



# Advocates for Children of New York

Protecting every child's right to learn

## Early Childhood Education Programs

### A GUIDE TO PUBLIC EDUCATION PROGRAMS FOR 3 AND 4 YEAR OLDS FOR THE 2021-2022 SCHOOL YEAR

*Attending a high-quality preschool program helps children prepare to arrive at kindergarten ready to succeed. In fact, research shows that children who receive a high-quality early childhood education are more likely to do well in school, graduate from high school, and get higher paying jobs. There are several types of free or low-cost early childhood programs in New York City, including **Pre-K for All**, **3-K for All** (see page 7), **EarlyLearn NYC** (see page 13), and **Head Start** (see page 15).*

#### PRE-K FOR ALL PROGRAMS

Pre-K for All programs are free preschool programs for children who are four years old. A child is eligible to start Pre-K for All in September of the year in which he or she turns four years old. For the 2021-2022 school year, children are eligible if they were born in 2017.

The NYC Department of Education (DOE) runs Pre-K for All. Pre-K for All programs are located in NYC DOE district schools, NYC DOE Pre-K Centers, community-based organizations called NYC Early Education Centers (NYCEECs), and charter schools.

- NYC DOE district school pre-K programs are located in DOE public elementary schools and overseen by the school's principal.
- NYC DOE Pre-K Centers are run by DOE staff, but they have pre-K and 3-K classes only. They may be located in DOE public school buildings or separate DOE sites.
- NYC Early Education Centers (NYCEECs) are community-based organizations that contract with the DOE to run pre-K programs.
- Charter schools are free public schools that are run by an independent board of trustees, rather than by the DOE.

All Pre-K for All programs are held to high quality standards. Most programs are full day (6 hours and 20 minutes), but there are some five-hour programs and some half-day programs (2 hours and 30 minutes) available.

#### PRE-K FOR ALL: ADMISSIONS PROCESS

You can apply to full-day Pre-K for All programs at DOE district schools, DOE Pre-K Centers, and NYCEECs using one application form. All families of children born in 2017 can participate in the pre-K admissions process, including families of students with disabilities, Dual Language Learners, and students in temporary housing.

## Explore Your Options: January & February 2021

You may research Pre-K for All programs using the online directory at [MySchools.nyc](https://www.myschools.nyc.gov/). The online directory has maps and information about programs across New York City. You can also research programs using the DOE's **Pre-K Finder** tool, available online at <http://maps.nyc.gov/upk>. You can use the online directory, and the Pre-K Finder to locate programs in your neighborhood of choice, whether near your home address, place of work, or some other location.

Once you enter an address in the online directory on [MySchools.nyc](https://www.myschools.nyc.gov/), you'll find Pre-K for All programs in the school district and information about the program type. In addition to listing the location and contact information for each pre-K program, the directory also provides information on extended hours, language supports provided at the program (for example, dual language programs), whether a program is fully or partially accessible, and the program code (for the Pre-K for All application). You can also browse programs by borough or use filters to search for programs by location, proximity to public transportation, accessibility, language supports and other preferences. Each program page will include the program website, contact information, admissions priorities, which groups of students received offers last year and more. You can also access the "Pre-K Quality Snapshot" to see how families and evaluators rated the program. Once the application period begins, you can also use [MySchools.nyc](https://www.myschools.nyc.gov/) to apply to programs.

The Pre-K Finder has similar information. To use the Pre-K Finder online, you should enter your address or the address where you are looking for programs in the search toolbar. A map of local Pre-K for All programs will appear. Click on "Detail" for a particular program to see additional information. From the Pre-K Finder, you can also request a phone call if you would like to speak with a DOE enrollment specialist about your options.

You can use the information found online to make a list of programs where you may want to apply. Once you have made this list, you may want to contact the programs to help you decide which ones are best for your child and ask about virtual open houses and tours. In making your list of programs, you should also think about your child's chances of getting an offer to each pre-K program. Admission to each Pre-K for All program is based on a list of admissions priorities. See page 4 for information about these admissions priorities.

## Apply to Pre-K for All Programs: February 24 to April 7, 2021

The DOE's application process allows you to apply to up to 12 full-day (6 hour, 20 minutes) Pre-K for All programs using one form. You must use the centralized application form to apply to full-day pre-K programs at DOE district schools, DOE Pre-K Centers, and NYCEECs. However, if you are interested in five-hour or half-day pre-K programs at NYCEECs, or any pre-K programs at charter schools, please contact those sites

### **Although there are many factors that you may want to think about in choosing a pre-K program, some questions to ask may be:**

- Does the space feel child friendly?
- How easy is it to reach and speak to the teachers and program director?
- How much experience do the classroom teachers have in early childhood education? (Note that the teachers may change by next year.)
- Does the curriculum seem developmentally appropriate, focusing on learning through play?
- Is there an indoor or outdoor play space?
- How does the staff respond when children are having a rough day?
- How does the program work with families?
- Where do children with Individualized Education Programs (IEPs) receive related services, such as speech therapy?
- What language supports are available for children and families who speak a language other than English?
- Does the program offer after-school hours? If so, what is the cost?
- How would you get your child to the program in the morning and pick up your child in the afternoon?

directly to apply. You cannot apply to five-hour or half-day pre-K programs or to any charter school pre-K programs through the central application.

On your application, you should list up to 12 Pre-K for All programs in the order of your true preference. If it is hard for you to decide how to rank programs, think about which factors matter most to you. Some programs may be near your home or work. The DOE does not provide bus service to pre-K programs except under limited circumstances for students in temporary housing or students in foster care (see page 10). Others may have longer hours and provide your child with after-school child care for a fee. Still others may include staff members and teachers whom you find warm and inviting. You should list the program you like the most as your first choice.

Once you have decided on the ranking of up to 12 programs, **there are two ways to apply:**

1. Apply online at [MySchools.nyc](https://www.schools.nyc.gov/my-schools); **or**
2. Call (718) 935-2009, Monday through Friday between 8 a.m. and 6 p.m.

The application is available online in ten languages: Arabic, Bengali, Chinese, English, French, Haitian Creole, Korean, Russian, Spanish, and Urdu. The DOE will also provide interpreters in 200 languages to help families who apply over the phone.

If you have questions about the application process or need more help, you can email the DOE at [ESEnrollment@schools.nyc.gov](mailto:ESEnrollment@schools.nyc.gov) or contact a Family Welcome Center (see page 16).

