

**DEER CREEK SCHOOLS  
PRE-KINDERGARTEN ENROLLMENT PROCEDURES  
2020-2021**

*Due to student population growth and restricted capacity, all Pre-Kindergarten classes will be held at Rose Union Elementary for the 2020-2021 school year. The consolidation of Pre-Kindergarten classes to Rose Union will allow us to continue providing a quality program for our Pre-K students while accommodating student growth in all of our elementary sites without changing elementary boundaries through the redistricting process.*

A free Pre-Kindergarten program will be offered on a **space available basis** for the 2020-2021 school year at the following site: Rose Union. The Pre-Kindergarten program enrollment will be open across the district. At the completion of the Pre-Kindergarten year, students attending Pre-Kindergarten should expect to attend their neighborhood school for Kindergarten.

**ELIGIBILITY:**

- ⑨ Students must be at least four years of age on or before September 1, 2020, or not five years of age before June 1, 2021. **(Born between June 1, 2015 and September 1, 2016)**
- ⑨ Parent or legal guardian must be a **resident of the Deer Creek Public School District.**

**APPLICATION PROCEDURES:**

- ⑨ Parents who are interested in having their child in one of the full day Pre-Kindergarten classes may complete the online application located on the district website.
- ⑨ Online applications will **ONLY** be accepted **until January 22, 2020, for initial Pre-Kindergarten placement. ONLY ONE APPLICATION PER CHILD MAY BE SUBMITTED. IF MORE THAN ONE APPLICATION FOR A CHILD IS SUBMITTED, ALL APPLICATIONS FOR THAT CHILD WILL BE WITHHELD FROM THE DRAWING AND THE CHILD'S NAME WILL BE ADDED TO THE BOTTOM OF THE WAITING LIST.**

**CHILDREN WHO HAVE PREVIOUSLY ATTENDED A DCPS PRE- KINDERGARTEN PROGRAM MAY NOT MAKE APPLICATION FOR AN ADDITIONAL YEAR.**

**SPECIAL NOTE:** **THE NAMES OF TWINS OR TRIPLETS SHOULD BE SUBMITTED ON ONE APPLICATION.** *Question #5 of the application provides opportunity for parents to submit names of all “multiples” in the family. Again, only one application needs to be submitted.*

**SELECTION PROCEDURES:**

- ⑨ Applications will be drawn using an online randomizer to determine the enrollment list for the Pre-Kindergarten classes. If the number of students exceeds the capacity of students and classes, then the remaining students will be placed on a wait list. The drawing is not open to the public, but will be witnessed by parent and administrative representatives. Deer Creek School District will reserve Pre-Kindergarten spots for students to abide by Federal Law, retentions and employee assistance.

### **NOTIFICATION PROCEDURES:**

- ⑨ Lists of the students' names in the order drawn will be posted on the district website, at all Elementary Schools and the Administrative Center by the 5:00 p.m. on January 24, 2019. **THIS IS THE ONLY NOTIFICATION OF THE RESULTS OF THE DRAWING. PARENTS ARE RESPONSIBLE FOR CHECKING THE POSTINGS TO LEARN THE STATUS OF THEIR CHILD'S APPLICATION. IF THEIR CHILD IS ON A CLASS ROSTER, IT IS THE PARENT'S (GUARDIAN'S) RESPONSIBILITY TO FOLLOW THROUGH WITH THE ENROLLMENT PROCEDURES. ALL ENROLLMENT PROCEDURES MUST BE COMPLETED IN ORDER TO RETAIN THE PREK OPENING FOR YOUR CHILD.** Specific enrollment procedures will be **emailed** to the parents of students who are drawn no later than January 31, 2020. **All enrollment procedures must be completed online no later than 2:00 p.m. on February 19, 2020 in order for your child to attend Pre-Kindergarten during the 2020-2021 school year.**

### **ENROLLMENT PROCEDURES:**

- ⑨ Initial enrollments resulting from the drawing **must be completed by 2:00 p.m. on February 19, 2020.** All required documents must be uploaded and all enrollment processes completed within the student portal to ensure the child's placement in the class. **If enrollment is not fully completed by 2:00 p.m., Wednesday, February 19, 2020, the child's place in the class will be forfeited and the parent/guardian of the next child on the waiting list will be contacted to complete the enrollment process.**
- ⑨ If an opening occurs for Pre-Kindergarten, applicants on the waiting list will be contacted by telephone and/or email, in the order of their place on the waiting list, to determine if they remain interested in placement for their child. If a parent is interested in the opening, **three** school days will be allowed to complete the enrollment process before the next applicant on the waiting list is called.
- ⑨ After the initial enrollment process has been completed, online applications will be available on the district website throughout the school year and summer. The applications will be date and time stamped. These students will be offered a space as openings occur after all students on the original waiting list have been offered spaces in the Pre-Kindergarten Program. Please do not call to find out where your child is on the waiting list once they have been posted. It is our recommendation that you secure a private Pre-Kindergarten experience for your child if your child is on the waitlist. There is no guarantee or any way for our personnel to predict if there will be any movement on the waitlist for any child.

### **PRE-KINDERGARTEN ATTENDANCE:**

- Pre-Kindergarten classes are designed to be enriching learning environments that afford students the opportunity to master standards of learning and provide foundational skills for Kindergarten and beyond. Consistent attendance is important to the success of the students in the program. Students enrolling in the Deer Creek School District Pre-Kindergarten program will comply with the same attendance regulations as students in grades K-12 with the additional caveat of **excessive absences (10 days in a semester)** resulting in **being dropped from the Pre-Kindergarten class.** Parents wishing to re-enroll their children after 10 or more absences will need to complete the Pre-K application and will go to the bottom of the waiting list. All enrollment procedures will need to be completed again if a new spot becomes available in the Pre-Kindergarten program.

### **TRANSPORTATION:**

- ⑨ The district **will not** provide transportation.

**REQUIRED DOCUMENTS: (Must be provided/uploaded at the time that the actual enrollment process is completed)**

- ⑨ **Legal Birth Certificate** (not a hospital certificate)
- ⑨ **Proof of Residence**
  - Documents vary dependent upon status: 1.) New to district; 2.) Sibling(s) currently attending a Deer Creek School
- ⑨ **Current Immunization Record** (Immunizations must be completed or proof provided that the series is “in process” before the child will be allowed to enter school):
  - 4 doses of DTP/DTaP
  - 3 doses of IPV/OPV
  - 1 dose MMR
  - 3 doses Hep B
  - 2 doses Hep A
  - 1 dose Varicella (chicken pox) or history of disease