



# Pre-Kindergarten Lottery Guidelines 2018-2019

## 1.0 Dates of Lottery Applications

Official dates for the Pre-Kindergarten lottery for each Clayton County Public Schools Pre-Kindergarten site will be:

March 5<sup>th</sup> - 9<sup>th</sup>, 2018 8:30 am-11:30 am and 1:00 pm – 3:00 pm

### Unidos Dual Language Charter School Information Sessions:

Tuesday, February 27, 2018	9:00 am
Thursday, March 1, 2018	4:00 pm

### Clayton County Public Schools International Center-(Old Morrow Annex):

Parents who would like to register for the lottery with the assistance of Spanish and Vietnamese interpreters may go to the Clayton County Public Schools International Center – Address: Morrow Annex, 2260 Old Rex Morrow Road, Morrow, Georgia 30260- Phone Number: (770-473-3232)

#### *The following dates and times:*

March 5<sup>th</sup> – 9<sup>th</sup>, 2018 8:30 am – 3:00 pm

Any applicants applying after Friday, March 9, 2018 will be automatically placed on the waiting list in the order of acceptance. Waiting list applications will continue to be accepted through the end of the school year at each Pre-K site or by calling the Pre-K office at (404) 473-2700 Ext. 700178. Private agencies will continue to take applications throughout the summer.

## 2.0 Enrollment

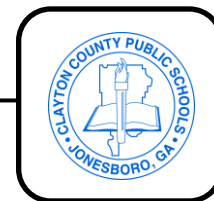
### 2.1 Enrollment

Acceptance into the program will be based on a lottery system for children residing in the attendance area of the specific school providing the Pre-Kindergarten Program. Children will not be denied participation in educational programs on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990). Acceptance into the program will not be determined by Category One or Category Two designations.

### 2.2 Lottery Process

Acceptance into classes in the public schools will be based on a **LOTTERY SYSTEM** for each school site with priority given to children residing within the individual school's attendance area. **Parents may only register for one public school site, of their choosing, for the lottery.**

- A computer program will draw the lottery for each school site
- All students not selected in the lottery will be placed on a waiting list.



- The waiting list order will also be determined by the lottery drawing.
- Parents applying for the program after the lottery draw will be placed on the waiting list in order of application date.

**2.2 (a) - Letters will be mailed to parents the week of April 16, 2018. Parents and/or guardians interested in registering for the Unidos Dual Language Charter School must attend a ‘mandatory’ Informational Session prior to registering.**

### **2.3 Out of the Local School Attendance Area**

Children who reside within the local school system, but do not reside within the attendance area of the specific school providing the Pre-Kindergarten Program, may not be denied service but will be randomly selected by the lottery program after all of the students residing within the local school attendance are selected. **The Special Permission Transfer process is not allowed for acceptance in the specific school with the Pre-Kindergarten Program.** Children who are accepted into a Pre-Kindergarten Program outside of their regular school attendance area do not automatically have permission to continue in that school in Kindergarten. County procedures must be followed to attend a school outside the regular attendance area in Kindergarten.

### **2.4 Dual Enrollment in Special Education and Pre-Kindergarten**

Per the Working Together for Young Children State Project, students with IEPs are recommended for dual enrollment by the Special Education Services Preschool Department. Any openings remaining will be filled from the site waiting list no later than **Friday, April 20, 2018.**

### **2.5 Children of Clayton County Employees**

Since the number of schools offering the Pre-Kindergarten Program is limited, because of space available, the county policy concerning the enrollment of employees’ children does not apply in the same manner as it does in grades K-12. **Clayton County Public Schools employees must complete an application for the lottery for their Pre-Kindergarten age child at one Clayton County Public Schools Pre-K site, of their choice, if they wish to have them attend.** Children of the employees of Clayton County Public Schools will be considered ‘in the attendance zone’ as it relates to the lottery process (See section 2.2). Employees will need to present their employee identification badge and most recent pay stub as proof of employment along with their child’s original, ‘state issued’ birth certificate in order to complete an application.

