



## Lago Vista Independent School District Tuition-Based, Full-Day Pre-Kindergarten Program 2018-2019

Lago Vista ISD strives to create structures at all levels that maximize the potential of all students through rigorous curriculum and instruction. A commitment to early childhood education is critical in strengthening the foundation for future successes of our students. Currently, the State of Texas funds a half-day Pre-K for students who meet one of six eligibility requirements — such as speaking English as a second language, being eligible for the National School Lunch program, etc.

**Lago Vista ISD is excited to offer a Tuition-Based Pre-K Program as a part of our early childhood education services.**

### **Why does Lago Vista ISD offer a Tuition-Based Pre-K program?**

Expanding Pre-K through tuition-based enrollment is a standard practice across the State and allows Lago Vista ISD to provide expanded opportunities for additional students to begin working with highly qualified educators prior to their fifth-birthdays. Furthermore, by enrolling tuition-based students, Lago Vista ISD is able to expand to a full-day program for all students without additional expenditures through State or local funds.

Per TEA regulations, enrollment in the Tuition-Based Pre-K Program will only be offered as long as there are sufficient spaces to ensure placement for all eligible, tuition-free students. Through the Tuition-Based Pre-K Program, Lago Vista ISD will expand to a full-day program at no additional expense to the families of students who are eligible for tuition-free Pre-K.

### **Who can apply for enrollment in the Tuition-Based Pre-K Program?**

The opportunity to apply for this program is open to parents with a child who meets the following criteria:

- Will be four (4) years old by September 1<sup>st</sup>;
- Resides within the Lago Vista ISD attendance boundaries;
- Does not meet the eligibility requirements to enroll in the State-funded Pre-K or PPCD programs; AND
- Is fully potty-trained.

### **Did I read that correctly? Pre-K is provided as a full-day class?**

Yes! Beginning in the 2017-2018 school year, Lago Vista ISD provides a full-day program to **ALL** Pre-K students (both eligible and tuition-based).

#### **Benefits of Enrolling in Tuition-Based Pre-K**

- A certified teacher specifically trained to work with young children
- Six-hour full-day programming
- Child-centered, hands-on learning
- Instruction that is focused on developing children academically, physically, and socially
- Increased readiness for Kindergarten
- Ability to utilize District-provided transportation to and from school each day

## Policies & Procedures for the Tuition-Based Pre-Kindergarten Program

### Application Procedures

- Priority enrollment for Pre-K services is given to eligible students who qualify for State-funded Pre-K. The District's capacity to enroll tuition-based students will be determined each year.
- 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 for Tuition-Based Pre-K Program seats are accepted on a first come, first served basis and require a deposit in the amount of \$550, which will be used for the first's month's tuition. Deposits must be paid by check or money order made payable to Lago Vista ISD. *Note: Applications are only considered complete when a deposit payment for the first's month's tuition is received.*
- **The priority deadline for open seats in the Tuition-Based Pre-K Program is May 1<sup>st</sup> (or the first business day in May) at 4:00pm.** Completed applications and deposits must be submitted to the Lago Vista Elementary School front office.
- After the tuition-based spaces are filled (on a first come, first served basis), all other applicants will be placed on a waiting list pending space.
- **For completed applications received BEFORE 4:00pm on May 1<sup>st</sup> (or the first business day in May):** Official 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.
- **For applications received AFTER 4:00pm on May 1<sup>st</sup> (or the first business day in May):** Students 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.
- 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.

### Enrollment Requirements

- A student **must** be 4-years of age by September 1 of the school year of enrollment.
- A student **must not** be eligible for the State-funded Pre-K or PPCD programs, which are offered at no cost.
- A student **must** meet all of Lago Vista ISD student enrollment requirements, and parents must provide required registration documents at the time of registration. Required documents:
  - Child's Certified Birth certificate
  - Child's Social Security card
  - Child's updated immunization record
  - Proof of residency (gas, water or electric bill or lease/mortgage statement if leasing)

- Parent's photo ID (valid Texas driver's license, Texas photo ID card, or other government-issued photo ID)
- Residency verification **must** show that the child resides within the Lago Vista ISD attendance zone. Transfer requests for Pre-K will not be accepted.
- An electronic draft authorization form for automated tuition payments must be completed and signed by the holder of the account at the time of enrollment. Cash, checks, or credit cards are not accepted for monthly payments.
- A student **must** be potty trained. The teacher may request a parent conference within the first 6 weeks of school if excessive accidents occur. Continued incontinence may lead to dismissal from the Tuition-Based Pre-K program.
- A student must be able to function in the program with the teacher-child ratio.
- Parents must be aware that Pre-K students must adhere to the Lago Vista ISD Student Code of Conduct and the agreements in this document.

