

OLYMPIC COMMUNITY ACTION PROGRAMS
EARLY CHILDHOOD SERVICES

EARLY CHILDHOOD SERVICES APPLICATION LETTER

This is the application for the Olympic Community Action Programs -- Early Childhood Services. These programs are designed to serve both the preschool child and his/her family. Early Childhood Services are family programs and parent participation is strongly encouraged. The family will meet with staff members from the program throughout the school year.

*****BEFORE YOU SUBMIT THIS APPLICATION*****

1. **Fill out the application completely.** All information is kept confidential.
2. **Income verification must be complete; we cannot process your application without this information.** Income is whatever you earned or received, starting from the date of the application, for the last twelve months. Verification with your application could be a copy of your W-2 form, pay stubs, written statement from employer or proof of TANF cash benefits.
3. **Birth certificate**
4. **Immunizations**
5. List any **special needs or disabilities** your child may have. If your child has seen a specialist (doctor, speech therapist, counselor, public health nurse, etc.) attach a letter from the specialist indicating what your child's needs are, or a copy of current IEP. It is important to include this information to ensure proper services for your child.
6. List any **special family situations** on the application form, i.e., substance abuse, abuse/neglect, mental health issues, health issues/terminal illness, disabilities, domestic violence, incarcerated parent, DCFS involvement.
7. Because there are a limited number of openings available, it is advisable to **return your completed application as soon as possible**. It is also important to give complete information and provide all documentation needed so appropriate points will be assigned to your application. Later applications will be considered for our waiting list.
8. **Did you sign your application and include income verification and birth certificate?**
9. **Feel free to call if you have any questions:**
10. **Return your application to:**

**OLYCAP
228 W 1st Street Suite J
Port Angeles, WA 98362
Attn: Melissa Owens**