

COWETA COUNTY SCHOOL SYSTEM



PRE-K Guidelines



Children of Purpose

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Purpose

The purpose of Georgia's Pre-K Program is to provide a minimum of 180 full days (6.5 hours of instructional services/day) of high quality educational/instructional services to eligible four-year old children. Coweta County School System's Pre-K Program thrives to work as partners with parents to prepare students with the readiness skills necessary to be successful in kindergarten.

Dates of Service

The school year for Coweta's Pre-K Program will operate on the same dates as the k-12 program. The approved calendar for the current year may be found on the district's website.

Days of Service

Students are required to attend the Pre-K Program 180 instructional days. The approved calendar for the current year may be found on the district's website. Any concerns or issues regarding meeting the required days of service should be addressed at the school level first. Continual issues should be referred to the program's Pre-K Coordinator for resolution.

Age Requirement

Children must be four years of age on September 1st, based on acceptable documentation, such as birth certificates, certificates of live birth, passports, official medical documents, legal documents, or official documents from other countries. **Parents/guardians must provide proof of age eligibility before a child can be registered into Coweta's Pre-K Program.**

Children who are five years of age or older on September 1st, will need to enroll in Coweta's k-12 program. Consideration of a child's physical, emotional, social, and academic needs is given to all children attending Coweta County schools. Parents/guardians, teachers, and school administrators will work as a team to address individual student needs.

Parent Requirement

A parent must agree to send the child to the Pre-K program for 6.5 hours of instructional time for the full school year. A child who is chronically tardy or absent can be disenrolled from the program. A child who is not enrolled in the After School Program and is not picked up at the end of the day on a regular basis can be disenrolled.

Residency Requirement

To attend the Pre-K Program in Coweta County, parents/guardians must show proof of residency at the school in the attendance zone in which they reside. Proof of residency is **required** when registering all Pre-K students. **No exceptions.** Examples of proof of residency and procedures are as follows:

1. Log on to: www.cowetaschools.org and complete the ONLINE PRE-REGISTRATION located on the left Hand side of the home page, under SCHOOL REGISTRATION
2. After completing the PRE-REGISTRATION, please visit the Registration Center at:
167 Werz Industrial Boulevard Newnan, GA 30263 With the following REQUIRED documents:
 - Birth Certificate or Passport for student
 - Social Security Card for student
 - Parent/Guardian Driver's License or other state issued ID
 - Georgia Immunization Certificate-form #3231. Students NEW to Georgia, may be enrolled provisionally with the waiver issued at time of registration
 - Georgia Hearing, Dental, Vision, Nutritional Screening-form #3300. Students NEW to Georgia, may be enrolled provisionally with waiver issued at time of registration
 - Proof of Residency:(TWO items from the following list: (if proofs are NOT in parent or legal guardian's name, the person's name on the proofs must be present at the time of registration, to complete a 2-Party Affidavit of Residency)

- ❑ Mortgage documents which indicates the location of the residence
- ❑ Apartment/home lease or rent receipt indicating the current address
- ❑ Current electric bill or application for electrical service showing service address

Residency Requirement continued

- ❑ Property tax record which indicates the location of the residence
- ❑ Voter precinct identification card with current address Helpful Documentation for Enrollment: Custody documents if applicable Academic transcript and /or withdrawal form Special Education Documents (IEP for services) *For those who do not have access to the internet, computers are available at the Central Registration Center to complete the online pre-registration. For assistance please call: 770-254-5551

