



Department of Human Service Programs

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Thank you for your interest in the City of Cambridge- DHSP Preschool Programs! By enrolling your child in a quality preschool program, you are helping to prepare him/her for Kindergarten and so much more. Research shows that children who participate in high quality preschool programs have better math, language, and social skills when they enter elementary school.

Please complete the attached form and submit it during the month of October to enter your child in the Preschool Lottery. It is important that you complete every line on the form so that we have up to date, accurate information and so we can contact you with the lottery results in December.

In addition to the application form, you will need to provide other documentation for your application to be considered complete (necessary documents are listed on the next page). The DHSP Preschool tuition rates are on a sliding scale based on income. We will use the documents to calculate your tuition rate and to determine if a family qualifies for a priority seat in one of our classrooms.

In the Department of Human Service Programs, we strive to make our programs accessible to all Cambridge families. We accept vouchers and we offer scholarships for families that qualify. In this packet, you will find our current tuition rates. Any family whose income is at 100% of HUD area median income (\$102,000) or below will qualify for some tuition assistance. The amount of tuition assistance will be based on gross family income, household size, and personal hardship. It is our belief that families' resources shouldn't prevent Cambridge children from receiving a quality preschool education.

On the attached application, you will be asked to select as many preschools for your child as you like. Please only select programs that you will enroll your child in when you are called. We have 7 preschool programs across the City and all of them are high quality. Our programs have received the highest quality rating through the state and are accredited through NAEYC (National Association for the Education of Young Children).

If you have any questions about the lottery or our preschools, please contact us at dhspreschools@cambridgema.gov or 617-349-6200. If you need assistance in your language with the lottery application process, please contact the Center for Families at 617-349-6385. Again, thank you for your interest in our preschool programs. We look forward to working with you and your family.

Sincerely,

Meghan M. White, Division Head
Childcare and Family Support



DHSP Childcare and Family Support Preschool Lottery Application Process

1. Apply in person October 1st – 31st.

Where to apply	When to apply by location
Department of Human Service Programs 51 Inman St., 3rd floor Cambridge, MA 02139	Monday: 8:30 a.m. – 8:00 p.m. Tuesday- Friday: 8:30 a.m. – 5:00 p.m.
Center for Families 70 Rindge Ave. (back of building) Cambridge, MA 02140	Monday – Friday: 9:00 a.m. – 4:30 p.m.
Cambridge Public Schools Student Registration Center Cambridge Rindge & Latin School 459 Broadway Cambridge, MA 02138	Monday - Friday: 8:30 a.m. – 3:30 p.m.

2. Copies of the following documentation must be provided to enter the DHSP Preschool Lottery:

Document type	Document examples
Lottery application	<ul style="list-style-type: none"> DHSP Lottery application
Proof of Income and Family Size (Families with a Gross Family Income over \$204,000 do not need to prove income because they will be paying the top tuition rate.)	<ul style="list-style-type: none"> Tax return AND 4 consecutive pay stubs (or last 30 days) OR <ul style="list-style-type: none"> Current award letters for any benefits you are receiving (TANF, SSI, SNAP, WIC, etc.)
Proof of Child's Age (Date of birth between 4/1/16 – 1/1/18)	<ul style="list-style-type: none"> Child's birth certificate OR Child's passport
Proof of Address*	ONE of the following: <ul style="list-style-type: none"> Lease Mortgage Letter from housing provider Utility bill dated within the last 2 months Doubling Up Form

* City of Cambridge and Cambridge Public Schools employees who are not Cambridge residents need to provide proof of employment annually. The ability for City of Cambridge and Cambridge Public Schools employees who are not Cambridge residents to enter the lottery will be reevaluated each year.

3. Families will be notified of lottery results in December.

4. If offered a seat, you must accept or decline the seat by January 31st.

5. Any families that are not offered a seat in one of our preschools will be placed on a waitlist that will remain in place through October of the following year.