## **Receive an Offer: Late Spring 2021**

This spring, the DOE will mail one Pre-K for All placement offer to each family who applied. If the DOE cannot offer you any of the programs that you listed on your application, the DOE will give you an offer to a program that has seats available. You should pre-register at the school where your child is offered admission. The deadline to pre-register will be included in your offer letter.

**TO PRE-REGISTER**, you must go to the Pre-K for All Program in person and bring:

- **Your offer letter;**
- **One proof of your child’s age** (such as a birth certificate, passport, or record of baptism); and
- **Two proofs of your address.**

For proof of address, you can use:

- A lease, deed, or mortgage statement;
- Gas, electric, water, cable, or property tax bill;
- Rent receipt;
- Official payroll documentation;
- Income tax form;
- Voter registration document;
- Documentation from a government agency;
- Government issued identification (including an IDNYC card);
- Driver’s license;
- Membership documents based on residency (e.g., neighborhood residents’ association); or
- Evidence of custody of the child.

You *cannot* use a phone bill, credit card bill, or health insurance card.

If you live with another family, you may not have paperwork in your name to prove your address if the lease is in the other family’s name. When you go to register at the school you were offered, you may bring an “Affidavit of Residency” signed, and preferably notarized, by you and the primary leaseholder/tenant stating that you live at that address, along with two other documents confirming your address. You can find a copy of the Affidavit of Residency online at <http://bit.ly/Enrollment-Docs>. Families living in temporary housing are not required to submit documentation in order to pre-register. See pages 9-10 for additional information.

You do **not** need to provide proof of citizenship or a Social Security number. For a checklist of items to bring with you, visit the DOE website at <http://bit.ly/FamWelcomeCenters>.

Once you pre-register at a school, your child is set to attend that school in September as long as the child remains eligible for the seat.<sup>1</sup>

## Pre-K Admissions: Late Applications

If you missed the application deadline, visit the DOE Pre-K website ([nyc.gov/prek](http://nyc.gov/prek)) or call (718) 935-2009.

## PRE-K FOR ALL: ADMISSIONS PRIORITIES

Because many district schools, Pre-K Centers, and NYCEECs are not able to admit all students who apply, admissions decisions are based on a list of priorities. For families who list a particular Pre-K for All program anywhere on their application, students in the first priority group for that program will be accepted first, and then offers will be made to the second priority group, and so on, until all seats in that program are filled. If more students apply for a pre-K program within a single priority category than the program can accept, offers are made based on a random selection within the priority group.

## Admissions Priorities for NYC DOE District Schools

If you are interested in Pre-K for All programs at **district schools**, you should first determine your **zoned school** and **district**. To find your zoned school and district, go to [MySchools.nyc.gov](http://MySchools.nyc.gov) or [www.schools.nyc.gov/find-a-school](http://www.schools.nyc.gov/find-a-school), enter your home address, borough, and child's grade ("PK"), and click "Search." You will see the name and contact information for the school that is zoned for your address and your district. You can also get this information by calling 311. Keep in mind that your zoned school may or may not offer pre-K.

Most Pre-K for All programs in zoned district schools accept students in the following order of priority\*:

1. Current students who attend the school's 3-K for All program (if one exists);
2. Zoned students who will have a sibling\*\* at the school during the 2021-2022 school year;
3. Other zoned students;
4. In-district students who will have a sibling at the school during the 2021-2022 school year;
5. Out-of-district students who will have a sibling at the school during the 2021-2022 school year;
6. Other students who live in the district;
7. Other students who live outside the district.

\* For some zoned and non-zoned schools, there may be additional priority categories approved by the DOE to achieve greater diversity in the school's pre-K program. These schools are listed online at <http://bit.ly/Admissions-Diversity>.

\*\* A sibling includes a half-sibling, step sibling, and foster sibling of the applicant, who lives in the same household. To get the sibling priority, the sibling must be enrolled in the school during the 2021-2022 school year or enrolled in a District 75 specialized program for the 2021-2022 school year that is co-located in the same school building.

## WAITLISTS

If you applied to more than one Pre-K for All program on the application, your child will be placed on the waitlist for any programs you listed higher than the Pre-K for All program you were offered. You can pre-register for the school where your child was offered a seat and remain on the waitlists for programs you ranked higher. If a Pre-K for All program is able to offer you a seat from the waitlist, the program will contact you directly.

<sup>1</sup> Pre-registration is the DOE's term for registration that happens before September. Once you pre-register your child at a school, your child is set to attend that school in September, provided the student remains eligible for the seat in September. For example, if a district school learns that a student's address falls outside of the priority zone and the school does not have space for children outside the zone, the student may lose that placement.

While most children have a zoned school, District 1 (Lower East Side, Manhattan), District 7 (South Bronx), and District 23 (Brownsville, Brooklyn) are non-zoned districts. All schools in these districts are non-zoned schools. Parents in these districts can apply to any school within the district, and their child will have a similar chance of being admitted (though children who attend 3-K at the school and children with siblings at the school get higher priority). In addition, in other districts throughout NYC, there are some schools without a zone called non-zoned schools. Non-zoned schools admit students based on priorities 1 and 4-7 listed above.

In an effort to increase diversity, each school in District 1 gives priority for a percentage of seats to students who qualify for free or reduced lunch, students in temporary housing, and students whose home language is a language other than English. The percentage is based on the background of District 1 applicants. For more information about District 1 schools and admissions, visit the District 1 website at <http://www.district1nyc.com>.

For zoned schools, students who live in the zone will have the best chance of being admitted. However, some zoned schools have enough pre-K seats to admit students who live outside the zone. Other zoned schools do not have enough pre-K seats for all zoned students. The online directory at [MySchools.nyc](http://MySchools.nyc) has information about which priority groups were admitted during last year's application period. While you can apply to any school you want, this information can help you think about how likely it is that your child will be admitted this year.

For example, you may want your child to attend a school that it is in your district but is *not* your child's zoned school. The program's page on [MySchools.nyc](http://MySchools.nyc) may show that the school that you want only had seats for zoned students last year. You should feel free to list this school on your application. If it is your first choice, you should list it as your first choice! However, you may also want to list other schools, Pre-K Centers, or NYCEECs on your application where your child is more likely to get an offer. Listing your zoned school lower down on your application does *not* affect your child's chances of getting admitted to the zoned school if the schools you ranked higher do not have a seat for your child.

