



38900 harper avenue > clinton township, mi 48036 > 586.463.2921



Dear Parent,

Thank you for considering Trinity Lutheran Church Early Childhood Center for your child's Preschool Education! We love to serve families and are looking forward to having you become part of our Trinity family. You have indicated that you would like to apply for enrollment in the Great Start Readiness Program (GSRP). You may begin the enrollment process now, but we cannot finalize enrollment until the State School Bill has been signed and allocations have been announced. This means that you will be placed on a waiting list until the middle to end of August. We will contact you at that time to finish the enrollment process.

GSRP is provided free of charge to families who are income eligible. For this reason, you must provide income verification documentation. We must receive documentation for everyone in your household, or residing in the family home with the child enrolling. We are required to consider the income of the last 12 months or of the previous tax year. We can also consider income at the time of enrollment for those whose income may have changed from the last tax year. You must provide written proof of income. For parents who have joint custody, we need income verification from both parent's households.

Income means total cash receipts before taxes from all sources. It can include:

- Money: wages or salary before deductions,
- Net income from self-employment,
- Regular payments from Social Security or Railroad Retirement,
- Payments from unemployment compensation, strike benefits from union funds,
- Workers' compensation,
- Some veterans' benefits,
- Public assistance including Temporary Assistance for Needy Families,
- Supplemental Security Income (SSI),
- Emergency assistance money payments and General Assistance or General Relief money payments
- Training stipends,
- Alimony and child support,
- Military family allotments or other regular support from an absent family member or someone not living in the household,
- Private pensions, government employee pensions (including military retirement pay) and regular insurance or annuity payments,
- College or university scholarships, grants, fellowships and assistantships;
- Dividends, interest, net rental income, net royalties, and periodic receipts from estates or trusts;
- Net gambling or lottery winnings.

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Examples of written verification of income could be some of the following:

- Income Tax Form 1040
- W-2
- TANF Documentation
- Pay Stub or Pay Envelope
- Unemployment
- Written Statement from Employers
- Foster Care Reimbursement
- SSI Documentation
- Child Support
- Alimony
- Pension(s)
- Other Income

Your child must be 4 years old by September 1 of the school year you are enrolling in. Sometimes GSRP allows us to enroll children who are 4 by December 1 but we can do that only if space is available after September 1. We will need a copy of your child's birth certificate. We will also need a copy of your child's immunization record. If you are not up to date on immunizations or want to request a waiver, you will need to contact the Macomb County Health Department now (see attached notice from the Health Department).

We have attached some forms and additional information that you will need:

- Registration Form
- Health Appraisal Form
- Parent Booklet with additional information about GSRP
- Immunization notices from the Health Department

**To begin the enrollment process:**

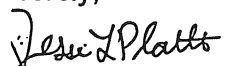
- 1. Fill out the Registration Form**
- 2. Call the center to set up an enrollment meeting with Karen Pitters at 586-463-8803**
- 3. Gather your income verification information and forms**
- 4. Meet with Karen Pitters, bringing the enrollment form and verification documents.**

To finalize enrollment (in August)

1. Wait for contact from TLC that you are on the roster for the GSRP classroom
2. Attend an Open House during the first week of September
3. Bring completed Health Appraisal Form with Immunization Record and Birth Certificate to Open House
4. Update any Income Information at Open House

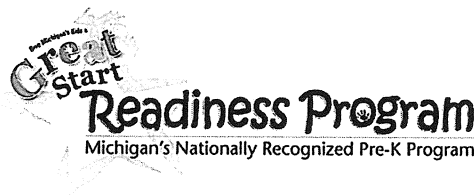
We look forward to serving your family. If you have any questions, please contact us at 586-463-8803 or at [tlcecc@trinityct.org](mailto:tlcecc@trinityct.org)

Sincerely,



[jplatte@trinityct.org](mailto:jplatte@trinityct.org)

Early Childhood Director



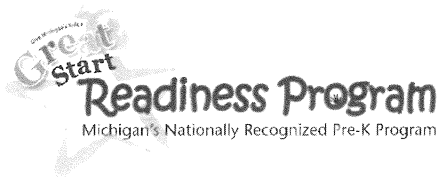
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**Great Start Readiness Program (GSRP)**  
**INCOME ELIGIBILITY GUIDELINES**  
**for Fiscal Year 2022 - 23**  
**Effective July 1, 2022 to June 30, 2023**