**DHSP Childcare and Family Support
Preschool Lottery Application**

For office use only:
Lottery # _____
Priority Code _____
Prog Code _____

Child's First Name: _____ **Last Name:** _____

Date of birth: _____ / _____ / _____ Gender: _____
 Month Day Year

Address: _____ Apt# _____ City, State, Zip: _____

Parent/Guardian #1:

First Name: _____ Last Name: _____

Address: _____ Apt# _____ City, State, Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail address: _____

Parent/Guardian #2:

First Name: _____ Last Name: _____

Address: _____ Apt# _____ City, State, Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail address: _____

Additional Contact (Grandparent, close relative or friend, etc.) :

First Name: _____ Last Name: _____

Address: _____ Apt# _____ City, State, Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail address: _____

Please rank (1 being your first choice) as many Preschools as you would enroll your child in if you are selected. (Please do not select any programs that you would not be able to or want to send your child.):

	Haggerty- 110 Cushing St. 7:30 a.m. – 5:30 p.m.		Kennedy/Longfellow- 158 Spring St. 7:30 a.m. – 5:30 p.m.
	King Open- 101 Willow St. 8:00 a.m. – 6:00 p.m.		M.L. King- 100 Putnam Ave. 7:30 a.m. – 5:30 p.m.
	Morse- 40 Granite St. 8:00 a.m. – 6:00 p.m.		Peabody- 70 Rindge Ave. 8:00 a.m. – 6:00 p.m.
	Windsor- 119 Windsor St. 7:30 a.m. – 5:30 p.m.		

Additional Important Information:

Does your child have a sibling who is currently enrolled in one of the DHSP Preschools? Yes ___ No ___

If yes, what is the name of the sibling and preschool? _____

Are you and your child part of Baby U or Baby U Alumni? Yes ___ No ___

Is either guardian a full-time student? Yes ___ No ___

If yes, please list what degree or credential the guardian is working towards: _____

Does your child have an IEP (Individualized Education Plan) or a 504 plan? Yes ___ No ___

Did you child receive any Early Intervention Services? Yes ___ No ___

If yes, what type of services? _____

Child's Ethnicity (check all that apply):

___ Asian/ East Indian ___ Black/ African American ___ Hawaiian/ Pacific Islander

___ Hispanic/ Latino ___ Multi-Racial ___ Native American/ Alaskan

___ White/ Caucasian ___ Other: _____

Is English your child's first language? Yes ___ No ___

If no, what is your child's native language? _____

Do you currently have an EEC voucher? Yes ___ No ___

Does your family currently live in a Cambridge Public Housing (CHA) residence? Yes ___ No ___

Total number of people in your household: _____

Gross Annual Family Income:

___ \$0 - \$22,663 ___ \$22,664 - \$31,728 ___ \$31,729 - \$45,325

___ \$45,326- \$58,923 ___ \$58,924- \$72,520 ___ \$72,521 - \$90,650

___ \$90,651- \$122,400 ___ \$122,401 - \$153,000 ___ \$153,001- \$204,000

___ \$204,001 and above

Source of Income:

___ Full Time Work ___ Part Time Work ___ TANF

___ SSI/SSDI ___ SNAP ___ WIC

___ Other: Please list other source(s) _____

Parent/ Guardian Signature: _____ Date: _____

***Please remember: For your application to be considered complete, you must include the following documents:**

___ **Proof of income and family size:** Most recent tax return and 4 consecutive pay stubs. Current award letters for any benefits you are receiving (TANF, SSI, SNAP, WIC, etc.) can also be used to verify income.

___ **Proof of age:** Child's birth certificate or passport

___ **Proof of address:** Lease, mortgage, letter from housing provider, utility bill (within last 2 months), or doubling up form



**DHSP Childcare and Family Support
Preschool Tuition Rates
Effective: September 1, 2020 – August 31, 2021**

In the Department of Human Service Programs, we strive to make our programs accessible to all Cambridge families. It is our belief that families' resources shouldn't prevent Cambridge children from receiving a quality preschool and afterschool education. All families are required to prove income to qualify for any rate below our highest rate.

7 Full-Time Preschools (Haggerty, Kennedy Longfellow, King Open, M.L. King, Morse, Peabody, and Windsor) that run up to 10 hours per day.

Gross Family Income	Tuition Rate Per Day	Tuition Rate Per Week	Average Rate Per Month*
\$204,001 – above	\$78.46	\$392.30	\$1,726.12*
\$153,001- \$204,000	\$62.77	\$313.85	\$1,380.94*
\$122,401 - \$153,000	\$47.08	\$235.40	\$1,035.76*
\$102,001 – \$122,400	\$37.66	\$188.30	\$828.52*
\$0 - \$102,000	The base daily rate for tuition is \$37.66. All families with a Gross Family Income between \$0 - \$102,000 will qualify for some tuition assistance. The amount of the tuition assistance will be based on gross family income, household size, and personal hardship.		

*The monthly rate can vary month to month based on the number of billable days in each month. Our calculation for the average rate per month is based on 22 billable days.