

ENROLLMENT GUIDELINES
BROWN COUNTY PRE-KINDERGARTEN PROGRAM
SCHOOL YEAR: 2026-2027

PROGRAM ELIGIBILITY

1. The child must be 4 years of age by First Day of School for the District the family resides for the 2026-2027 school year. The Brown County ESC operates pre-k classrooms in the following districts: Manchester Elementary, Ripley Elementary, Sardinia Elementary, Russellville Elementary, Mt. Orab Elementary, Fayetteville Elementary, and Hamersville Elementary. Please refer to your district of residence website for the official start date of school.
2. It is highly recommended that the child be completely toilet trained. This means the child must be able to attend to bathroom needs independently. A child who wears pull-ups and is not considered toilet trained.

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THE ONLINE APPLICATION:

- **INCOME VERIFICATION:** The front page of your 2024 income tax return showing the household's **adjusted gross annual income**. A 10-40 document OR a W-2 document from both parents. Two consecutive income verification forms/pay stubs from both parent's/guardian's employers is acceptable as well. *** *Income refers to all money that you and the people in your home receive, such as earnings from employment, child/spouse/medical support, disability benefits, retirement benefits, Workers' Compensation, Social Security, SSI, and/or Veterans benefits****
- **ECE Grant for Free or Reduced Tuition** - The Department of Job and Family Services will be determining eligibility. To see if you qualify for the grant you will need to complete the following steps:
 - View **Poverty Guidelines** to see if you qualify for grant (If you don't - do not proceed to next step - you will be required to pay full tuition)
 - Visit www.benefits.ohio.gov
 - Click "Access Ohio Benefits Self - Service Portal"
 - Create an account
 - Click "Check Eligibility for Early Child Services"
- **COPY OF BIRTH CERTIFICATE:** Required to gain enrollment
 - ❖ Custody Papers or Foster Child/Kinship Placement Documents <> if Applicable
 - ❖ Completed Online Application with uploaded documents and all forms completed by signing and dating.
 - ❖ Residential Parent's Driver's License -
 - ❖ Proof of Address (Utility Bill) - Required to gain enrollment
 - ❖ Child's Immunization Record
 - ❖ Medical Statement (By the 1st day of school)

An incomplete application/any missing forms will cause your child not to be enrolled into preschool or be placed on the waitlist.

Enrollment is Online (March 1st, 2026)

<https://www.brownesc.us/Pre-K.aspx>

Click Link of the school you will be enrolling your child.

Student Eligibility:

The Ohio Department of Education has set the target population for the Early Childhood Education Grant Program. The pre-kindergarten program will primarily serve children who are 4 years of age by the start of their district of residency. Applications for children who are 3 years old will be considered for enrollment *AFTER* approval is requested by the supervisor and granted by the Ohio Department of Education in early November, provided all slots have not been filled with 4-year-old students. Children ages 3-5, **who have special needs**, are eligible for enrollment and will receive services outlined in an Individualized Education Plan. Families/guardians are required to reapply and submit updated income information if their child returns to the program for a second or third year.

Tuition Consideration:

Parents whose children are 5 years of age by the start of the school year, may opt to enroll them in the Pre-Kindergarten Program, but please note that the maximum tuition rate will be charged regardless of the family size or income level because the child is now considered to be kindergarten eligible based on their age.

Program Description:

Involvement in the pre-kindergarten program provides enriching experiences to enhance each child's creative, language, social, emotional, physical, and cognitive development. Preschool *Curriculum* is used to introduce students to the pre-kindergarten early learning and development standards as adopted by the Ohio Department of Education. Classroom activities are planned so that children can work independently, in small groups, and in large groups. Parents are welcome to volunteer in the classroom or help with special projects, per building and district volunteer guidelines/requirements.

For more information, please contact Amy Rau, Pre-Kindergarten Supervisor, at 937-378-6118 ext. 518 or send an email to: amy.rau@brownesc.net

BROWN COUNTY EDUCATION SERVICE CENTER PRE-K TUITION SCALE 26-27

Household Size (Parents, children, and other household members)	Income Eligibility Scale for Free Tuition	Income Eligibility Scale for Reduced Tuition
1	\$15,960 or less	\$31,900 or less
2	\$21,640 or less	\$43,280 or less
3	\$27,320 or less	\$54,640 or less
4	\$33,000 or less	\$66,000 or less
5	\$38,680 or less	\$77,360 or less
6	\$44,360 or less	\$88,720 or less
7	\$50,040 or less	\$100,080 or less
8	\$55,720 or less	\$111,440 or less
For each additional Family Member add	ADD \$5,680 for each additional	ADD \$11,380 for each additional

Children from households with income at or below eligible levels may receive free or reduced price meals. Applications are available at parents request at each of the buildings. Children who qualify for Special Education Services will not be required to pay tuition.

Annual Income	Pre-K Program Total Tuition of 8 monthly payments
Reduced Tuition Level	\$1,120 for year or \$140 per month (4 Day a week Program)
Full Tuition Level	\$3,200 for year or \$400 per month (4 Day a week Program)
Free Tuition Level	A family meeting the Federal Guidelines for Poverty will not pay tuition - If Income verification documents are provided and verified

Tuition payments are due the 1st of every month (September-April). **Attendance will be suspended if tuition is not paid.** Tuition adjustments can be made during the school year with proper documentation of change of income or prorated based on the date of enrollment.

