



## Vermilion Parish School Board 2019-2020 Pre-Kindergarten Registration Requirements

Your child needs to be present for round-up day.

**Registration Requirements:** The entrance age for pre-kindergarten is 4 years old on or before September 30<sup>th</sup>. Your child should be potty trained to participate in the program.

- The parent or legal guardian must present the following documents at the time of registration:
  - **Child's birth certificate**
  - **Child's social security card**
  - **Child's updated immunization record—the document must include the expiration date found at the top of the page**
  - **2 proofs of domicile---- the first document *must be a current electric bill* if electric bill is not in parent's name an affidavit must be completed and notarized) and the second document must be one of the items listed below:**
    - Documents must show the parents name and a physical address not a post office box number
    - The following can be a second proof: water or gas bill, apartment or house lease receipt or documentation providing ownership, filed Homestead Exemption Application Form
  - **2 proofs of income----All adults in the household must provide proof of income.** The documents can be the following:
    - a) 2 most recent, consecutive dated check stubs (stubs must be from within last 2 months of employment),
    - b) documentation from social security indicating benefits for the enrolling pre-kg child,
    - c) SNAP/food stamp benefits details page with all family members listed and current certification date
    - d) Placement by Department of Child/Family Services- placement documentation must be provided
    - e) Homeless Families- verification will be made with the Vermilion Parish Student Services Dept.
    - f) Parents with no income must complete a "Statement of No Income" affidavit with the authorized personnel at time of registration
    - g) Parents with irregular income such as farming, fishing/seafood industry, or business owner must complete an Irregular Income Affidavit and provide your most current filed tax forms

**Note: Proof of income is required to help identify non at-risk students based on socio-economic status. Tuition will apply to some students.** Copies will be made during registration and originals will be immediately returned to you.

Registration is not complete until all of the above items are provided. Incomplete applications cannot be considered for placement.

Inquiries about registration packets can be emailed to: [early.learning@vpsb.net](mailto:early.learning@vpsb.net)

IF you miss pre-kg round up, registration applications will be available at the schools and on the early childhood website [www.vpsb.net](http://www.vpsb.net) on April 1, 2019. All new applications must be submitted to Lola Thomas at the school board office beginning April 1, 2019 until school starts. Applications will be accepted by Mrs. Thomas from 9:00 am to 12:00 pm each business day.

After the first day of school, registration information will be available at the elementary schools, but all applications must be completed with Mrs. Thomas at the school board office.

### Vermilion Parish School Board Pre-Kindergarten Eligibility Criteria

Classes will be determined using the following criteria:

- Children whose parents qualify at or below 200% federal poverty level
- Children with an Individualized Education Plan (IEP) from the Vermilion Parish School Board Special Services Department
- Children identified as homeless or in foster care

\*\*Once classes have been filled with students who meet any of the above criteria, Vermilion Parish School employees' children will be placed.

### Information on Tuition Charges

Tuition eligibility for non-at-risk students, based on socio-economic status will be determined by proof of income documents. Placement for tuition students will be based on the results of the parent questionnaire and academic screener.

1. Non at-risk students may be charged tuition divided into 10 installments from August to May. Tuition costs for the 2019-2020 school year will be \$3,250 for the year (\$325 per monthly installment payment from August to May).
2. Tuition will be made by bank draft. Paperwork will be provided at the time that eligibility and placement has been determined. Incidents of default payment will result in removal from the program.