### ***How does my child's attendance at a pre-K program at a DOE district school impact kindergarten admissions?***

Your child's attendance at a pre-K program at a DOE district school does **not** guarantee that he or she can attend the same school for kindergarten for the 2022-2023 school year. You will still need to apply to schools during the kindergarten admissions process when your child is in pre-K. Decisions about which children will receive offers to which schools for kindergarten will be made based on a list of kindergarten admissions priorities.

Attending pre-K at your zoned school will **not** make your child any more or less likely than any other zoned student to be admitted to the school for kindergarten. However, attending pre-K at a school that is **not** your zoned school may increase your child's chance of being admitted to the same school for kindergarten based on the kindergarten admissions priorities.

For more information about the Kindergarten Admissions process, see AFC's *Guide to Kindergarten Admissions*: [http://www.advocatesforchildren.org/sites/default/files/library/kindergarten\\_admissions\\_guide.pdf](http://www.advocatesforchildren.org/sites/default/files/library/kindergarten_admissions_guide.pdf).



## **Admissions Priorities for NYC DOE Pre-K Centers**

DOE Pre-K Centers are led and run by DOE staff but, unlike DOE district schools, they offer pre-K and 3-K only. These programs are located in DOE public schools or at separate pre-K sites where all of the students are in pre-K or 3-K. Programs at DOE Pre-K Centers accept students in the following order of priority:

1. Students who currently attend 3-K for All at the Pre-K Center;
2. Students who live in the same district as the Pre-K Center;
3. Students who live outside the district.

**Remember:** To find your district, go to [MySchools.nyc](https://www.myschools.nyc.gov) or [www.schools.nyc.gov/find-a-school](https://www.schools.nyc.gov/find-a-school), enter your home address, borough, and child's grade ("PK"), and click "Search." You will see the name and contact information for the school that is zoned for your address and your district. You can also get this information by calling 311.

## **Admissions Priorities for NYC Early Education Centers (NYCEECs)**

Pre-K for All programs in **NYCEECs** (community-based organizations) accept students in the following order of priority:

1. Current students enrolled at the NYCEEC who attend the program for three year olds or 3-K for All (during the 2020-2021 school year);
2. Siblings of current students enrolled at the NYCEEC;
3. Students whose families currently receive free or subsidized social services from the organization operating the NYCEEC;
4. Students who speak a language other than English that the NYCEEC specializes in serving (see page 12);
5. All other students.

### **QUESTIONS ABOUT PRE-K FOR ALL?**

Families with questions about the Pre-K for All admissions process can contact the **DOE's Pre-K Admissions team** at [ESenrollment@schools.nyc.gov](mailto:ESenrollment@schools.nyc.gov) or (718) 935-2009.

As mentioned above, children who attend a NYCEEC during the 2020-2021 school year have first priority to stay at the NYCEEC for pre-K during the 2021-2022 school year. Therefore, some NYCEECs may not have room for new students. If you are interested in applying to a NYCEEC, you may want to contact the NYCEEC first to ask if the NYCEEC thinks it will have seats for students who are not already attending the NYCEEC. The program page on [MySchools.nyc](https://www.myschools.nyc.gov) can also help tell you whether or not new students received an offer last year. Either way, you can list the NYCEEC, but may want to list other options on your application too. In addition, some NYCEECs have income or other eligibility requirements because they are also funded through Head Start or child care. The [MySchools.nyc](https://www.myschools.nyc.gov) directory and Pre-K Finder note which NYCEECs have these requirements. You should contact these NYCEECs before applying to make sure you meet the eligibility requirements. See page 13 for information about EarlyLearn NYC programs, one type of NYCEEC.

One of the benefits of applying to a NYCEEC is that these programs may offer longer hours than programs at district schools. However, keep in mind that you may have to pay a fee for these longer hours.

## **Finding open seats after the Pre-K for All admissions process ends**

Some Pre-K for All programs may have seats available after the application period has ended and after the new school year has started. You can check the DOE's website at [www.nyc.gov/prek](https://www.nyc.gov/prek) for updates after the application period. Additionally, families can:

1. Call 311 or (718) 935-2009; or
2. Request a call through the Pre-K Finder (<http://maps.nyc.gov/upk>); or
3. Contact programs directly; or
4. Contact a Family Welcome Center (see page 16).

## 3-K FOR ALL PROGRAMS

3-K for All programs are free full-day preschool programs for children who are three years old. A child is eligible to attend a 3-K for All class in September of the year in which he or she turns three years old. For the 2021-2022 school year, children are eligible if they were born in 2018.

Like Pre-K for All, the DOE runs 3-K for All. 3-K for All programs are located in NYC DOE district schools, NYC DOE Pre-K Centers, NYCEECs and in home-based programs known as Family Child Care programs. Unlike Pre-K for All, not every child is guaranteed a seat.

Free full-day programs available to all families are only located in select school districts, and because of the limited number of seats, priority is given to children who live in those districts. However, all children born in 2018 may apply. For the 2021-2022 school year, programs will be located in:

- District 1 (East Village),
- District 4 (East Harlem),
- District 5 (Harlem),
- District 6 (Washington Heights & Inwood),
- District 7 (South Bronx),
- District 8 (Throgs Neck, Country Club, Pelham Bay, Castle Hill, Soundview, Hunts Point),
- District 9 (Grand Concourse, Highbridge, Morrisania),
- District 12 (Central Bronx)
- District 14 (Williamsburg)
- District 16 (Bedford-Stuyvesant),
- District 19 (East New York),
- District 23 (Brownsville, East New York, Ocean Hill),
- District 27 (Broad Channel, Howard Beach, Ozone Park, Rockaways),
- District 29 (Southeast Queens)
- District 31 (Staten Island) and
- District 32 (Bushwick)

Outside of these 16 school districts, the DOE has free and low-cost 3-K programs available to families who qualify based on financial need and other factors. These programs are labeled “Extended Day/Year” and “Head Start” in the DOE online directory. The programs are located in NYC Early Education Centers (NYCEECs); they are open year-round and may be open for up to 10 hours a day. To learn more about these programs and the eligibility requirements, please review the Child Care and Head Start information on pages 13 and 14.

