

**Cincinnati Public Schools  
Early Childhood Education Department**

Hub 1 @ Vine Street: 363-6580   Hub 2 @ LEAP Academy: 363-1273   Hub 3 @ Carthage: 363-1168   Hub 4 @ Cheviot/Westwood 363-1560

## Documentation Needed For Preschool **Registration**

- ☑ Birth Certificate
- ☑ Shot Record
- ☑ Medical/Dental Insurance Card (if any)
- ☑ Parent/Guardian Identification
- ☑ Proof of Income (within last 30 days)
- ☑ Medical Exam (good for 12 months)
- ☑ Dental Exam (good for 12 months)
- ☑ Health Plans (Allergy, Asthma, etc)

☑ Proof of Address (**one** item from the list below)

Homeowner Deed – printout from auditor’s website	Homeowner / Renter Insurance Statement – dated within the last 12 months
Property Tax Statement – dated within the last 12 months and be addressed to the parent at the residence	Gas/Electric/Water Statement – dated within the last 30 days A non-cable utility bill
Mortgage Statement – dated within the previous 30 days and be addressed to the parent at the residence	Federal or state tax returns – dated within the last 12 months
Rental Agreement – current , signed by both the landlord & tenant; including landlord contact information	Any piece of mail dated within the last 30 days from the federal, state, or local government, such as HCJFS, Social Security, Child Support Enforcement Agency, etc.
Construction contract include: A sworn statement describing the location of the house to be built and stating the parent’s intention to reside there upon completion	Note: CPS accepts Parent Residency & Property Owner Affidavits. CPS does not accept notarized statements as proof of residency.

\_\_\_\_\_  
Early Childhood Staff

\_\_\_\_\_  
Date

### A family may register at any hub location

VINE - HUB 1 (280) RSA Vine-2120 Vine Street	LEAP - Hub 2 (163) LEAP-2001 Baltimore Ave.	CARTHAGE - Hub 3 (108) Carthage-125 W. North Bend Rd	CHEVIOT/WESTWOOD 3132 Mozart Ave.
RS @ AWL (335)	RS @ CARSON (106)	RS @ AMIS (215)	RS @ CHEVIOT/WESTWOOD (287)
RS @ AIKEN (286)	RS @ CHASE (267)	RS @ BOND HILL (105)	
CANS (117)	RS @ CHEVIOT (111)	RS @ CARTHAGE (108)	
DATER MONTESSORI (107)	RS @ COLLEGE HILL (113)	RS @ DOUGLASS (119)	
RS @ EZZARD CHARLES (283)	RS @ ETHEL M. TAYLOR (141)	RS @ EVANSTON (137)	
FAIRVIEW @ RS VINE (280)	GAMBLE MONTESSORI (285)	RS @ JP PARKER (153)	
RS @ MT. WASHINGTON (160)	RS @ GAMBLE (285)	PLEASANT RIDGE MONT. (170)	
PARKER WOODS MONTESSORI (199)	RS @ HAYS-PORTER (134)	RS @ ROCKDALE (175)	
N. AVONDALE MONTESSORI (162)	RS @ LEAP (163)	RS @ ROSELAWN (176)	
RS @ RIVERVIEW (327)	RS @ MIDWAY (132)	RS @ SILVERTON (179)	
RS @ ROTHENBERG (178)	RS @ MT. AIRY (159)	RS @ SOUTH AVONDALE (172)	
SANDS MONTESSORI (180)	RS @ OYLER (210)	RS @ TAFT ELEMENTARY (187)	
RS @ VINE (280)	RS @ PLEASANT HILL (128)	RS @ WINTON HILLS (198)	
	RS @ REES E. PRICE (149)	RS @ WOODFORD (264)	
	RS @ ROBERTS (365)		
	RS @ ROLL HILL (138)		
	RS @ SAYLER PARK (181)		