### **Tuition & Payment**

- Tuition for all Pre-K programs must be approved by the Texas Education Agency Commissioner's Office yearly. The District may not adopt a tuition rate for the Pre-K program that is higher than necessary to cover the added costs to the District of providing the program, including any costs associated with collecting, reporting, and analyzing data under Section 29.1532(c).
- The approved annual tuition rate is \$4,950.00, which is divided into 9 equal payments (a deposit and 8 monthly payments). Payments are equal, regardless of the number of days school is in session during a given month.
- Tuition payments for the Tuition-Based Pre-K Program must be paid through automatic, electronic draft each month. The electronic draft authorization form must be completed and signed by the holder of the account at the time of enrollment. Although every effort is made to keep the schedule for bank drafts, it is expected that sufficient funds will be available if the account is drafted at a later date. Cash, checks, or credit cards are not accepted for monthly payments.
  - Tuition payments are \$550.00 and the first payment is required to place a student in an available seat.
  - After the deposit, tuition is collected through automatic bank draft on the first school day of each month from October through May. Should the 1<sup>st</sup> of the month fall on a weekend or holiday, the payment will be collected through automatic bank draft first school day after the 1<sup>st</sup> of the month.
  - Pre-K tuition payments are due on the 1<sup>st</sup> school day of the month and will be processed according to the following schedule:
    - 1<sup>st</sup> Payment - Deposit
    - 2<sup>nd</sup> Payment - Monday, October 1, 2018
    - 3<sup>rd</sup> Payment - Thursday, November 1, 2018
    - 4<sup>th</sup> Payment - Monday, December 3, 2018
    - 5<sup>th</sup> Payment - Tuesday, January 8, 2019
    - 6<sup>th</sup> Payment - Friday, February 1, 2019
    - 7<sup>th</sup> Payment - Friday, March 1, 2019
    - 8<sup>th</sup> Payment - Monday, April 1, 2019
    - 9<sup>th</sup> Payment - Wednesday, May 1, 2019
  - A late fee of \$10 per business day will be collected for payments that are not received by this date.
  - A fee of \$35 is collected for any declined payments/returned checks.
  - The parent/guardian is responsible for the cost of any and all expenses related to collection for delinquent payments. Students may be removed from the program for non-payment after one late or missed payment.

- Parents/guardian who wish to pay tuition for the year may do so by check or money order (payable to Lago Vista ISD) by August 17, 2018.
- Breakfast and lunch are NOT included in the cost of tuition. Parents/guardians may choose to provide these meals or purchase may the standard tray breakfast and/or lunch in the campus cafeteria.
- If a child is withdrawn from the program for any reason after attending one day of class in a month, no refund will be given for that month.
- Parents/guardians must communicate the decision to withdraw a child from the Tuition-Based Pre-K Program to the campus principal, in writing, at least one month in advance. If a child is withdrawn from the program after attending one day of class in a month, no refund will be given for that month.
- Parents/guardians who make the decision to withdraw a child from the Tuition-Based Pre-K Program are required to cancel the authorization agreement for preauthorized payments (electronic bank draft) by notifying the Lago Vista ISD Business office, in writing, at least one month in advance.
- Students may be removed from the program for non-payment after one late or missed payment.
- Lago Vista ISD employees' children who do not meet State-funded Pre-K or PPCD eligibility requirements are not exempt from paying the tuition fee. Pre-K in the State of Texas is only funded for qualifying students. Lago Vista ISD does not receive funding for non-qualified students, so all ineligible students must pay tuition.

## **Tuition-Based Pre-K Program Information**

### **Program Overview**

- A Lago Vista ISD Pre-K classroom shall have no more than 22 children enrolled including both State-funded and tuition-based students.
- The classroom is staffed by a certified Early Childhood teacher and will have paraprofessional assistance, as needed.
- The Pre-K curriculum in Lago Vista ISD is developed using the research-based Opening the World of Learning (OWL) curriculum and is fully aligned with the Texas Pre-K Guidelines. The OWL curriculum is a comprehensive curriculum that covers all domains of early learning, such as language and literacy, mathematics, science and social studies, arts, physical development, and social and emotional development.
- Learning activities include, but are not limited to, circle time, centers, math and literacy instruction, lunchtime, and physical activity time (indoor and/or outdoor).

### **Schedule**

- All Pre-K students begin school on the first day of instruction of the school year. They follow the same Lago Vista ISD Academic Calendar, transportation routes, and instructional time as all other grade levels at Lago Vista Elementary School.
- The instructional day begins promptly at 7:45am and ends at 3:00pm. On early release days, Pre-K students will dismiss at 11:30am with the remaining grade levels at Lago Vista Elementary School.
- No Pre-K classes are available on school holidays and/or teacher in-service days.
- School hours will be strictly followed and daily attendance will be taken at 9:50am every morning.
- Parents/guardians are strongly encouraged to have their child at school by 7:45am each day. Students who arrive late to the classroom cause a disruption to the instruction and routine.

### **Arrival & Dismissal**

- Pre-K students may ride the regular school bus to Lago Vista Elementary School each day. Students may also be dropped off by the gym each morning beginning at 7:10am. The front doors will not open until 7:30am. Pre-K students will wait in the gym under the supervision of a staff member until the Pre-K teacher picks up students at 7:30am.
- At the end of the regular instructional day, Pre-K students may ride the regular bus home. Parents/guardians may also pick their student up in the car rider line.