You can search for 3-K for All programs using [MySchools.nyc](https://www.myschools.nyc.gov) and the DOE 3-K Finder at <https://maps.nyc.gov/3k/>. You can also contact programs directly to learn about virtual tours and open houses. For more information on how to use the 3-K Finder, read the instructions on the Pre-K Finder (see page 2).

## 3-K FOR ALL: ADMISSIONS PROCESS

You can apply to 3-K for All programs at DOE district schools, DOE Pre-K Centers, NYCEECs and Family Child Care programs using one application form. All families of children born in 2018 can participate in the 3-K admissions process, including families of students with disabilities, Dual Language Learners, and students in temporary housing.

**Applications for students starting 3-K in fall 2021 will be open from February 24th through April 30, 2021.** The DOE’s application process allows you to apply to up to 12 full-day (6 hour, 20 minutes) 3-K for All programs using one form. You can update your application at any time before the deadline. Admission is not first-come, first-served. All applications received by the deadline will be treated the same, according to admissions priorities.

You must use the centralized application form to apply to 3-K programs at DOE district schools, DOE Pre-K Centers, NYCEECs and Family Child Care programs.

Once you have decided on the ranking of up to 12 programs, there are two ways to apply:

1. Apply online at [MySchools.nyc](https://www.myschools.nyc.gov); **or**
2. Call (718) 935-2009, Monday through Friday between 8 a.m. and 6 p.m.

The application is available online in ten languages: Arabic, Bengali, Chinese, English, French, Haitian Creole, Korean, Russian, Spanish, and Urdu. The DOE will also provide interpreters in 200 languages to help families who apply over the phone.

If you need help, please email your Family Welcome Center (see page 16) or contact the DOE at [ESenrollment@schools.nyc.gov](mailto:ESenrollment@schools.nyc.gov).

## 3-K FOR ALL: ADMISSIONS PRIORITIES

---

Because there are limited seats available, not all children born in 2018 will be able to attend a 3-K for All Program. Admissions decisions are based on a list of priorities explained below. For families who list a particular 3-K for All program anywhere on their application, students in the first priority group for that location will be accepted first, and then offers will be made to the second priority group, and so on, until all seats in that program are filled. If more students apply for a 3-K program within a single priority category than the program can accept, offers are made based on a random selection within the priority group.

If you are interested in 3-K for All programs at **district schools**, you should first determine your **zoned school** and **district**. To find your zoned school and district, go to [MySchools.nyc](https://www.myschools.nyc.gov) or [www.schools.nyc.gov/find-a-school](https://www.schools.nyc.gov/find-a-school), enter your home address, borough, and child's grade ("3K"), and click "Search." You will see the name and contact information for the school that is zoned for your address and your district. You can also get this information by calling 311. Keep in mind that your zoned school and your district may or may not offer 3-K.

Most 3-K for All programs in zoned district schools accept students in the following order of priority:

1. Zoned students who will have a sibling\* at the school during the 2021-2022 school year;
2. Other zoned students;
3. In-district students who will have a sibling at the school during the 2021-2022 school year;
4. Out-of-district students with a sibling at the school during the 2021-2022 school year;
5. Other students who live in the district;
6. Other students who live outside the district.

*\* A sibling includes a half-sibling, stepsibling, and foster sibling of the applicant, who lives in the same household. To get the sibling priority, the sibling must be enrolled in the school (including the school's Pre-K program) during the 2021-2022 school year or enrolled in a District 75 specialized program for the 2021-2022 school year that is co-located in the same school building.*

While most children have a zoned school, District 1, District 7 and District 23 are non-zoned districts. All schools in these districts are non-zoned schools. Families who live in these districts have priority to all schools in that district. In addition, in other districts throughout NYC, there are some schools without a zone called non-zoned schools. Non-zoned schools in choice districts and throughout NYC admit students based on priorities 3-6 listed above.

DOE Pre-K Centers accept students in the following order of priority:

1. Students who live in the same district as the Pre-K Center and will have a sibling at the Center during the 2021-22 school year;



2. Students who live outside the district and will have a sibling at the Center during the 2021-2022 school year;
3. Other students who live in the same district as the Pre-K Center;
4. Students who live outside the district.

3-K for All programs in NYCEECs (community-based organizations) accept students in the following order of priority:

1. Current students enrolled at the NYCEEC;
2. Siblings of current students enrolled at the NYCEEC;
3. Students whose families currently receive free or subsidized social services from the organization operating the NYCEEC;
4. Students who speak a language other than English that the NYCEEC specializes in serving (see page 12);
5. All other students living in the district;
6. All other students living outside the district.

Some NYCEECs have income or other eligibility requirements because they are also funded through Head Start or child care. [MySchools.nyc](https://www3.nyc.gov/site/my-schools/my-schools-nyc) and 3-K Finder note which NYCEECs have these requirements. You should contact these NYCEECs before applying to make sure you meet the eligibility requirements. See page 13 for information about EarlyLearn NYC programs, one type of NYCEEC.

For individual 3-K programs, additional priorities may be added to achieve greater diversity in the student body.

## ***Receive an Offer: Late Spring 2021***

This spring, the DOE will mail a results letter to all families who applied. Families who receive an offer to a 3-K for All program should pre-register at the program where your child is offered admission. Pre-register by the date in your offer letter to reserve your child's seat for September. For more information on how to pre-register for a program, see the Pre-K for All section (page 3).

## **ADDITIONAL RIGHTS FOR PRESCHOOLERS IN TEMPORARY HOUSING & CHILDREN IN FOSTER CARE**

### ***Pre-K and 3-K application and enrollment***

**Families living in temporary housing, such as a shelter, can and should participate in the Pre-K for All and 3-K for All admissions processes.** You can determine your zoned school by entering your temporary address in the [Find a School](#) search function on the DOE website or calling 311.

When families go to **pre-register**, if they are unable to provide two proofs of address, they should let the school know that they are living in temporary housing. Families living in temporary housing are not required to submit documents in order to pre-register. If the family runs into any difficulty, they can contact their borough's Regional Manager for Students in Temporary Housing. See page 17 for their contact information.

Once the school year starts, if there are **open seats** in a Pre-K for All or 3-K program, children in temporary housing have the right to **immediate enrollment**. This means that the program must enroll the child right away, even if the family cannot provide the documents normally necessary for enrollment, such as birth certificates, proof of residency, or immunizations.

