

Warren ISD Tuition Based Pre-K Program



2016 – 2017

This program is for students who do not qualify for the non tuition based program.



July 20, 2016

Dear Prospective Pre-K Parent:

Thank you for your interest in the Warren ISD Pre -K Program. We hope you will find the information in this letter helpful. If you do not qualify for the program and Warren ISD has slots remaining, you will be able to apply for these spots for the school year. The cost for this program is \$3,000 for the school year and is payable based on 172 calendar school days, regardless of the number of school days of service in any particular month. Payment can be made in full or in 10 monthly installments to the Warren ISD Finance Office.

The enrollment documents are attached. They can be downloaded from the Warren ISD website or the Warren Elementary or Fred Elementary Websites beginning. Completed packets must be submitted to Warren or Fred Elementary.

Letters of acceptance for students selected for placement into the program or a letter to students placed on the wait list will be mailed to parents after selection. Parents of selected students will be required to pay a \$200 deposit at time of placement, to reserve their spot for the 2016-2017 school year. This deposit will be applied to the first month's tuition.

Our teachers will be highly qualified and trained in order to meet the needs of your preschool child. We hope you will find the program a wonderful learning experience for your little one!

If you have any questions, please contact Steven Cox, Principal at Warren Elementary or Chris Carter, Principal at Fred Elementary.

Thank you,

Brad McEachern
Superintendent, Warren ISD

Tuition Pre-K Questions & Answers

Q: Where may I obtain an application?

A: Applications will be available to download on the Warren ISD Website or for pick up at Warren or Fred Elementary. You may contact either campus office by calling the main line at 409-547-2247 and selecting the appropriate campus.

Q: What documents are required for placement into the Pre-K program?

A: A completed application, enrollment agreement, Agreement of Attendance for Pre-K, a copy of birth certificate, immunization record, social security card if available, copy of parent(s) driver's license.

Warren ISD district residents must provide proof of current residence, if applicable. (Either a current utility bill or mortgage/lease agreement with name and address of parent or legal guardian. Phone bills will not be accepted.)

Q: How much is tuition for 2016-2017?

A: Yearly tuition is \$3,000 with monthly payments of \$300 per month for 10 months due on the first day of the month. (August-May) Warren ISD start date is August 22, 2016. A \$200 non-refundable deposit is required upon acceptance into the program. Payment must be made to the WISD Finance Office.

Q: When is enrollment for the Tuition Pre-K Program for 2016-2017?

A: Currently enrolling until full.

Q: What are school day hours?

A: Regular school hours will be observed with drop off as early as 7:15 a.m.

Q: Are meals provided?

A: Breakfast is free and lunch can be purchased for an additional fee or the child may bring a sack lunch. Parents are welcome to send a nutritious snack for snack time.

Q: What curriculum will be used?

A: The Pre-K program provides a detailed outline of knowledge and competencies young children need in order to build a solid, coherent foundation for later learning. A complete version of the Texas State Pre-K Guidelines can be found at <http://tea.texas.gov/pkg.aspx>.

Q: How many students will be in the class?

A: The Pre-K program can have up to 22 children with a full time certified teacher and paraprofessional.



Enrollment Parent Checklist 2016-2017

| | |
|--|-------|
| Application | _____ |
| Enrollment Agreement | _____ |
| Agreement of Attendance for PK | _____ |
| Birth Certificate | _____ |
| Immunization Record | _____ |
| Social Security Card | _____ |
| Parent(s) Driver's License | _____ |
| Proof of Warren ISD resident (if applicable) | _____ |
| – Current utility bill (telephone bills will not be accepted) | |
| – Current mortgage or lease agreement with name and address | |
| Proof of Warren ISD employee (copy of ID badge, if applicable) | _____ |
| WISD Enrollment Packet | |
| Enrollment Form | _____ |
| Privacy Option | _____ |
| Home Language Survey | _____ |
| Non-refundable Deposit of \$200 to WISD Finance Office | _____ |

Important Note

Dear Parents,

The above documents must be complete to qualify for pre-k. Incomplete packets will not be considered for placement in the program.

Warren ISD Pre-K Program Parent Handbook

AGE LIMITS AND ELIGIBILITY

Students entering the tuition-based program must be 4 years of age on or before September 1, 2016.

ATTENDANCE

Warren ISD is not considered a daycare establishment. It considers the Pre-K program to be an integral part of the PK-12 educational programming. Because the number of openings are limited in the Pre-K, **it is an expectation for parents to have their child arrive to school on time daily.** This will avoid disruptions for the classroom. We want your child's teacher to have the best opportunity to maximize the learning environment. If you know your child is going to be absent for an extended time, please contact the school office.

