



Instructions for the Lago Vista ISD Tuition-Based Pre-K Program Application Process

Children who will be four years old by September 1st of the upcoming school year and who live within the Lago Vista ISD boundaries, but who do not meet the requirements to enroll in the State-funded Pre-K or PPCD programs, have the opportunity to register for a full-day, Tuition-Based Pre-K Program. The instructions below are provided to help guide parents through the application process.

STEP 1: DETERMINE ELIGIBILITY

To be eligible to apply or be considered for enrollment in the Lago Vista ISD Tuition-Based Pre-K Program, your child must be 4 years of age on September 1st of the current school year and must not be eligible for the State-funded Pre-K or PPCD programs, which are offered at no cost. Parents interested in the tuition-based program should first determine if their child may qualify for State-funded Pre-K or PPCD programs at no cost.

To be eligible for enrollment in the State-funded Pre-K program, a child must be four years of age on or before September 1st of the current school year, live in the district, and must:

- Be unable to speak and/or comprehend the English language; or
- Be educationally disadvantaged (qualify for free/reduced lunch); or
- Be homeless, as defined by 42 U.S.C. Section 11302; or
- Be the child of an active duty member of the armed forces of the United States; or
- Be the child of a member of the armed forces of the United States who was injured or killed while serving on active duty; or
- Currently or ever have been in the conservatorship of the Department of Family and Protective Services.

The Preschool Program for Children with Disabilities (PPCD) serves children between the ages of three and five who have delays in the areas of speech, language, physical, social and/or emotional development. If you believe your child may be eligible to attend the Preschool Program for Children with Disabilities (PPCD) program at no cost, please contact the Lago Vista ISD Special Education Director.

If your child will be five years old before September 1st of the upcoming school year, he/she is eligible to enroll in Kindergarten and is not eligible for Pre-K.

STEP 2: COMPLETE THE APPLICATION

Children who will be four years old on or before September 1st of the current school year and who DO NOT qualify for either the State-funded Pre-K or PPCD programs, as described above, are eligible to apply for the Tuition-Based Pre-K program.

A finite number of seats will be opened to District residents who meet eligibility requirements for the Tuition-Based Pre-K program. Available seats for the Tuition-Based Pre-K Program will be filled through an application process. Receipt of a completed application is required to place a student on the list to fill the number of available tuition-based seats determined by the District.

Applications must be filled out completely and must be submitted in person at Lago Vista Elementary School.

The priority deadline for open seats in the Tuition-Based Pre-K Program is 4:00pm May 1st (or the first business day in May).

STEP 3: SUBMIT THE APPLICATION AND DEPOSIT IN PERSON BY MAY 1st AT 4:00PM

Completed applications and deposits must be submitted to the Lago Vista Elementary School front office. The priority deadline for open seats in the Tuition-Based Pre-K Program is 4:00pm on May 1st (or the first business day in May).

Applications for Tuition-Based Pre-K Program seats are accepted on a first come, first served basis and are only considered complete upon receipt of a deposit in the amount of \$550, which will be used for the first's month's tuition. Deposits should be paid by check or money order made payable to Lago Vista ISD.

STEP 4: RECEIVE PLACEMENT NOTIFICATION ON THE FIRST FRIDAY IN AUGUST

For completed applications received by 4:00pm on May 1st (or the first business day in May), official Tuition-Based Pre-K placement notifications (acceptance or waitlist) will be sent by the close of business on the first Friday in August. Notifications will be sent to the email address provided on the application, so it is extremely important that this address be legibly written. If a student is placed on the waiting list, the deposit will be returned.

Applications received after 4:00pm on May 1st (or the first business day in May) will be automatically placed on the waiting list, pending space. Notifications will **not** be sent to applicants as they are automatically placed on the waiting list. There are no guarantees that a spot will become available. Deposits are not accepted for the waiting list. If available, applicants on the waiting list for the Tuition-Based Pre-K Program will be notified of any available spaces in the District's on-site daycare, the Little Vikings Learning Center. Enrolling in the Little Viking Learning Center will remove an applicant from the waiting list.

Due to the high volume of administrative work required to prepare for the school year, applicants placed on the waiting list should not contact the campus to inquire about the waiting list. If a space in the Tuition-Based Pre-K Program becomes available, all applicants on the waiting list will be contacted using the email address provided on the application. The available opening(s) will be filled on a first come, first served basis upon receipt of a deposit in the amount of \$550, which will be used for the first month's tuition.

STEP 5: IF ACCEPTED, COMPLETE REGISTRATION PROCESS WITHIN TWO BUSINESS DAYS

Once a child is accepted into the Tuition-Based Pre-K Program, the campus registrar will contact the parent/guardian to complete the required registration paperwork, including a signed authorization agreement for preauthorized payments (electronic bank draft).

Those accepted into the Tuition-Based Pre-K Program will have two business days to complete the registration process and provide all required registration documents.

Immunizations must be up to date in order for registration to be complete.

If registration is not completed within the timeline, the spot will be forfeited to the next person on the waiting list.



For more information on Lago Vista ISD student enrollment and registration, required forms, immunization requirements, and eligibility State-funded Pre-K Programs, please visit our website at:
www.lagovistaisd.net