## ***Transportation to Pre-K and 3-K programs***

Children in temporary housing also have the right to transportation. The DOE will give parents **MetroCards** to bring their children to and from Pre-K for All and 3-K programs at DOE district schools, DOE Pre-K Centers, NYCEECS, Family Child Care, and charter schools. All families of children in temporary housing can request MetroCards from their child's DOE preschool program, including EarlyLearn NYC programs (see page 13), or the DOE's Students in Temporary Housing Regional Managers. See page 17 for the DOE's Regional Manager's contact information.

In some cases, children in temporary housing can get busing to and from their 3-K or pre-K program if there is an appropriate route available. To request busing, families in temporary housing should contact the Students in Temporary Housing Regional Manager and ask that they complete and submit a transportation request form, available on the DOE website <http://bit.ly/STH-Transportation>.

Instructions on how to submit the request are included at the end of the form. Transportation (MetroCards or busing if an appropriate route is available) is also available for the remainder of the school year after a child who was homeless becomes permanently housed.

## ***Making space for preschoolers in temporary housing when pre-K programs are full***

Typically, pre-K classes have up to 18 students with at least two adults (usually one teacher and one paraprofessional). If families find that pre-K programs near them are **full** or have **long waiting lists**, Pre-K for All programs may take several steps to help enroll a child living in temporary housing. In order to enroll a 19th or 20th student, the pre-K class must have at least three staff members (typically one teacher and two paraprofessionals). In order to enroll a 21st student, Pre-K for All programs can request a class-size variance to add a child living in temporary housing. Please note that the class-size variance process can also be used to add a child with a disability to a class that already has 20 students.

If you need help enrolling a child who is living in temporary housing in pre-K or 3-K or requesting transportation to the program, please contact the New York State Technical & Education Assistance Center for Homeless Students (NYS-TEACHS) toll-free infoline at **(800) 388-2014** or email [info@nysteachs.org](mailto:info@nysteachs.org).

For more resources to assist preschoolers in temporary housing, you can visit the DOE's website at <http://bit.ly/DOE-STH>.

## ***Children in Foster Care***

Children in foster care also have additional rights regarding enrollment and transportation. Children in foster care have the right to **immediate enrollment** during the school year to a Pre-K for All or 3-K program with **open seats**. This means that the program must enroll the child right away, even if the family cannot provide the documents normally necessary for enrollment, such as birth certificates, proof of residency, or immunizations.

Children in foster care who attend a 3-K or Pre-K have the right to transportation and may qualify for busing if they need it in order to stay in their program when they are placed in foster care or change foster homes. Speak to your child's foster care agency or attorney for more information.

# ADDITIONAL RIGHTS FOR PRESCHOOLERS WITH DISABILITIES

## ***Pre-K and 3-K application and placement process***

All families with age-eligible children, including preschoolers with disabilities, may apply to Pre-K for All and 3-K programs for the 2021-2022 school year.

Preschool students with Individualized Education Programs (IEPs) that recommend Special Education Itinerant Teacher (SEIT) services and/or related services only can receive these recommended services at a pre-K or 3-K program and should apply through the pre-K or 3-K application process. Note: Due to class ratio requirements, children whose IEPs recommend SEIT and/or related services only may not be able to enroll in pre-K or 3-K programs that have only “special classes in an integrated setting.” You will find a note under these programs online at [MySchools.nyc](https://www.schools.nyc.gov/my-schools) stating that you should contact the program before applying if your child has an IEP that recommends SEIT and/or related services.

The Committee on Preschool Special Education (CPSE) is responsible for finding an appropriate placement for children whose IEPs recommend a special class or special class in an integrated setting, and the pre-K and 3-K application processes do not apply to these settings. However, preschool students whose IEPs recommend a full-day (five hour) or half-day special class or special class in an integrated setting may participate in a pre-K or 3-K program for the rest of the day since full-day pre-K and 3-K programs last for 6 hours and 20 minutes. If you are interested in having your child attend a Pre-K for All or 3-K program for the rest of the day, contact the DOE’s Division of Early Childhood Education at (212) 374-0351 or [prekfamilyengagement@schools.nyc.gov](mailto:prekfamilyengagement@schools.nyc.gov) for more information. Children with an IEP recommending a special class or a special class in an integrated setting also have the right to busing. Contact [EarlyChildhoodBusing@schools.nyc.gov](mailto:EarlyChildhoodBusing@schools.nyc.gov) if transportation is not in place.

Your child’s IEP recommendation may change before the 2021-2022 school year. Therefore, if you have any interest in having your child attend a Pre-K for All or 3-K program, we encourage you to apply to reserve a seat for your child, regardless of your child’s current IEP recommendation.

If your child does not yet have an IEP and you want the Department of Education to evaluate your child to see if your preschooler needs special education services, you should write a letter to your local Committee on Preschool Special Education (CPSE) office stating that you want your child to receive preschool special education evaluations. See page 18 for the contact information for each CPSE office. For more information on preschool special education services, see AFC’s Guide to Preschool Special Education, available at [http://www.advocatesforchildren.org/sites/default/files/library/preschool\\_special\\_ed\\_guide.pdf](http://www.advocatesforchildren.org/sites/default/files/library/preschool_special_ed_guide.pdf).

If your child needs a Section 504 accommodations plan due to your child’s disability, you should contact the pre-K or 3-K program directly and write a letter asking for a Section 504 plan. For example, if your child has diabetes and needs a staff member to inject insulin or if your child has food allergies and needs to avoid certain foods, you may want to ask for a Section 504 plan.

If your child needs an accessible building, such as a building without steps, due to your child’s disability, you can find out which DOE district schools and Pre-K Centers are accessible on [MySchools.nyc](https://www.schools.nyc.gov/my-schools) and [schools.nyc.gov/BuildingAccessibility](https://www.schools.nyc.gov/buildingaccessibility). You must call each NYCEEC to find out if it is accessible. If your child does not receive an accessible placement through the application process, the DOE will provide an accessible placement after offers are made. Families seeking help with the admissions process can reach out to the DOE at [accessibleadmissions@schools.nyc.gov](mailto:accessibleadmissions@schools.nyc.gov) and [ESEnrollment@schools.nyc.gov](mailto:ESEnrollment@schools.nyc.gov).