CONTACTS

Please contact Dr. Steven Cox, Principal of Warren Elementary, or Mr. Chris Carter, Principal of Fred Elementary at 409-547-2247 if you have general questions about the Warren ISD PK Program.

CURRICULUM

The Pre-K program provides a detailed outline of knowledge and competencies young children need in order to build a solid, coherent foundation for later learning. Texas State Pre-K Guidelines can be found at <http://tea.texas.gov/pkg.aspx>.

This is **NOT** a Special Education program. Children who have special needs may be served through other placements in early childhood programs. Due to the differing needs of the preschoolers, some students will be at the beginning of the learning continuum while others may be further along. **ALL** students, however, will be provided instruction that is differentiated in order to ensure they master their appropriate learning objectives as set forth by our Preschool curriculum.

ENROLLMENT

Registration will be on a first come, first serve basis. Remaining openings will be given to district residents on a first come-first serve basis. Warren ISD residents must provide either a current utility bill (no phone bills) or mortgage /lease agreement with name and address for verification. *Employees living outside of the Warren ISD district need to complete a transfer request along with enrollment.* The District will notify parents by letter regarding acceptance for the program or of placement on the waiting list. The list of applicants will be maintained for reference throughout the school year. Parents will be contacted in order of the applicant waiting list as openings become available.

FIELD TRIPS

The Pre-K teacher will determine the number of chaperones to accompany students on school sponsored field trips. However, it will be necessary to have a minimum of 10-1 ratio on all trips. All volunteers must pass a background/criminal check, **prior** to a field trip. The school office can help you obtain a volunteer badge. Chaperones will be asked to pay for their tickets. Chaperones will provide their own transportation. Siblings are not allowed to attend the event. All students must ride the bus which will be provided by Warren ISD.

HEALTH and MEDICATION

Warren Elementary and Fred Elementary both have a full time RN. Please contact the nurse if your child has any health or medical issues or if you have questions about health services. Medications may not be sent to school with the child. Parents need to deliver all medications to the nurse's office and must be accompanied with a doctor's prescription in the original container.

MEALS

Breakfast is free of charge and lunch is available at extra charge through the Warren ISD Nutrition Program or a child may bring a sack lunch from home.

POTTY TRAINING

All tuition based students **must** be potty trained prior to admission into a class placement.

SCHOOL DAY AND CALENDAR

The Pre-K program will follow the Warren ISD student school calendar.

STUDENT/TEACHER RATIO

Classes will have no more than 22 students, with both a certified teacher and a teacher assistant.

SUPPLIES

A school supply list can be found on the school website or one can be obtained in the school office.

TRANSPORTATION

Students may ride the bus if needed. Please contact Warren ISD Transportation with any questions.

FEES/TUITION

A \$200 non-refundable deposit is required upon acceptance into the program. This deposit will be applied to the first month's tuition. The \$3,000 annual tuition is payable based on 172 calendar school days, regardless of the number of school days of service in any particular month. Tuition is subject to change with Board approval. Tuition is due the 1st of each month. Parents may pay this amount in full or in 10 monthly payments (\$300) to the WISD Finance Office. Payment is not to be sent with student to the school. Warren ISD will not prorate tuition for the first month of school for late registrants.

Failure to make payments will result in the withdrawal of your child from the program.

A daily late fee of \$20 will be assessed for payments received after the close of business on the day payment is due. Prompt tuition payment is required each month to maintain your child's placement.



Warren ISD Pre-K
Educational Program Student Information 2016-2017

Prompt tuition payment is required each month to maintain your child's placement (as set forth in the Enrollment Agreement).

This is not a Special Education Program. Children who have special needs should be served through appropriate placements in other early childhood programs.

Please complete all information on this information form.

**Child's Name as it
appears on the
Birth certificate:** _____

(First)

(M)

(Last)

Student's Preferred Name: _____

Birth Date: _____ **Male** _____ **Female** _____

Home Address: _____ **City,** _____

State _____ **Zip:** _____

Parent/Guardian Information:

Student lives with: _____ Both Parents _____ Father _____ Mother _____ Mother & Stepfather _____ Father & Stepmother

_____ Legal Guardian (please list the relationship to student) _____

Mother/Legal Guardian Information:

Name: _____

Address _____ City, State Zip: _____

Home Phone: () _____ Cell Phone: () _____

Employer: _____ Work Phone: () _____

Occupation: _____ Email address: _____

Father/Legal Guardian Information:

Name: _____

Address: _____

City, State Zip: _____

Home Phone: () _____ Cell Phone: () _____

Employer: _____ Work Phone: () _____

Occupation: _____ Email address: _____

List any siblings currently attending Warren ISD schools:

| Name | Brother/Sister | School | Grade level |
|-------|----------------|--------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Student Information

Has your child had a behavior or educational assessment? _____ Yes _____ No

Has your child ever been diagnosed as having a learning disability and/or difference? _____ Yes _____ No

If yes, please give the date(s) and nature of consultation and the name and address of consultant:

Do you suspect your child to have **ANY** developmental delays that would prevent him/her from having success in the Pre-K Program? _____ Yes _____ No If yes, please describe: _____

Please describe any illness, diseases, or disabilities that may affect your child's health or schoolwork.
(Please include any medications that your child is taking).