**Placement in the lottery does not guarantee placement on a class roll.**

### **2.6 Children in Transition**

Acceptance into classes in Clayton County Public Schools will be based on a **LOTTERY SYSTEM** for each school site with priority given to children residing within the individual school attendance areas.

All homeless education students who are not selected in the lottery will be placed at the top of the waiting list in their attendance area. If a student is in transition he/she will be allowed to remain enrolled in Georgia Pre-K classes until a spaces becomes available in the new attendance area. The McKinney-Vento Homeless Education Assistance Act is the federal law that governs the educational rights of children and youth in homeless situations. This act reauthorized in 2001 as Title X Part C, No Child Left Behind Act.

### **2.7 Inclusion Classroom**



The Inclusion classroom maintains 20 students. Fourteen regular education students and six special education students. If a special education student withdraws from the Pre-K classroom, the space shall be filled with another special education student by November 1<sup>st</sup>. After which, a regular education student, from the waiting list, may replace the special education student to maintain the 20 student maximum.

## 3.0 Eligibility for Enrollment

### 3.1 Age Requirement

#### **Eligible Four -Year - Olds**

Children must be four years of age on or before September 1, 2018 based on acceptable documentation, such as official birth certificates, certificate of live birth, legal documents, passports, or official documents from other countries. **Exceptions are made for those parents/guardians who complete the Student Enrollment Questionnaire and are considered homeless or if the child is in foster care. They must be allowed to complete the application and must be referred to the Homeless Education Department for assistance with obtaining the required documentation.**

#### **Eligible Five -Year -Olds**

Children who are five years of age on September 1, 2018 and have late birthdays (birthdays in June, July, and August) or have delayed language and/or social skills or small physical size which would impact their readiness for school may enroll in the Pre-K Program at the request of their parents *if they did not attend the Pre-K Program as four-year-olds*. Parents and teachers are encouraged to consider the child's date of birth, physical/emotional maturity, and prior experiences when making the decision about whether to enroll the child in the Pre-K program at age four or five. Parents of five-year-old children will be asked to sign a Parent Acknowledgement Form indicating that their child did not previously attend Georgia's Pre-K program.

### 3.2 Proofs of Residence

All children who are enrolling in a public school Pre-Kindergarten Program must provide two proofs of residence at the time of application. Examples of proof of residency include the following: a copy of a current signed lease agreement, a mortgage statement, copies of current utility bills listing the service address, current vehicle registration form, letter from a shelter, letter from an employer if employer provides housing and current PeachCare eligibility documents for the child.

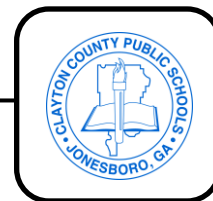
## 4.0 Acceptance into a Pre-Kindergarten Program

### 4.1 Registration Forms for Public School

Upon acceptance into a Pre-Kindergarten Program, parents must complete the registration form.

**4.1 (a). Department of Early Care and Learning (DECAL) Pre-Kindergarten Registration Forms** DECAL Pre-Kindergarten Registration forms must be completed for each child seeking to enroll in the Pre-Kindergarten Program. Waiting List forms must be completed after the lottery pre-registration week has ended.

### 4.1(b) Scheduled Appointment



Legal guardians or parents must be present to attend their scheduled registration appointment in order to keep the random selected Pre-K space. Failure to attend this appointment will result in your child's removal from the Pre-K class roster and your child will be placed at the bottom of the waiting list.

### **4.2 Documentation Required**

Upon acceptance into the Pre-Kindergarten Program, parents must provide the following documents:

- Original, Certified Birth Certificate
- Immunization Form (Form 3231) or Waiver
- Ear, Eye, Dental and Nutrition Certificate (Form 3300)
- Child's Social Security Card or Bright from the Start Waiver
- Proof of guardianship or custody

School based counselors will work with the parents on obtaining the required documents after acceptance into the Pre-Kindergarten Program.