The CPSE is responsible for finding an accessible placement if your child’s IEP recommends a special class or special class in an integrated setting. You should contact the CPSE Administrator assigned to your child’s case if you have questions about your child’s placement.

## ***Making space for preschoolers with disabilities when pre-K programs are full***

If families find that pre-K programs near them are **full** or have **long waiting lists**, 3-K and Pre-K for All programs may take several steps to help enroll a child with a disability. Please see page 10 above for more information on how pre-K programs can make space for additional students, including preschoolers with disabilities, through the class-size variance process.

If you need help enrolling a child in pre-K or 3-K who has a disability or getting a Section 504 plan or IEP, please contact AFC’s Helpline, Monday through Thursday from 10 a.m. until 4 p.m., at (866) 427-6033.

## **PRE-K PROGRAMS FOR DUAL LANGUAGE LEARNERS**

The DOE provides some specific programs and supports for Dual Language Learners (DLLs), children who are learning a language other than English at home. These supports can help DLLs develop the language skills needed to do well in school. Below you will find information about the language options available to 3-K and pre-K students.

### ***Dual Language (DL)***

Some DOE district schools and DOE Pre-K Centers offer pre-K Dual Language programs. These programs provide instruction in English and another language, with the goal of helping all students to learn both languages. These programs support students whose home language is not English in developing English language skills and students whose home language is English in learning a second language. Families can find district schools and Pre-K Centers that offer DL programs—by language by visiting [MySchools.nyc](https://myschools.nyc.gov) or the Pre-K Finder (<https://maps.nyc.gov/upk>) and using the filters for dual language programs. These programs are also noted in the online application. Families who wish to apply to both the DL and general pre-K classes at a school should list each option separately on their applications.

### ***Enhanced Language Support (ELS)***

While Dual Language pre-K programs are available only at district schools and Pre-K Centers, nearly 200 3-K and pre-K programs at NYCEECs have indicated that they are Enhanced Language Support (ELS) programs. ELS programs offer supports to enhance language development in certain target home languages spoken by DLLs. For example, the classroom may have schedules, labels, music, and books in English and in the target home language spoken by students. Enhanced Language Support programs tailor their supports to DLLs who speak particular home languages, so students who speak the home languages that the NYCEECs specialize in serving will receive some admissions priority. Families can find which NYCEECs offer ELS programs—and in which languages—by searching [MySchools.nyc](https://myschools.nyc.gov) and the Pre-K Finder (<https://maps.nyc.gov/upk>) and using the filters for an “Early Ed Center” and enhanced language. These programs are also noted in the online application. To learn more about the specific features of any given ELS program, families should contact each NYCEEC directly.

## **Identifying students prioritized for Dual Language or Enhanced Language Support**

If you apply to a DL and/or ELS program, you will be asked to provide your child's primary language spoken at home. Please note that your child's primary language may be used to determine his or her priority for placement in these programs.

### **Additional language support options**

Schools, Pre-K Centers, and NYCEECs may have other pre-K and 3-K options for DLLs. Please contact pre-K and 3-K programs directly for more information about available services and programs that meet the specific language needs of your child.

For more information about Dual Language programs or programs with Enhanced Language Supports, email [prekduallanguage@schools.nyc.gov](mailto:prekduallanguage@schools.nyc.gov).

## **EARLYLEARN NYC PROGRAMS**

EarlyLearn NYC offers free and low-cost early childhood education programs at hundreds of centers throughout the City. EarlyLearn NYC is run by the Department of Education (DOE). Its programs offer child care, Head Start, 3-K for All, Pre-K for All, or any combination of the four. EarlyLearn programs are open year-round and offer full-day sessions.

### **Free or Low-Cost Child Care**

EarlyLearn programs with child care seats can serve children from six weeks old until they enter kindergarten. Children may be eligible for child care if their parents receive public assistance, have low incomes and need child care because of their jobs or education, have active cases with the City's Administration for Children's Services (ACS) or other preventive service agencies, are living in temporary housing, or are receiving domestic violence services. Eligibility for child care can be complicated, and some parents need to pay a fee based on a sliding scale. To see if you are eligible, you can complete this online questionnaire, <https://access.nyc.gov/eligibility/#step-1>, call 311, contact a Family Welcome Center or call a Child Care Resource and Referral agency (see page 16).

### **Head Start**

EarlyLearn programs with Head Start seats are for children from age three until they enter kindergarten. Children are eligible for Head Start if their families have low incomes or if they are in foster care or living in temporary housing. For more information about Head Start eligibility, see page 15.

### **3-K and Pre-K for All**

It is important to note that all EarlyLearn programs are also designated as 3-K and Pre-K for All programs for children during the years that children are three and four years old. Therefore, parents of children born in 2018 and 2017 who are interested in these programs should apply through the DOE's 3-K and Pre-K for All central application (see pages 2-9 above for details) for seats for the 2021-2022 school year. EarlyLearn programs will be designated as "Extended Day/Year" and "Head Start". If families apply to these programs using the DOE's online application, the application will provide EarlyLearn NYC's eligibility criteria and ask the family if they think they are eligible. If the family clicks "No," the family will not be able to apply to EarlyLearn



programs. If the family clicks “Yes,” the EarlyLearn site will ask the family to verify their EarlyLearn eligibility during pre-registration. Please note that some families may still need to pay an EarlyLearn child care fee.

## ***Finding EarlyLearn programs***

To find EarlyLearn programs, call 311, visit the DOE website at [nyc.gov/EarlyLearn](https://nyc.gov/EarlyLearn) or use the DOE EarlyLearn Finder at <https://maps.nyc.gov/el/>. For children born in 2017, you should apply for September 2021 placement through the DOE’s Pre-K for All application process by April 7, 2021. For children born in 2018, you should apply for September 2021 placement through the DOE’s 3-K for All application process by April 30, 2021. After these application deadlines, you should call the centers directly to ask if they have available seats. You can apply directly to programs at any time for children born after 2018.

To find seats for the 2020-2021 year, you should contact each EarlyLearn program directly. For help finding a program, you can also contact a Family Welcome Center (see page 16) or call a Child Care Resource and Referral agency (see page 16).

## ***Children with disabilities***

All EarlyLearn and Head Start programs serve children with delays or disabilities. Children with Individualized Family Service Plans (IFSPs) or Individualized Education Programs (IEPs) can receive a wide variety of services at EarlyLearn and Head Start programs. Preschool students with Individualized Education Programs (IEPs) that recommend Special Education Itinerant Teacher (SEIT) services and/or related services can receive these recommended services at an EarlyLearn or Head Start program.