Open Enrollment

Enrollment for the program is open to all students that meet eligibility requirements. Coweta County School System uses the lottery process as the fairest method of filling classes. Each Spring, information will be disseminated to the community in the form of flyers, website postings, and newspaper article to communicate Pre-K application and registration procedures and dates. During the open enrollment period, parents/guardians of children who will be 4 years old on September 1st are encouraged to complete Pre-K lottery applications at the **school in which you reside**. Proof of your child's age and residency must be provided at the school. If you are unsure of your school attendance zone, please call the district's transportation department at 770-254-2820 for verification. On the last day of open enrollment, a Pre-K lottery drawing will be held at each site. 22 names will be randomly selected for each Pre-K class. It is not necessary for parents/guardians to be present during the lottery drawing; however, parents/guardians are invited. In the case of **twins**, if one is drawn, both will be placed in the class; unless the twin is drawn for the **22nd** slot. In this case, the parent will have to make a choice on only one child to be selected. In the case of **triplets**, if one is drawn, all three will be placed in the class; unless the triplet is drawn for the **21st** or **22nd** slot. In this case, the parent will have to make a choice on only one child to be selected. The same practice is used for all other sets of children. Families living in the Elm Street and Atkinson Elementary attendance zones will follow the procedures above; however, please note that students are housed at Jefferson Parkway during the instructional day. Transportation is provided from your home to the student's assigned district school in the morning and afternoon. Please contact the Transportation Department for specific route information.

Registration

If a child's name is selected during the lottery drawing, parents/guardians will be notified and asked to sign for and pick up registration packets **from the school**. A child's slot is not guaranteed until the parent completes the registration process at the Central Registration Center. The parent must **call** the Central Registration Center after picking up the registration packet to **make an appointment**. If the student is selected in the lottery but fails to **REGISTER**, the slot will be filled with a waitlist student.

Waiting List

If a child's name is not selected for Pre-K, parents have the choice of remaining on the school district's waiting list or enrolling at one of the private Pre-K providers. A list of providers may be found at <http://decal.ga.gov/>. If a family moves to a different attendance zone while on the waitlist, the family should notify the school and provide proof of residency to be placed on the waitlist at the new school in the district the family resides. Placement of students in classes is handled at the school level based on each site's classroom assignment procedures. Schools will reach out to families if an available slot opens. Families will have 48 hours to contact the school and accept the Pre-k slot. If there is no communication from the parents, the school will offer the open slot to the next family on the waitlist.

Our goal is to provide high quality instruction for 4 year olds in the Coweta County School district. Every effort will be made to fill all classrooms. After a site's waitlist has been exhausted and slots remain available, the Pre-K

Coordinator or designee will work with schools and parents to place eligible children in Pre-K classrooms within the district.

Attendance

The instructional day begins at 8:00 a.m. and ends at 2:30 p.m. All students are expected to participate in the full day's program. Please notify the school if your child is going to be absent. On the first day that your child returns to school after being absent, please submit a written excuse to your child's teacher. Students must attend school/class on a regular basis throughout the year. The school system will notify the parent, guardian or other person who has control or charge of the student when the student has five unexcused absences. The notice shall outline the penalty and consequences of the absences. Subsequent absences will yield a meeting with the teacher, parents, and Pre-K Director. If attendance becomes problematic (10 or more absences), a referral will be submitted to the Pre-K Consultant and a parent conference will be required.

Chronic attendance issues are defined as frequent late arrivals, early departures, or regular absenteeism. Every effort will be made to assist parents and guardians with determining the reason(s) for the problem and identify ways to resolve the issue. Inability to resolve the problem after interventions have been put in place will be referred for disenrollment consideration.

Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation WILL BE REMOVED from the roster.

Late Pick-up

The instructional day ends at 2:30 p.m. All students should be picked up at the conclusion of the instructional day. If late pick up becomes a problem, a meeting with the parent/guardian will occur to determine the reason(s) for the problem and identify ways to resolve the issue. Inability to resolve the problem after interventions have been put in place, will be referred in writing to the program's Pre-K Consultant. After school care is provided at each site for an additional fee. Please refer to the ASP section for additional information on the After School Program.

