Division of Early Childhood Education

Central Enrollment Center
430 Cleveland Avenue
Columbus, OH 43215
Ph. 614.365.5822
Fax 614.365.5163
www.ccsoh.us/earlychildhoodeducation

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Early Childhood Education
Child Care Assistance Application Instructions

Dear Columbus City Schools Pre-Kindergarten Family:

Preschool programming is not mandatory in Ohio at this time. However, Columbus City Schools is committed to offering a high-quality Pre-Kindergarten experience.

In order for us to continue to provide this opportunity **tuition-waived** for children who reside within CCS attendance boundaries, it is necessary that you complete the application for Child Care Assistance.

Thank you in advance for completing the Child Care Assistance application. We look forward to partnering with you in educating your student.

Instructions for completing the Child Care Assistance application:

The application begins on Page 5

- **Step 1:** Check the box for Child Care Assistance.
- **Step 2:** Put the parent/ legal guardian's name and information.
- **Step 3:** Put the parent/ legal guardian's contact information.

    Skip to Step 7

- **Step 7:** List everyone who lives with you and fill in all blank spaces.
- **Step 8:** Indicate if any household members are 60 years of age or older.
- **Step 9:** Complete the household finances section by checking the box if you received or expect to receive income this month. Please also list the source(s) of income for **both** parents/ legal guardians who live in the home.

    *Your income verification document will support what you put in Step 9. You may be contacted later to provide additional income documents.

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Instructions for Child Care Assistance application (continued):

- **Step 10:** Complete the household expenses section and check all that apply.
- **Step 11:** Complete the qualifying activities section for household members.
- **Step 12:** Complete for your child(ren) entering the Pre-K program.
  You can leave the Provider Name & Address blank.
- **Step 13:** Complete for your child(ren) enrolled in kindergarten or higher grade.
- **Step 14: Please sign and date the end of the application**.

Applications that are not signed and dated will not be accepted.

Revised 9/17/25