The Committee on Preschool Special Education (CPSE) is responsible for finding an appropriate placement for children whose IEPs recommend a special class or special class in an integrated setting. However, preschool students whose IEPs recommend a full-day (5 hour) or half-day special class or special class in an integrated setting may participate in an EarlyLearn or Head Start program for the rest of the day.

## ***Children from Immigrant Families***

The Child Care subsidy application that parents must submit to apply for EarlyLearn child care programs includes a question about the child’s immigration status. Families are asked to confirm that the child who will be attending the program is a United States citizen or has satisfactory immigration status and to provide proof. A copy of the application with a note to immigrant families is available online: <https://www1.nyc.gov/site/acs/early-care/forms.page>. The application does not ask about immigration status of the parents or other members of the household.

Families seeking to enroll their child in a Head Start/child care seat or in a Pre-K for All class located in an EarlyLearn program do not need to answer the immigration status question or provide proof of status. In other words, families of children born in 2016 seeking to enroll in an EarlyLearn program during the 2020-2021 school year and families of children born in 2017 seeking to enroll in an EarlyLearn program for the 2021-2022 school year do **not** need to answer the immigration status question and should leave the question blank. Programs that are located in district schools and DOE Pre-K centers, as well as community-based organizations other than EarlyLearn child care programs, will not ask you about your child’s immigration status. For more information, see <https://www1.nyc.gov/site/acs/early-care/eligibility.page>.

# HEAD START PROGRAMS

While many Head Start programs are run by EarlyLearn NYC, there are also separate Head Start programs that are not part of EarlyLearn. Head Start is a year-round program that supports the academic, mental, social, and emotional development of children from age three until they enter kindergarten. In addition to educational services, programs provide children and their families with health, nutrition, social, and other services.

Children whose families' income is below the federal poverty guidelines are eligible. Please refer to the poverty guidelines in this chart to determine your family's income eligibility. Head Start programs may have space for some children whose families' income is above the federal poverty guidelines. Contact the Head Start program to find out.

Children in foster care, children living in temporary housing, and children in families receiving public assistance (e.g., Temporary Assistance for Needy Families or Supplemental Security Income) are eligible for Head Start, regardless of family income. Children living in temporary housing also receive priority enrollment.

Household Size	Maximum Income Level (Per Year)
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660

## ***Finding open Head Start seats***

If you would like to apply to a Head Start program, you should contact programs directly to set up a time to apply and enroll your child. To find Head Start programs near you, enter your address at <http://bit.ly/FindHeadStart>. Many Head Start programs are also DOE 3-K and pre-K programs, and parents with children born in 2017 should apply for September 2021 placement through the DOE's Pre-K for All application process by April 7th (see pages 2-6) or through the DOE's 3-K application by April 30th. After the application deadlines, parents of children born in 2017 and 2018 should contact Head Start programs directly. To find seats for the 2020-2021 year, you should contact Head Start programs directly. You can also contact a Child Care Resource and Referral agency. See page 16.

# CONTACT INFORMATION

## **CHILD CARE RESOURCE AND REFERRAL AGENCIES**

For help finding early childhood education programs for your child, you can contact the **New York City Child Care Resource and Referral Consortium**, toll-free at **(888) 469-5999**. These centers can help you find EarlyLearn NYC, Head Start, child care, 3-K and Pre-K for All programs. Child care specialists will ask you for information about the type of program you need and your children's ages. Then, they will offer a list of programs. You will need to contact the programs to see if they have open seats. For more information, visit [www.nycchildcareconsortium.org](http://www.nycchildcareconsortium.org).

You can also contact a Child Care Resource and Referral agency directly:

**Child Development Support Corporation**  
 (718) 398-6738  
<https://cdscnyc.org/>

**Chinese-American Planning Council**  
 (212) 941-1828 (in English) or  
 (212) 792-4597 (in Chinese)  
[info@childcarecpc.org](mailto:info@childcarecpc.org)  
<https://childcarecpc.org/>

**The Committee for Hispanic Children and Families, Inc.**  
 (212) 206-1090  
[info@chcfinc.org](mailto:info@chcfinc.org)  
<https://www.chcfinc.org/child-care-services>

**Day Care Council of New York, Inc.**  
 (212) 206-7818  
[info@ddcnyinc.org](mailto:info@ddcnyinc.org)  
<https://www.ddcnyinc.org/about-us/contact/>

## DOE FAMILY WELCOME CENTERS

BOROUGH	DISTRICTS SERVED	EMAIL ADDRESS
Bronx	7, 9, 10	<a href="mailto:FordhamFWC@schools.nyc.gov">FordhamFWC@schools.nyc.gov</a>
Bronx	8, 11, 12	<a href="mailto:ZeregaFWC@schools.nyc.gov">ZeregaFWC@schools.nyc.gov</a>
Brooklyn	16,17, 18, 22	<a href="mailto:OceanFWC@schools.nyc.gov">OceanFWC@schools.nyc.gov</a>
Brooklyn	13, 15, 20, 21	<a href="mailto:89thFWC@schools.nyc.gov">89thFWC@schools.nyc.gov</a>
Brooklyn	14,19, 23, 32	<a href="mailto:StMarksFWC@schools.nyc.gov">StMarksFWC@schools.nyc.gov</a>
Manhattan	1, 2, 4	<a href="mailto:333FWC@schools.nyc.gov">333FWC@schools.nyc.gov</a>
Manhattan	3, 5, 6	<a href="mailto:125FWC@schools.nyc.gov">125FWC@schools.nyc.gov</a>
Queens	24, 30	<a href="mailto:QueensPlazaNFWC@schools.nyc.gov">QueensPlazaNFWC@schools.nyc.gov</a>
Queens	25, 26	<a href="mailto:LindenFWC@schools.nyc.gov">LindenFWC@schools.nyc.gov</a>
Queens	27, 28, 29	<a href="mailto:SutphinFWC@schools.nyc.gov">SutphinFWC@schools.nyc.gov</a>
Staten Island	31	<a href="mailto:PetridesFWC@schools.nyc.gov">PetridesFWC@schools.nyc.gov</a>

