

NOLA-PS EARLY LEARNING & CHILD CARE

Application Guide



Helping Families Navigate the Application Process

Use this guide and follow the steps carefully when applying for a FREE Early Learning & Child Care seat for your child.

Who Can Apply:

- Residents of Louisiana and Orleans Parish
- Expectant Mothers
- Parent(s) with Children under the age of 5
- Legal Guardians with Children under the age of 5

NOTE:

Not every child is eligible for a free early learning program seat. Eligibility requirements include parental income, age, residency, and categorical eligibility, among other factors.

Follow These Steps to Successfully Complete Your Application:

STEP ONE:

Use the Explore NOLA-PS Early Learning Centers and Make a List of Your Top Early Learning Centers

STEP TWO:

Prepare All Documents for Application So You Can Be Approved for a FREE Seat

STEP THREE:

Visit [EnrollNolaPS.com](https://enrollnolaps.com) and Complete Your NOLA-PS Early Learning Online Application

STEP FOUR:

Accept Your Seat and Manage Your Waitlisted Choices



Family Resource Center:

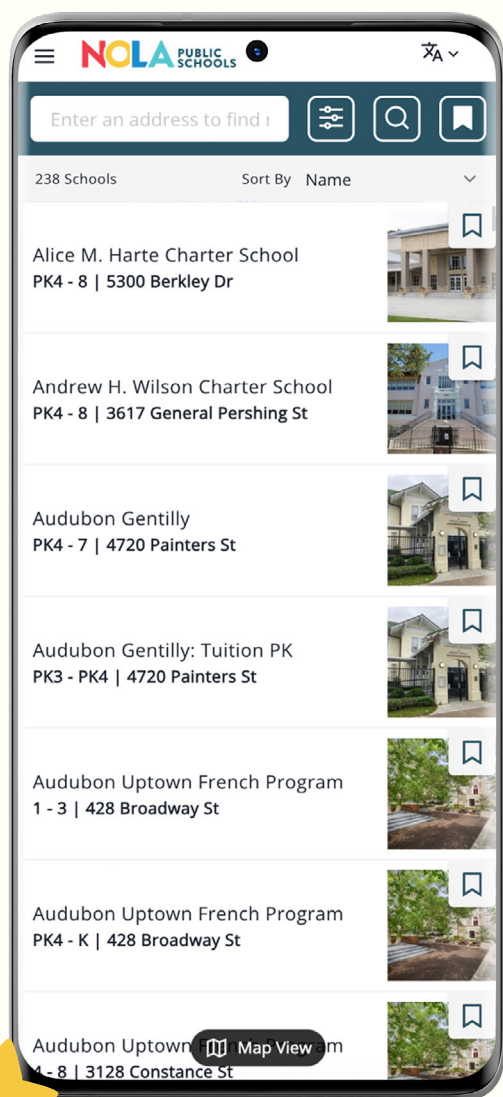
For assistance, email enroll@nolapublicschools.com or visit one of the NOLA-PS Family Resource Centers / [EnrollNOLAPS.com](https://enrollnolaps.com)

STEP ONE:

Use the Explore NOLA-PS Early Learning Centers and List the Early Learning Centers You Want Your Child to Attend.

Use the Explore NOLA-PS Early Learning Centers found on [EnrollNolaPS.com](https://enrollnolaps.com) and **make a list of the top eight centers** you're interested in and rank them based on your family's needs.

[CLICK HERE FOR THE EXPLORE EARLY LEARNING & CHILD CARE CENTERS](#)



What Does Categorically Eligible Families Mean:

Families that are categorically eligible do not need to submit proof of income. Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) must verify their status with NOLA-PS. Categorically, eligibility includes:

- **Currently receiving SNAP Benefits**
- **Proof of Housing Instability**
- **Child Currently Lives in Foster Care**



Children with disabilities and those whose home language is not English may be eligible for services but must still qualify to participate in free programs. These children can be served through other funding sources such as Title I, 8(g), and IDEA.