							Quintile #3 Federal Poverty Level 101 - 150%								
	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK
1	6,795	567	131	13,590	1,133	262	20,385	1,699	393	27,180	2,265	523	33,975	2,832	654
2	9,155	763	177	18,310	1,526	353	27,465	2,289	529	36,620	3,052	705	45,775	3,815	881
3	11,515	960	222	23,030	1,920	443	34,545	2,879	665	46,060	3,839	886	57,575	4,798	1,108
4	13,875	1,157	267	27,750	2,313	534	41,625	3,469	801	55,500	4,625	1,068	69,375	5,782	1,335
5	16,235	1,353	313	32,470	2,706	625	48,705	4,059	937	64,940	5,412	1,249	81,175	6,765	1,562
6	18,595	1,550	358	37,190	3,100	716	55,785	4,649	1,073	74,380	6,199	1,431	92,975	7,748	1,788
7	20,955	1,747	403	41,910	3,493	806	62,865	5,239	1,209	83,820	6,985	1,612	104,775	8,732	2,015
8	23,315	1,943	449	46,630	3,886	897	69,945	5,829	1,346	93,260	7,772	1,794	116,575	9,715	2,242
For each additional family member add	2,360	197	45	4,720	393	91	7,080	590	137	9,440	787	182	11,800	984	227

\*Families at or below 100% of poverty must be referred to Head Start. Enrollment in GSRP is deferred until the referral process is complete.

\*\*Head Start grantees that demonstrate all children at 100% are being served may receive approval to serve up to 35% of their enrolled children from families with incomes up to 130% of the federal poverty level.



## Parent Notice of Program Measurement\*

Trinity Lutheran Church Early Childhood Center is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Contact: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 517-373-8483

Or

MDE, Office of Early Childhood Education and Family Services  
608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

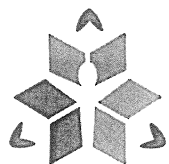
\*Provided to parents upon enrollment.

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Parent Signature and Date

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GSRP Staff Signature and Date



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TLC Early Childhood Center

38900 Harper Clinton Twp.

MI 48036 586-463-8803

### Great Start Readiness Program or GSRP

- GSRP is funded by the State of Michigan and is free to those who qualify by income. It is aimed at middle income families. We must verify income in order to enroll.
- Children must turn 4 by September 1 to be eligible for GSRP. Ages in this room range from 4 - 5 years. After September 1 we can allow children who are 5 by December 1 to enroll.
- Sessions meet Monday through Thursday from 8-3.
- Maximum class size is 18 with a teacher, an associate teacher and an assistant.
- Teachers plan preschool activities using Creative Curriculum. We use GOLD Assessment from Creative Curriculum to assess children's learning and use this information to fine tune activities to better enhance each child's learning. We invite you to meet for parent teacher conferences to share the information from Gold several times each school year.
- We cannot provide religious instruction during GSRP hours but we offer a Jesus Time immediately following GSRP class time at no charge. We teach age-appropriate Bible accounts, songs, and lessons and most importantly they learn that Jesus loves them! We share information weekly about what the children are learning.
- The schedule is consistent. This provides consistency and predictability, a vital aspect in a learning environment. Large and small group times, literacy and math teaching are provided daily. Plenty of time is allowed for child-directed play, an important format for learning. Outdoor play or gym time is provided daily.
- A short rest time is provided on cots daily. Parents need to furnish a *small* blanket and a *small* pillow if desired.
- A morning snack, hot lunch, and afternoon snack are included. Menus are provided monthly and available on our website.
- The room is set up for preschool learning. Different learning centers are evident. They include block, dramatic play, toys and games, discovery or science, sand and water or sensory, art, literacy, music, and large motor or climber centers. Materials are rotated for interest. We cook with children weekly.
- Outdoor area includes swing sets, climber, trikes, trike track, a spacious sand area and gardens. We also use the church property outside of the playground for games and exploration. Children go outdoors daily, year-round, weather permitting. Please provide appropriate clothing such as boots, snow pants, mittens, hats and warm coat or a bathing suit for summer. We would be happy to apply sunscreen if provided.
- Children are being taught to take care of their own belongings and clean up after themselves throughout the day. They are given a cubbie for clothing, a bag for bedding, and a mailbox to put important papers and projects in. Please check it daily.
- Please remember to dress your child in play type clothing so they can participate in all activities without concern.
- The preschool does not provide daily written communication but would be happy to answer any questions you may have about your child's day.
- As part of the GSRP program, Trinity invites you to attend Parent Advisory Meetings several times each school year.