- A parent/guardian needing to check a child out early must check in at the front office and a member of the office staff will go to the classroom to get student. Parents/guardians may not go directly to Pre-K classroom to check out their child.

### **Classroom Materials**

- A Pre-K school supply list is provided upon registration and can also be found on the District website.
- Parents/guardians will need to provide a backpack and extra change of clothes for their child.
- The teacher may request additional supply items throughout the year as supplies run out or for a special activity
- Jackets, lunchboxes, backpacks should be labeled with student's name.
- The Pre-K classroom supplies plenty of age-appropriate and fun learning materials to help students build positive peer relationships, so we ask that toys from home not be sent to school.

### **Classroom Visits**

- It is important to remember that this is an educational program and is not to be considered a daycare setting. During the instructional day, parents/guardians must follow campus visitor procedures and check in at the front office to obtain a visitor's badge before entering the school.
- In order to minimize disruptions to instruction and routine, visits to the Pre-K classroom during instruction times must follow Lago Vista ISD policy in the Student Handbook and be prearranged with the teacher and principal at least 24-hours in advance.
- The campus principal reserves the right to limit visits if the visits become too frequent during instructional times.
- Parents/guardians who wish to conference with the Pre-K teacher regarding their child will need to contact the teacher to set up a conference.
- Parents/guardians are encouraged to volunteer in the classroom for school events or field trips. Those who wish to assist with school events and activities must complete a required background check and be approved prior to volunteering. Parents/guardians may obtain the background check from the front office.

### **Meals & Snacks**

- Breakfast is available daily in the Lago Vista Elementary School cafeteria beginning at 7:10am. Students who wish to eat breakfast at school may purchase breakfast through the school cafeteria program.
- Pre-K students will eat lunch in the cafeteria. Lunch may be brought from home or purchased through the school cafeteria program.
- Parents/guardians should provide a nutritious snack from home each day.

### **Student Attendance**

- This is an educational program and children are expected to remain at school for the full school day.
- Students with ten absences/and or tardies may be dropped from the program at the discretion of the campus principal.

### **Student Behavior**

- Pre-K students are expected to model safe, respectful, and responsible behavior and follow Lago Vista ISD Student Code of Conduct.
- The Pre-K teacher will follow the campus discipline policies and procedures in regards to behavior infractions and consequence and are expected to work with campus principal to address ongoing behavior concerns.
- The appropriate staff member will notify parents/guardians of any discipline issues.



## Lago Vista Independent School District Tuition-Based Pre-K Program Parent Agreement

Please read each statement below carefully, and initial each statement.

- \_\_\_\_\_ I understand that enrollment in the Lago Vista ISD Tuition-Based Pre-K program is considered a benefit to my child. I agree to work collaboratively and positively with the Pre-Kindergarten teacher and campus staff. I agree to the terms of the Tuition-Based Prekindergarten Program Agreement.
- \_\_\_\_\_ I understand that Lago Vista ISD may only offer this program if approved by the Texas Education Agency Commissioner of Education and that if there is not sufficient enrollment in this program, Lago Vista ISD reserves the right to cancel the Tuition-Based Pre-K Program. Should the program be cancelled, I will be refunded all fees.
- \_\_\_\_\_ I understand that tuition payments for the Tuition-Based Pre-K Program must be paid through automatic, electronic draft each month and that, although every effort is made to keep the schedule for bank drafts, it is expected that sufficient funds will be available if the account is drafted at a later date.
- \_\_\_\_\_ I understand that this is an educational program, and that my child must remain at the school for the full school day (8:20am to 3:45pm) in accordance with the Lago Vista ISD school calendar.
- \_\_\_\_\_ I understand that no Pre-K classes are available on school holidays and/or teacher in-service days.
- \_\_\_\_\_ I understand that my student must be potty trained and that continued incontinence may lead to dismissal from the Tuition-Based Pre-K Program.
- \_\_\_\_\_ I understand that my child must follow the policies and procedures outlined in the Lago Vista ISD Student Handbook and the Lago Vista ISD Student Code of Conduct and that if my child has persistent behavior problems that interfere with the general welfare of others, my child may be temporarily or permanently removed from the program.
- \_\_\_\_\_ I understand that the decision to withdraw my child from the Tuition-Based Pre-K Program must be communicated to the campus principal, in writing, one month in advance.
- \_\_\_\_\_ I understand that if I decide to withdraw my child from the Tuition-Based Pre-Kindergarten Program, it is my responsibility to cancel the authorization agreement for preauthorized payments (electronic bank draft) by notifying the Lago Vista ISD Business office, in writing, one month in advance.
- \_\_\_\_\_ I understand that students may be removed from the program for non-payment after one late or missed payment.
- \_\_\_\_\_ I understand that the parent/guardian is responsible for the cost of any and all expenses related to collection for delinquent payments.
- \_\_\_\_\_ I understand that if a child is withdrawn from the program for any reason after attending one day of class in a month, no refund will be given for that month.
- \_\_\_\_\_ I understand that students with ten absences/and or tardies may be dropped from the program at the discretion of the campus principal.

\_\_\_\_\_  
Child's Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date