



Trying  
together

# Policies and Procedures Agreement for Families

If your child receives a scholarship, you agree to the following terms:

1. Scholarships will be granted to children registered, enrolled, and/or attending a pre-k site that holds a current accreditation by the National Association for the Education of Young Children (NAEYC) or is recognized at level 3 or 4 of Pennsylvania's Keystone STARS continuous quality improvement system.
2. The child must attend a minimum of two hours of instructional and developmental activities per day at least 60 days per the pre-k program's school year.
3. Families who receive scholarship funds will be granted assistance for up to one school year. Due to the nature of how EITC funds are donated, if the child continues for a second year of pre-k, the family must reapply for scholarship funds.
4. The scholarship will be paid directly to the pre-k program on behalf of the child applicant. The family shall not receive any direct cash benefit from the scholarship.
5. Acceptance of the scholarship does not exempt the family or student from abiding by the policies of the pre-k program, and the program has the right to remove a child from the program at any time for failure to abide by their policies.

6. EITC Scholarship funds may not be used to hold a space open for a child applicant who is not actively attending class. Exceptions for extended illness or medical absences may be made by contacting Trying Together as soon as it is determined that the extended absence is necessary. Proof of illness or medical excuse may be required for approval of the exception. Failure to do so will result in loss of scholarship.
7. The parent/guardian of the scholarship recipient must notify Trying Together immediately if a child withdraws or is removed from the pre-k program, or otherwise becomes ineligible for the EITC Scholarship.
8. In the event of a move within the Commonwealth of Pennsylvania, the family may change programs, if the new program still meets the eligibility guidelines.
9. Tuition can also include school-related fees charged by a pre-k program. School-related fees include fees charged by a program to all children for books, instructional materials, technology equipment and services, uniforms, and activities.
10. Scholarship recipients will be notified no later than 20 days after the application deadline. Scholarship funds can only be applied to future payments occurring after the first of the upcoming month after notification. (For example, if you are notified December 20, funds can be used on payments occurring no earlier than January 1).
11. Scholarship funds may not be put towards paying off outstanding balances that were accrued prior to the child entering pre-k.
12. Application will stay active for one year and applicant will be considered for all award opportunities.
13. The EITC Scholarship may be used complementarily with a Child Care Works (CCW) Subsidy to cover any additional co-pay your family may be required to make to the program. If you are granted the EITC scholarship and have been on a CCW wait list, you will be required to stay on that waitlist. If you are taken off the waitlist and become a recipient of CCW, you will not lose the EITC Scholarship, but the amount of EITC funds granted will be reevaluated. If you voluntarily take your family's name off a CCW wait list while you remain eligible for CCW services, your child will no longer be eligible to receive the EITC Scholarship.
14. All application information must be fully completed and submitted on time by the applicant for the application to be considered, including: the application form, a copy of the most recent Federal Income Tax Return, and this signed policy and procedures document. Everything must be submitted per the application deadline policy. By signing this form, we agree to abide by the Trying Together EITC Pre-k Scholarship Policies and Procedures. Further, we acknowledge that failure to abide by these policies and procedures may result in the child applicant's removal from the Trying Together EITC Pre-K Scholarship program and that the parent/guardian will be held responsible for any monies owed to the pre-k program.

Name of Child Applicant:

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Parent/Guardian's Name:

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Parent/Guardian's Signature:

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Date:

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**This form must be returned with the application.**