### **4.3 Roster Form Information**

Category One child/family eligibility is defined as **participation** in one of the following: Food Stamps, SSI, Medicaid, Temporary Assistance to Needy Families (TANF) Childcare and Parent Services (CAPS).

## **5.0 Parent Requirement**

### **5.1 Attendance Requirements**

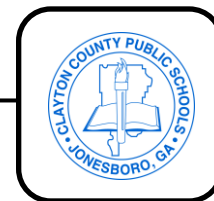
A parent must agree to send the child to the Pre-Kindergarten Program for the 6.5 hours of instructional time, five days per week, and 180 days per year.

### **5.2 Chronic Absenteeism or Tardiness**

Children who do not attend on a regular basis, are regularly tardy to or regularly leave early from the program should be referred to the prekindergarten provider or school counselor. A meeting with the parent should occur to determine the reasons for the problem and identify ways to resolve the problem. Inability to resolve the problem after documented interventions should be referred, in writing, to the program director, state consultant, and Bright from the Start. Children who do not attend class or are late for two consecutive weeks without a medical or other reasonable explanation **must** be removed from the roster. Bright from the Start must be notified in writing that such action has been taken.

### **5.3 Procedures for Disenrollment of a Child**

Once a child has been enrolled in the Pre-Kindergarten Program, he or she cannot be disenrolled from the program, unless it is determined that he or she is not benefiting from the program, is being chronically disruptive, or is causing harm to himself or herself or others. This determination can be made through information gathered by interventions attempting to help the child benefit from the program, documentation of ongoing involvement of parents and other program staff activities (i.e., local school system special education). Special needs personnel should be consulted for assistance with suggestions and applications of interventions, including referral to Special Education program of the public school, if appropriate.



### **5.4 Pre-K Vacancy**

If a vacancy becomes available during the school year, and the waiting list has been exhausted, the individual school will inform the Pre-K Department. The Pre-K Department will post on the Clayton County Public Schools and Pre-K website current vacancies. Spaces will be filled on a first come first serve basis so that vacancies are filled immediately. Parents will receive a call from the Pre-K office informing them that they have been chosen, and a date to report to the school site with required enrollment paperwork for registration.

### ***5.5 First Week of School (ONLY) Waiting List Procedures***

#### **5.5 (a). Not Considered “NO SHOW”**

If the parent informs the office personnel that the child will not attend on the first day of school, this child should not be considered a NO SHOW.

#### **5.5 (b.) NO SHOW**

If a student is a “NO SHOW” on the first day of school, he/she will be withdrawn and placed at the bottom of the waiting list. The Enrollment Counselor will call the next student on the waiting list. Only, during the first week of school will the Pre-K Enrollment Personnel contact parents immediately to fill vacancies in the Pre-K Program within 24 hours.

### ***5.6 48 Hour Waiting List Procedures***

#### **5.6 (a.) After First Week Waiting List**

After the first week of school, parents will be given up to 48 hours to respond to a telephone call or voicemail from the Pre-K Enrollment Personnel regarding enrolling their child into the Georgia Lottery funded Pre-K Program. If a response is not received within 48 hours the child will be placed at the bottom of the waiting list. The Pre-K Enrollment Personnel will move on to the next student on the waiting list.

#### **5.6 (b.) Leaving a Message**

When leaving a parent a message be sure to inform the parents, that if we do not hear from them within 48 hours of the call, leave date and call time on voice mail, the student will go on the bottom of the waiting list and the slot will be filled with another student.

#### **5.6 (c.) Speaking with a parent**

When calling a parent from the waiting list, if a parent is unsure and wants to make a decision at a later time. Inform the parents, that they will have 48 hours to make the decision and return with a call of their decision, or come to the school and enroll their child. If you do not hear from them within the 48 hours, document the results and move to the next person on the waiting list. Move the student to the bottom.

#### **5.6 (d.) No working number**

When calling parent from the waiting list, if there are no good working numbers, (emergency, father, grandparent etc.) and there is not a way to leave a message. Move to the next student on the waiting list, and document the results, along with time and date the call went out to the parent. Move student to the bottom.