The Bright Stars Program

Is it too late to apply?
• We will continue to accept applications until all the seats are filled.
• We accept applications all year long and keep a waiting list to fill vacancies as they occur.

How can I get a preschool application?
• Download the application from:
  o ACPS website: Click here
  o Department of Social Services website: Click here
  o Head Start: Click here
• Email the program coordinator, Carol Fox, at cfox@albemarle.org to have it emailed or sent through the US Mail
• Call the program coordinator, Carol Fox, at 434-484-0940 to have it emailed or sent through the US Mail

When will my application be processed?
• An application is considered complete and will be processed when all the documents listed below are received:
  o Completed application ~ all four pages, including each section, and signed
  o Proof of income as indicated on the application
  o Proof of residency ~ One of the documents listed below
    Deed / Mortgage / Monthly Statement     Paid Albemarle County Tax Receipt
    Pre-dated Lease (Military families only) Military Orders
    Paid Albemarle County Tax Receipt     Residential rental/lease agreement
    Letter from social worker / Court Orders State Agency Agreement regarding child’s residency
    Utility bill dated within 30 days / hook-up notice / deposit
  *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
  o Verification of child’s date of birth ~ Preference is a copy of the birth certificate but another document such as a medical bill indicating the child’s date of birth will be accepted. If necessary, verbal verification will be permitted.
  *If accepted, an original birth certificate is required when completing ACPS registration process
  ** The program can help families get an original birth certificate, if needed.

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
• Place documents in the locked drop box 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 between May 1 – 15.
• Families who turn applications in after May 15th will be notified as soon as possible.