

## Instructions for Preschool Registration

**Step 1:** Collect and prepare all required documentation including the following:

- Student's Birth Certificate (translated) or passport
- Landlord Affidavit (renters) or Deed or Mortgage (owners)
- Two Proofs of Residency (examples below)
  - At least one Utility Bill (PSE&G, Cable, or Water)
  - Bank statements
  - Cell Phone bill
  - Health Insurance bill
- Dwelling Certificate to be obtained from Fire Inspection Department at City Hall
- Registering Parent/Guardian's Photo ID
- Universal Health Care form
- Immunizations (translated)
- Home Language Survey Form

**Step 2:** Begin Pre-registration using this link

<https://www.fridayparentportal.com/preregistration/v3/index.cfm?>

**Step 3:** Upload the documents you have secured using the links that have been emailed to you. A laptop or desktop must be used when uploading documents. It is important to note that the links will expire, so please consider this when starting the online pre-registration process.

**Step 4:** You will be contacted by Greater Bergen Community Action to make an appointment to finalize your registration. Additional documentation, including financial documentation, will be requested.

**Registration will not be completed, and your child will not be placed in a preschool classroom until you have met with Greater Bergen Community Action.**

**Documentation includes:**

- **2023 Income Tax Return:** Form 1040 with W2s/1099's, etc.
- **Paystubs:** Four consecutive recent pay stubs for weekly payroll or two consecutive recent pay stubs for bi-weekly or bi-monthly payroll; or
  - Notarized letter on company letterhead stating salary, hours, and period of employment if you do not receive pay stubs (if applicable)
- The Allotment letter if you are receiving SSI Benefits (if applicable)
- Letter from Board of Social Services with Monthly Benefit Amount if receiving Public Assistance (if applicable)
- Verification of any Child Support Payments you may be receiving (if applicable)
- Divorce Decree (if applicable)