

# Tips and Tricks to Completing an NC Pre-K Application

Preparing an application for your four-year-old may be difficult but using this tip sheet will make the process a lot easier.

- **Is my child age-eligible for NC Pre-K?**
  - **YES**, his/her birthday falls between 09/01/2021 - 08/31/2022.
  - **NO**, his/her birthday is before 09/01/2021 or after 08/31/2022.
  - **Please refer to checkbox # 2**
- **Do I have any income resources?**
  - **YES**, I am currently working and/or I receive any of the following child support, SSI Disability, SSA benefits, unemployment benefits, veteran benefits, etc. Included name of current employer.
  - **NO**, I am not currently working and/or do not receive any other income resources. Included statement on how I support myself and family.
  - **If yes, please submit 30 days of proof of income for all resources. If no, please sign the statement of “NO INCOME”**
- **Do I currently reside in Nash or Edgecombe counties?**
  - **YES**, Submit **2** proofs of residency.
  - **NO**, please contact Johneshia Hunter at (252)-985-4300, ext.219
  - **Please refer to checkbox # 4**
- **Do I qualify for categorical eligibility?**
  - **YES**, I receive social services such as WIC; Medicaid; Food Stamps; etc., I am homeless, receive Refugee Services, live in public housing, or receive SSI.
  - **NO**, I do not receive any of the above services or the above situations do not apply to my family.
  - **If yes, please submit supporting documents for above social services.**
- **Does my child have their most recent well-child check and immunization record?**
  - **YES**, I have got a current copy of their health assessment and immunization record within the past 12 months.
  - **NO**, I have contacted my child’s primary physician or health department and made an appointment for their 4-year well-child check and immunizations.
  - **Please make sure your child complies with the vision and hearing screenings. If not, you will need to take him/her to an audiologist for hearing and optometrist for vision.**
- **I have listed everyone living in my household including the applicant under household information.**
  - **YES**, everyone living in the same household as my child and I are listed with their birthday and relationship to my child (such as, brother/sister, mother/father, cousin, aunt/uncle, grandparent, etc.)
  - **NO**, refer to the yes tip above and complete household information.
- **I am not the child’s biological/adoptive parent?**
  - **YES**, please include guardianship/custody documents and/or placement information from Department of Social Services.
  - **I AM NOT SURE THIS APPLIES TO ME**, please contact Johneshia Hunter, NC Pre-K Coordinator (252) 985-4300, ext. 219.
- **I have completed my application and reviewed all information written/typed to be true?**
  - **YES**, complete the Parental Responsibility and Agreement page.
  - **NO**, review application for any missing information then complete the Parental Responsibility and Agreement page. If you need assistance please contact Johneshia Hunter, NC Pre-K Coordinator (252) 985-4300, ext. 219.
- **My child’s completed application has the following information:**
  - Signed and Dated application with site choice(s)
  - Certified Birth Certificate or Stamped Immunization Record
  - 30 days proof of all income resources (paystubs, child support, SSI, SSA, etc.)
  - Supporting documents for all social services received.
  - 2 proofs of residency (driver’s license/id, utility bill, copy of lease/mortgage, residency affidavit, etc.)
  - Copy of most recent health assessment/well-child visit report and immunizations

# Calling all 4-year-olds!

Now taking applications for a **FREE** Preschool Program!



**\*\*Children must be 4 years old on or before August 31, 2026\*\***

## APPLY

for the 2026-2027 Pre-K School Year

Free for qualifying students



Pre-K gives your 4-year old the opportunity to explore, create, and learn in a full-day program. Pre-K also provides children with nutritious meals and access to highly-educated teachers!

## Applications can be accessed by:

- Visiting [www.depc.org](http://www.depc.org)
- Visiting Down East Partnership for Children
  - Address listed below
- Contacting any of the sites listed below

## Documents needed to apply:

- Please see our tips and tricks to completing an NC Pre-K Application

Center	Location	Phone Number
Foundation Builders Academy	Rocky Mount	252-442-1377
Little Grown Ups Child Care	Battleboro	252-823-1929
St. Stephen's Loving Daycare	Rocky Mount	252-446-8756
Stepping Stone Preschool & Child Care	Nashville	252-459-2172
The Impact Academy	Rocky Mount	252-316-8314
Think & Grow Child Care	Tarboro	252-823-1599

Center	Location	Phone Number
AJ Richardson Head Start	Rocky Mount	252-442-3506

Schools	Location	Phone Number
Edgecombe County Public Schools	Various locations throughout Edgecombe County	252-641-2635
Nash County Public Schools	Various locations throughout Nash County	252-937-9030

**215 Lexington Street  
Rocky Mount, NC  
252-985-4300  
[www.depc.org](http://www.depc.org)**

