



PINE GROVE ELEMENTARY

2020-2021 PREKINDERGARTEN REGISTRATION PROCEDURES

Applying for Richland One 4K Program

- Must be 4 years of age on or before September 1, 2020

STEP 1: Complete the online application at www.richlandone.org

STEP 2: Gather the Required documentation:

- Long Form Birth Certificate
- Proof of Income (Medicaid Card OR most recent pay stub)
- Current Immunization on SC DHEC Form
- Proof of Residence (Mortgage or Lease statement AND Utility Bill)
- Shared Housing (if applicable)
- Parent Paper Packet (located on OSRPP website at www.richlandone.org/4k)

STEP 3: Submit required documentation. There are two options for submitting required documentation:

Option 1: Scan Documents (preferred option)

- Open one Word Document and save using this naming convention:
- *child's last name first name school name PREK DOCS*
- Use only one document to scan all items. Each document will be placed on a separate page.
- Attach the one document to an email and send to tracy.mitchell@richlandone.org
- In the subject line type: *child's last name first name school PREK DOCS*
- Please cc: kimberly.spivey@richlandone.org
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Option 2: Drop-Off Documents (Designated Days/Times) at the Office of School Readiness and Prekindergarten (OSRPP)

2638 Two Notch Road
Columbia, SC 29204 Suite 106
(Phone) 803-799-9494
(Fax) 803-799-9292

- Drop-Off Start Date: Tuesday, May 26, 2020 9am-3:30pm

Note: The drop-off dates/times are to be utilized for simple drop-off only. Any questions regarding registration, shared housing or school-related will be directed to Mitzi Bessent at Mitzi.bessent@richlandone.org or 803-214-2380.

STEP 4: View the Virtual Parent Information Session and complete the survey located on the OSRPP website. <https://www.richlandone.org/Domain/1776> and <https://www.richlandone.org/Page/5634>

STEP 5: Await notification of next steps from the OSRPP.