## STUDENTS IN TEMPORARY HOUSING REGIONAL MANAGERS

OFFICE OF YOUTH DEVELOPMENT BOROUGH CENTER LOCATION	DISTRICTS	STH REGIONAL MANAGER	PHONE NUMBER & EMAIL ADDRESS
Bronx 1230 Zerega Ave., Rm. 6 Bronx, NY 10462	7	Rebekha Askew	(718) 828-2644 <a href="mailto:RAskew2@schools.nyc.gov">RAskew2@schools.nyc.gov</a>
Bronx 1230 Zerega Ave., Rm. 6 Bronx, NY 10462	8, 11	Brittany Taylor	(718) 828-4950 <a href="mailto:Btaylor19@schools.nyc.gov">Btaylor19@schools.nyc.gov</a>
Bronx 1 Fordham Plaza, Rm. 816 Bronx, NY 10458	9	Shaquieta Boyd	(718) 741-7049 <a href="mailto:SBoyd5@schools.nyc.gov">SBoyd5@schools.nyc.gov</a>
Bronx 1 Fordham Plaza, Rm. 816 Bronx, NY 10458	10, 12	Stephanie Dyer	(718) 741-7783 <a href="mailto:SDyer@schools.nyc.gov">SDyer@schools.nyc.gov</a>
Brooklyn 131 Livingston St., 4th Fl. Brooklyn, NY 11201	13, 23	Rahul Patel	(718) 935-5457 <a href="mailto:RPatel19@schools.nyc.gov">RPatel19@schools.nyc.gov</a>
Brooklyn 131 Livingston St., 4th Fl. Brooklyn, NY 11201	14, 15, 16, 19, 32	Wayne Harris	(718) 935-3562 <a href="mailto:WHarris22@schools.nyc.gov">WHarris22@schools.nyc.gov</a>
Brooklyn 1780 Ocean Ave., Rm. 1B Brooklyn, NY 11230	17	Charlene Mitchell	(718) 758-7722 <a href="mailto:CMitchell4@schools.nyc.gov">CMitchell4@schools.nyc.gov</a>
Brooklyn 1780 Ocean Ave., Rm. 1B Brooklyn, NY 11230	18, 20, 21, 22	Fahmeeda Saleem	(718) 758-7635 <a href="mailto:FSaleem@schools.nyc.gov">FSaleem@schools.nyc.gov</a>
Staten Island 1780 Ocean Ave., Rm. 1B	31	Fahmeeda Saleem	(718) 758-7635 <a href="mailto:FSaleem@schools.nyc.gov">FSaleem@schools.nyc.gov</a>
Manhattan 333 7th Avenue, 7th Fl. New York, NY 10001	1, 4, 7	Cecilio (Bo) Diaz	(917) 339-1698 <a href="mailto:Cdiaz@schools.nyc.gov">Cdiaz@schools.nyc.gov</a>
Manhattan 333 7th Avenue, 7th Fl. New York, NY 10001	2, 3	Iris Gersten	(917) 339-1718 <a href="mailto:IGersten@schools.nyc.gov">IGersten@schools.nyc.gov</a>
Manhattan 333 7th Avenue, 7th Fl. New York, NY 10001	5, 6	Rakeyah Evans	(212) 330-9449 <a href="mailto:RHameedevans@schools.nyc.gov">RHameedevans@schools.nyc.gov</a>
Queens 333 7th Avenue, 7th Fl. New York, NY 10001	24, 25, 26, 30	Cecilio (Bo) Diaz	(917) 339-1698 <a href="mailto:Cdiaz@schools.nyc.gov">Cdiaz@schools.nyc.gov</a>
Queens 28-11 Queens Plaza North, 2nd Fl. Long Island City, NY 11101	27, 28, 29	Linda Wilson	(718) 391-6849 <a href="mailto:Lwilson33@schools.nyc.gov">Lwilson33@schools.nyc.gov</a>

## DOE COMMITTEES ON SPECIAL EDUCATION (Including Committees on Preschool Special Education)

REGION	CHAIRPERSON	DISTRICTS	EMAIL ADDRESS
1	Steven Birkeland	7, 9, 10	<a href="mailto:SBirkeland@schools.nyc.gov">SBirkeland@schools.nyc.gov</a>
2	Tricia DeVito	8, 11, 12	<a href="mailto:TDeVito@schools.nyc.gov">TDeVito@schools.nyc.gov</a>
3	Jennifer Lozano	25, 26, 28, 29	<a href="mailto:JLozano@schools.nyc.gov">JLozano@schools.nyc.gov</a>
4	Chris Cinicola	24, 27, 30	<a href="mailto:Cinicola@schools.nyc.gov">Cinicola@schools.nyc.gov</a>
5	Geraldine Beauvil	19, 23, 32	<a href="mailto:GBeauvil@schools.nyc.gov">GBeauvil@schools.nyc.gov</a>
6	Helene Potash	17, 18, 22	<a href="mailto:HPotash@schools.nyc.gov">HPotash@schools.nyc.gov</a>
7	Dina Benanti	20, 21, 31	<a href="mailto:DBenanti@schools.nyc.gov">DBenanti@schools.nyc.gov</a>
8	Carolyn Danner	13, 14, 15, 16	<a href="mailto:CDanner@schools.nyc.gov">CDanner@schools.nyc.gov</a>
9	Esther Morell	1, 2, 4	<a href="mailto:EMorell@schools.nyc.gov">EMorell@schools.nyc.gov</a>
10	Fabiana Czemerinski	3, 5, 6	<a href="mailto:FCzemerinski@schools.nyc.gov">FCzemerinski@schools.nyc.gov</a>
<b>Charter Schools</b>	Mariama Sandi	All districts	<a href="mailto:Msandi@schools.nyc.gov">Msandi@schools.nyc.gov</a>

**Advocates for Children of New York, Inc.**  
 151 West 30th Street, 5th Floor, New York, NY 10001  
 Jill Chaifetz Education Helpline:  
 1-866-427-6033 (toll free), Monday—Thursday, 10am—4pm  
[www.advocatesforchildren.org](http://www.advocatesforchildren.org)

*This guide does not constitute legal advice. This guide attempts to summarize existing policies or laws without stating the opinion of AFC. If you have a legal problem, please contact an attorney or advocate.*

Copyright © February 2021 by Advocates for Children of New York, Inc.