**The Bright Stars Program**

**When are applications accepted?**

* Applications are currently being accepted for the upcoming school year, 2022-2023.
* Applications are accepted all year long and a waiting list is maintained to fill vacancies as they occur.

**If I can’t apply online, how can I get an application?**

* Any ACPS elementary school
* Download the application from any of these sites:
	+ ACPS website:  [Click here](https://www.k12albemarle.org/dept/instruction/preschool/Pages/default.aspx)
	+ Department of Social Services website: [Click here](https://www.albemarle.org/government/social-services/children-s-services/bright-stars)
	+ Head Start: [Click here](https://www.macaa.org/headstart)
* Email the program coordinator, Carol Fox, at cfox@albemarle.org to have an application emailed or sent by US Mail
* Call the program coordinator, Carol Fox, at 434-484-0940 to have an application emailed or sent by US Mail

**When will my application be processed?**

An application is considered complete and will be processed when all of the documents listed below are received:

1. Application ~ Online (preferred) or paper
2. Proof of income ~ Documentation of all sources of income for all contributing adults in the household as noted below:



1. Proof of address ~ One of the documents listed below:

 Current deed, lease, or utility bill such as electric, cable, landline phone, or water

\*Driver’s Licenses and W2 forms are ***not*** acceptable proof of residency documents

\*\*If accepted, families must follow ACPS’ residency verification process when registering for school

1. Family Eligibility Survey for those families applying online

**If I can’t upload the documents when I applied online or I’m not applying online, how do I turn my documents in?**

* Email documents to cfox@albemarle.org

\*Email is not considered confidential unless the documents are password protected

* Fax documents to Carol Fox at 434-872-4518
* Bring documents to the Dept. of Social Services’ front office or place them in the locked dropbox at the 5th St. county office building ~ 1600 5th Street, Charlottesville

 \*This building includes the Department of Social Services, Housing, and Police, Fire and Rescue

* US Mail documents to Carol Fox, 1600 5th Street, Charlottesville, VA 22902
* Take pictures of the documents and text them to Carol Fox, at 434-484-0940

**When will I hear about my application?**

* Families will begin hearing about their application status the first week of May.
* Families who turn applications in after May 15th will be notified as soon as possible.