Early Learning Gifted and Talented Enrollment

Free seats are available for eligible gifted and talented children between 3 and 4 years old. To qualify, families must have a current Gifted and Talented IEP approved by the NOLA-PS Office of Child Search and a verified Early Learning & Child Care Application.

Gifted and Talented Evaluations can be scheduled at www.nolapublicschools.com/families/child-search.

Family Resource Center:

For assistance, email enroll@nolapublicschools.com or visit one of the NOLA-PS Family Resource Centers / [EnrollNOLaps.com](https://enrollnolaps.com)

STEP TWO:

Prepare All Documents for the Application So You Can Be Approved For a FREE Seat.

Use this checklist and make sure you have all of the required documents ready before applying.

Application Profile Checklist:

- ☐ Current and Active Phone Number
- ☐ Current and Active Email Address
- ☐ A Louisiana or Orleans Parish Residential Address
- ☐ Date of Child's Birth
- ☐ Monthly Household Income

ONE Proof of Age Document: The person completing the application must be listed on the child's birth certificate.

- ☐ Birth Certificate (State or foreign issued) **or**
- ☐ Current Passport **or**
- ☐ Visa

ONE Proof of Custody Document: Parent(s) not listed on the Proof of Age Document must provide one of the following documents:

- ☐ Custody Judgment **or**
- ☐ Child Placement Agreement from DCSF **or**
- ☐ Provisional Custody Mandate **or**
- ☐ Military Power of Attorney **or**
- ☐ Non-legal Custodian Affidavit

ONE Parent/Guardian Verification Document:

One of the following documents is needed to verify the applicant's name and proof of address.

- ☐ Driver's License **or**
- ☐ State-issued ID **or**
- ☐ Passport **or**
- ☐ Military ID

TWO Proof of Address Verification Documents:

Two of the following documents are needed to verify the applicant's name matches the proof of address and that the applicant lives in New Orleans:

- ☐ Louisiana Driver's License **or** State-issued ID
- ☐ Current Lease **or** Mortgage Statement
- ☐ Water, Entergy and/or Cable Bill
- ☐ Letter/statement of living arrangements signed by the dwelling owner with TWO of the above residency documents in the owner's name

FOUR Income Verification Documents Required:

Submit the following documents to prove income status:

- ☐ **Provide all check stubs within the previous 45 days** (if paid monthly, provide check stubs within the previous 60 days) for ALL parent(s) and other adult(s) living in the household, including Social Security Income benefits, if applicable, accompanied by all other applicable income documentation **or**
- ☐ **A statement from the Social Security Administration** verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current pay statements **or**
- ☐ **Official employer letter** stating place of employment, hourly rate of pay & average number of hours worked per week, **or**
- ☐ **Unemployment Benefits** with a Monetary Determination letter from the Workforce Commission **or**
- ☐ **Statements of No Income** questions will appear on the application for any adult you indicate does not have income Declaration of irregular Employment or Income, if intermittently or self-employed, with no other proof of income to provide; the required fields will appear on the application for any adult who does not receive consistent pay statements each pay period

Calculating Monthly Household Income:

Monthly Household Income is calculated by Gross Monthly Income and the Number of People in the Household.

To qualify for a free early childhood seat, families must upload photos of documents through the online application portal at EnrollNolaPS.com or by delivering documents to a Family Resource Center operated by NOLA Public Schools. You must verify your eligibility to receive a placement.

STEP THREE:

Visit EnrollNolaPS.com and Complete Your NOLA-PS Early Learning Online Application


Once you've chosen your top early learning program options and prepared your documents, it's time to apply! Create an online account, fill in the required information, and add your early learning program choices. Follow the steps to upload the required documents and answer the remaining questions on the application.

After your application is submitted, we will review your documents. If approved, you will be eligible for a seat. If your documents are not approved, we will notify you about any missing information.