Is Parent a Warren ISD District Resident? __Yes__ No

If yes, must provide one of the following for district verification: current utility bill (telephone bill will not be accepted), current mortgage or lease agreement with name and address.

Is Parent a Warren ISD District Employee? __Yes__ No

If yes, Employee Name: _____

Employee Number: _____

Campus: _____

Person financially responsible for paying tuition: _____

Relationship to student: _____

I certify that all of information above is true and correct. I understand that school district officials may verify the information on the application. If investigation indicates false information has been provided, my child may be withdrawn from the program.

Parent/Legal Guardian's Signature

Date

Return this application along with required documents to:

Warren or Fred Elementary School

P.O. Box 69

Warren, TX 77664

***Once all documents have been submitted, they become the property of Warren
ISD.***



Agreement of Attendance for Pre-K

The Pre-K Program at Warren and Fred Elementary is limited in the number of openings; therefore, the following must be agreed to on a continuous basis:

_____ I agree to have my child to school on time.

Initial

_____ I agree to have my child picked up from school on time.

Initial

_____ I agree to notify the Elementary office if my child is going to be
Initial absent for an extended period.

_____ I agree to conference with my child's teacher when requested.

Initial

Q - Are children who are enrolled for the Pre-K program required to attend?

A- Yes. Once the child is enrolled, they are expected to follow the attendance rules as set forth by the contract agreement.

Failure to adhere to above statements may result in withdrawal of student from the Pre-K program.

I, _____ have read and understand the statements above. I agree to each statement.

Child's Name: _____

Parent Signature: _____ Date: _____



2016-2017
ENROLLMENT AGREEMENT

The parent(s)/guardian(s) of _____ (“Student”) hereby enroll the student in the Warren Independent School District (“Warren ISD”) Pre-Kindergarten Program (Pre-K Program), for the 2016-2017 school year, subject to the provisions below. In consideration of the acceptance by the Pre-K Program of this agreement, the Parent(s) agree, jointly and severally, to pay the Tuition and Fees as set forth in this Enrollment Agreement (“Agreement”). Tuition and fees include payment for a full-day pre-kindergarten program, on student school days designated by the Warren ISD 2016-2017 School Calendar.

I. Tuition

The Parent agrees to pay the required Tuition and Fees, as specified below.

A. Summary of Tuition

| | |
|--|-------------|
| Non-refundable Deposit | \$ 200.00 |
| Annual Tuition (10 months/pro-rated based on school days) | \$ 3,000.00 |
| Tuition is due the 1st of each month, starting August 1, 2016 to the WISD Finance Office. | |

Initials

B. Non-refundable Fees

A non-refundable deposit of \$200.00 must be submitted at time of acceptance. If the student is accepted in the Pre-K Program and fails to attend or is withdrawn, this deposit will not be returned to the Parent. In addition, if the student is withdrawn from the Pre-K Program for any reason and is accepted back into the Pre-K Program at a later date, the parent must submit a new deposit of \$200.00

Initials

C. Tuition Payments

The \$3,000 annual tuition is payable based on 172 calendar school days, regardless of the number of school days of service in any particular month.

Initials

Based on the 2016-2017 yearly/school calendar, monthly tuition payments must be received for each month as follows (unless payroll deducted):

| TUITION FOR MONTH OF: | PAYMENT DUE |
|------------------------------|---------------------------------------|
| August | August 1, 2016 |
| September | September 1, 2016 |
| October | September 30, 2016 |
| November | November 1, 2016 |
| December | December 1, 2016 |
| January | Note: December 16, 2016 (Fri.) |
| February | February 1, 2017 |
| March | March 1, 2017 |
| April | March 31, 2017 |
| May | May 1, 2017 |

Initials

II. Delinquent Accounts

The Parent understands and agrees that the timely payment of tuition and fees in accordance with this Agreement is important to the operating budget of the Pre-K Program. Accordingly, the Parent agrees as follows:

- A. Monthly tuition is due on the **1st day of the month, except** December's tuition (see schedule). There is a daily **\$20.00** late payment fee for tuitions received after the close of business on the due date. (Example: Tuition due August 1. Payments received after 4:00 p.m. will be considered late. A daily late fee will be added to the tuition fee.)
- B. **Any account which is delinquent as of the last school day of the month in which the payment is due will result in automatic withdrawal of the student from the Program on the first school day of the following month the payment was due.** Such suspension, dismissal, or refusal by Warren ISD to allow the student to attend shall not be considered a breach of this Agreement by Warren ISD and shall be without prejudice to any other rights Warren ISD may have under this Agreement.
- C. A student who reapplies to the Pre-K Program after being automatically withdrawn for a delinquent account must reapply to the program as a new student, pay all past due Tuition and Fees, and pay a new deposit, before being considered for re-enrollment.
- D. Any student who is automatically withdrawn twice (2 times) for a delinquent account **will not be** eligible to apply for re-enrollment in the Pre-K Program.
- E. Student progress reports, certificates of completion, and/or any other school records may be withheld for any student for whom Tuition and Fees are delinquent, until tuition and fees are paid in full.
- F. Warren ISD shall be entitled to reimbursement for all collection costs associated with collecting delinquent accounts, including any court costs and attorney's fees.

Initials

III. Warren ISD Authority

Warren ISD reserves the following rights:

- A. To require the immediate withdrawal of any student whose presence is considered detrimental to either the student's or the Pre-K Program's best interest or who the Pre-K Program determines is not benefiting from or adjusting to the Pre-K Program;
- B. Warren ISD reserves the right to reject, for any reason, an enrollment application in the Pre-K Program for any subsequent year;
- C. To immediately suspend or dismiss any child from the Pre-K Program that the faculty or administration of the Pre-K Program or Warren ISD may determine needs additional educational and/or special education services that cannot be provided by the Pre-K Program; and
- D. To immediately suspend or dismiss any child whose parents fail to comply with the rules and/or procedures of the Pre-K Program and/or the provisions of this Agreement.

Initials

IV. Parent Acknowledgments

- A. Registration will be on a first come, first serve basis. Warren ISD Employees will have the first option to enroll. Remaining openings will be given to district residents on a first come-first serve basis. Completed enrollment packets will be stamped with the date of receipt. (District residents must provide either current utility bill (phone bills will not be accepted) or mortgage/lease agreement with name and address for verification). Incomplete enrollment packets will not be eligible to be considered for enrollment.
- B. The Parent acknowledges that the Pre-K Program is solely a self-funded tuition-based program, which **is not** supported by state or school district funds. **TIMELY PAYMENT OF TUITION AND FEES IS, THEREFORE, A REQUIREMENT FOR ATTENDANCE.**
- C. The Parent agrees that if the Pre-K Program is not deemed appropriate for the student's ability and needs, Warren ISD may require the student's withdrawal from the Pre-K Program.
- D. Warren ISD is not considered a daycare establishment. It considers the Pre-K program to be an integral part of the Pre-K -12 educational programming. Because the number of openings are limited in the Pre-K Program, **it is an expectation for parents to have their child arrive to school on time daily.** This will avoid disruptions for the classroom. We want your child's teacher to have the best opportunity to maximize the learning environment.
- E. If you know your child is going to be absent for an extended time, please contact the school office.
- F. The Parent acknowledges that Warren ISD may deny access to any child believed to be suffering from an illness which could endanger the health of other students and/or faculty, including, but not limited to, communicable diseases, fever, flu, chicken pox, etc.
- G. The Parent acknowledges that the Pre-K Program **is not** a special education program under the Individuals with Disabilities Education Act ("IDEA") and that any pre-kindergarten student who is eligible for special education services under the IDEA may be served through other placements in early childhood programs.

Initials

V. Termination

It is agreed that enrollment of the Student, as specified in this Agreement, may be cancelled by the Parent, without penalty (except forfeiture of the registration and/or activity fee and the remainder of the month's Tuition and Fees) with ten (10) days' written notice. However, if a Student is withdrawn or removed by either the Parent or by Warren ISD from the Pre-K Program during any calendar month, the Parent **is not** entitled to any refund of tuition and fees already paid.

Initials

PLEASE READ THE ENTIRE CONTRACT AND FULLY UNDERSTAND IT BEFORE SIGNING AND DATING IT IN THE SPACES PROVIDED BELOW.

Is Parent(s)/Legal Guardian a Warren ISD District Resident? __Yes__ No

If yes, must provide one of the following for district verification: current utility bill (telephone bill will not be accepted), current mortgage or lease agreement with name and address.

Is Parent(s)/Legal Guardian a Warren ISD Employee? __Yes__ No Employee Number/Campus _____

If yes, must provide a copy of employee ID for verification. _____

Parent/Guardian Financially Responsible for Student:

Child's Name

Parent(s) Name

THIS DOCUMENT IS A CONTRACT WHICH SHALL BE INTERPRETED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS.

I certify that all information on this application is true and correct. I understand that school district officials may verify the information on the application/contract. If investigation indicates false information has been provided, my child may be withdrawn from the program.

Signature of Parent/Guardian

Date