP)	Defined as a child enrolled in ITCSP and eligible to transition into PA PKC.
<input type="checkbox"/>	Child Lives in Geographic Area of High Poverty	Providers wishing to prioritize specific geographic regions with higher rates of poverty may do so. This might include specific zip codes, school districts, or other factors.
<input type="checkbox"/>	Concerns Regarding Child's Physical Development or Existing Medical Condition (Currently Not Receiving EI Services)	If a family concern is shared that is not covered by any of the other risk factors and the child has not yet been referred to EI for evaluation, the program should share information on EI.
<input type="checkbox"/>	Concerns Regarding Child's Speech or Language Development (Currently Not Receiving EI Services)	If a family concern is shared that is not covered by any other risk factors and the child has not yet been referred to EI for evaluation, the program should share information on EI.
<input type="checkbox"/>	Concerns Regarding Child's Social, Emotional, or Behavioral Development (Currently Not Receiving EI Services)	If a family concern is shared that is not covered by any other risk factors and the child has not yet been referred to EI for evaluation, the program should share information on EI.

## Family Assurances

By signing below, I acknowledge and agree to the following:

- ☐ I understand that my child's eligibility for Pennsylvania Pre-K Counts (PA PKC) is subject to the program's two-year participation limit. My child must be at least three years old by the kindergarten cutoff date set by the school district where we live to assure compliance with receiving only two-years of PKC programming.
- ☐ Once my child reaches the age required to enroll in kindergarten in the public school district where we live, I understand they will no longer be eligible for PA PKC funding.
- ☐ I understand that my child's enrollment is contingent upon meeting the eligibility criteria, including income verification and prioritization based on risk factors.
- ☐ I understand that the PA Pre-K Counts (PKC) program is an educational program with attendance requirements. I agree to ensure my child's regular attendance and to notify the program in case of absences. My program's PA Pre-K Counts hours of operation are:  
  
\_\_\_\_\_

- ☐ I understand that the PKC portion of the day will be secular (non-religious) in nature and will not include religious instruction during the PKC portion of the day. My program's PA Pre-K Counts hours of operation are:  
  
\_\_\_\_\_

## Parent/Guardian Certification

To the best of my knowledge, the information provided in this application and the associated income documentation is accurate. I understand that I may be asked to verify or give proof of information provided.

I certify that all information provided is accurate. I understand that eligibility is subject to verification and providing false information may result in disqualification.

\_\_\_\_\_  
Parent/Legal Guardian (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Name (Print Name)

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## **Family and Program Administrator to Complete This Portion Together**

For Head Start Eligible families (100% of FPL or below)

☐ Check if not applicable

I have been informed of my child's eligibility for Head Start and given the following:

- ☐ Contact information for the following Head Start location  
  
\_\_\_\_\_

- ☐ Application and/or assistance with referral

- ☐ Brochure or website with information about Head Start

- ☐ I understand that my signature below indicates that I have been informed about my options for Head Start, and that I may choose to enroll in either the Pre-K Counts program or Head Start if eligible for both.

\_\_\_\_\_  
Parent/Legal Guardian (Signature)

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**Income Verification**

**2025 Federal Poverty Level Guidelines Based On Annual Income**

<b>Family Size</b>	<b>100% (Head Start Eligible)</b>	<b>300% (Pre-K Counts Eligible)</b>
<b>1</b>	\$15,650	\$46,950
<b>2</b>	\$21,150	\$63,450
<b>3</b>	\$26,650	\$79,950
<b>4</b>	\$32,150	\$96,450
<b>5</b>	\$37,650	\$112,950
<b>6</b>	\$43,150	\$129,450
<b>7</b>	\$48,650	\$145,950
<b>8</b>	\$54,150	\$162,450
<b>Each Additional</b>	<b>+\$5,500 for each additional family member</b>	<b>+\$16,500 for each additional family member</b>

**Pay Frequency Calculation Guide:**

Weekly	Multiply gross weekly income by 52
Bi-Weekly	Multiply gross income by 26
Semi-Monthly	Multiply gross income by 24
Monthly	Multiply gross income by 12

**INCOME CALCULATION GRID**

<b>Name</b>	<b>Income Source</b>	<b>Pay Frequency</b>	<b>Gross Amount</b>	<b>Annualized Amount</b>
1.				
2.				
3.				
4.				
			<b>Total Annual Income:</b>	
			\$ _____	

**Actual Annual Verified Gross Household (Family) Income:**      \$ \_\_\_\_\_

\*Attach copies of documents used to verify income prior to enrollment

**Family Size (per PKC guidelines):** \_\_\_\_\_

☐ Family income is at or below 300% of federal poverty level relative to family size (required risk factor). Consider all sources of income. Must be verified prior to enrollment.



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**Staff Verifying Income and Risk Factors Signature**

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**Date****Dual Enrollment Verification (Complete once eligibility and enrollment is confirmed)**

This section helps process the PA PKC Verification Form, which documents a child's enrollment in the PA PKC Program and is submitted to the ELRC. Additionally, it ensures families seeking wraparound services receive referrals to the local ELRC and accurate notification of the PKC enrollment start date.

Is this child currently receiving CCW subsidy (at any program)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the family interested in receiving ELRC contact information to determine eligibility for CCW wrap around care (at any program)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Referral for ELRC #_____	
Contact email or Phone number shared with family _____	
Has the CCW enrollment been cross-checked with PA PKC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PA PKC Verification Form</b> submitted to the appropriate ELRC to verify enrollment with Child Care Works (CCW).	<input type="checkbox"/> Yes <input type="checkbox"/> No