[CLICK HERE TO APPLY TODAY](#)

Tracking Your Application Status:

Your verification status can be found on your application dashboard. The following terms will explain your status.




**IN PROGRESS
= ON HOLD**

NOLA-PS is NOT reviewing your application. We are waiting for you to finish the application or submit the missing documents.

**SUBMITTED
= IN REVIEW**

NOLA-PS is reviewing your application.



**VERIFIED
= YOU QUALIFY!**

All documents have been reviewed, and you qualify for free seats. Be sure to revisit your school choices because they may have changed based on your verified eligibility.

**READY
FOR THE
LOTTERY**




Choices on your application will be included in the lottery.

ADMISSIONS



You are placed in a seat and/or on the waitlist.



CANCELED

You are not eligible for any free seats, or you have two or more applications in the system or your DOB was wrong, and your child is too old for an EC seat.

Family Resource Center:

For assistance, email enroll@nolapublicschools.com or visit one of the NOLA-PS Family Resource Centers / EnrollNOLAPs.com

STEP FOUR:

How to Accept a Seat and Manage Your Choices

- You will receive notification of placement results in your **application portal**.
- Use the **Enroll NOLA Application Portal** to see your results and accept or decline seats.
- Not all families will get a seat, so make sure to check your waitlist status for your school choices in the **application portal**.
- When a seat becomes available, and you are next on the list, you will get an offer **via text or email**.
- If your contact information changes after you apply, contact a **Family Resource Center**.
- During the Open Enrollment period, add yourself to waitlists or accept open seats. See [Enrollnolaps.com](https://enrollnolaps.com) for more information.



What is Main Round Enrollment:

Held once per year, this is when all publicly funded seats become available for all eligible children. If your application is approved and your child is eligible for a free seat, your choices will be included in the match and eligible to be waitlisted.



What is Open Enrollment:

The period outside of Main Round Enrollment. Applications are accepted for publicly funded seats, but placement is not guaranteed. (Students added to the waitlist behind main round applicants.)

Family Resource Center:

For assistance, email enroll@nolapublicschools.com or visit one of the NOLA-PS Family Resource Centers / [EnrollNOLaps.com](https://enrollnolaps.com)

NOLA-PS Family Resource Centers

NOLA-PS operates three Family Resource Centers to assist families enrolling in NOLA-PS schools and early childhood programs. Our centers are conveniently located across the city and open for walk-in support Monday - Thursday and virtually on Fridays.

If you require assistance, please email enroll@nolapublicschools.com or visit one of our Family Resource Centers.

WESTBANK LOCATION

Family Resource Center at NOLA-PS Central Office
2401 Westbend Parkway, NOLA 70114

MONDAY - THURSDAY: 8 - 12; 1 - 4

FRIDAY: CLOSED FOR IN-PERSON VISITS

Virtual Appointments Available

UPTOWN LOCATION

Family Resource Center at Mahalia Jackson School
2405 Jackson Ave., NOLA 70113

MONDAY - THURSDAY: 8 - 12; 1 - 4

FRIDAY: CLOSED FOR IN-PERSON VISITS

Virtual Appointments Available

N.O. EAST LOCATION

Family Resource Center at The NET East
12000 Haynes Blvd., NOLA 70128

MONDAY - THURSDAY: 8 - 12; 1 - 4

FRIDAY: CLOSED FOR IN-PERSON VISITS

Virtual Appointments Available



**NOW ACCEPTING
VIRTUAL
APPOINTMENTS**

NEW! Friday morning virtual appointments. Schedule a 15-minute Zoom video call with a Student and Community Advisor (SCA).

Appointments are available from
8:15 am - 12:00 pm on Fridays.

You will need an email address and a free **Zoom account** for an appointment. For help creating an email address, **[click here](#)**.

All meetings are recorded to ensure quality. By scheduling, you agree to be recorded. Recordings are kept confidential.

View our **[how-to video](#)** for tips on scheduling.