Health Services

All children attending Georgia's Pre-K Program must have a Certificate of Vision, Hearing, Dental, and Nutrition Screening (Georgia Department of Human Services Form 3300) and a DHS Certificate of Immunization (Form 3231). Form 3231 must have either the date of expiration or school attendance block checked. Children who attend Pre-K must be up-to-date on all immunizations required for school entry. Children may register and begin attending before completion of these examinations and certificates. However, the immunization certificate must be on file within 30 calendar days and the Certificate of Vision, Hearing, Dental, and Nutrition Screening indicating that children have passed these screenings must be on file within 90 calendar days of the start of the Pre-K program. Expired certificates must be updated within 30 calendar days of the expiration date. **Any child who does not have a completed certificate within the 30- or 90-calendar day time frames may not return to the program until an updated certificate is provided and is on-site.**

If a family presents a valid appointment card for either a 3231 or 3300 appointment, the child can remain in the program until the date of the appointment. An updated certificate, letter from a physician about continued treatment, or another appointment card should be provided upon the child's return to the program. If the 3300 is marked Needs Further Professional Examination, families should be asked to bring updated and completed certificates after each appointment and follow-up visit. The Pre-K site should have documentation of the follow-up (i.e., doctor's notes, scheduled appointments, information from parents, etc.). It is the goal of the Pre-K program to have a completed and valid certificate (3231 and 3300) for each child enrolled in the Pre-K program prior to kindergarten registration.

All students attending the Coweta County School System Pre-K Program are expected to be toilet trained. The teachers will work together as partners with the parents in assisting each child achieve the skills that are necessary

for independent toileting and hygiene. We will ask your child throughout the day if they need to use the restroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This expectation protects all concerned.

Please feel free to speak with your child's teacher about any medical concerns. The teachers and staff will work together as partners with parents to ensure a positive first school experience for your child.

Curriculum

Coweta County School System has adopted the High Scope Preschool Curriculum. High Scope is approved by Bright from the Start. All classrooms implement the Georgia Early Learning and Development Standards (GELDS). The Georgia Early Learning and Development Standards correlate to Georgia's Kindergarten Performance Standards.

Parent Participation

All parents and guardians are encouraged and expected to participate in their child's educational experience. Each school has a list of different opportunities that are available such as volunteering your time, talents and experiences in the classroom, joining PTO/PTA, School Council, attending field trips, field day, open house, and all conferences and school meetings. A minimum of two parent conferences are required each year.

Rest Time

A rest time up to 45 minutes will be offered to all Pre-K students. All children must have a covering (sheet) on their individual rest equipment (mat or cot) and a covering (blanket or sheet) for themselves. Families should provide the blankets for each child. Children who do not rest shall be given quiet activities such as books and puzzles.

Transportation

Transportation services are available for all students attending school within the attendance zone in which you reside. Pre-K students are expected to follow all bus safety rules and procedures. If students exhibit behaviors that create an unsafe environment, every effort will be made to work with the parents/guardians to resolve the problem. Inability to resolve the problem after interventions have been put in place may result in a loss of bus privileges. Please call the Transportation Department at 770 254- 2820 for specific information regarding routes and bus numbers.

After School Program

Extended day services for Pre-K children may be provided at the parent's expense and choice. The After School Program (ASP) is available in each of the elementary schools where there is sufficient demand and available personnel. Children in the Coweta County School System grades PreK-5 that are able to meaningfully participate, may enroll in this program as long as they have been properly registered, tuition paid and abide by all school, Board of Education, and After School Program rules, policies and procedures. The After School Program is a self-supported, non-educational, daycare program. The hours of operation are 2:30 P.M. - 6:00 P.M. This service is only available when school is in session.

The registration fee is \$25.00 per child with tuition set at \$12.00 per day –or- \$9.00 per day prepaid the week before. Registration must be completed at your child's school with the Site Coordinator.

The After School Program is supported by tuition payments only. The registration fee is \$25.00 and must be received with the enrollment form. The parent/guardian registering a child in the After School Program will be responsible for all payments. Tuition for the ASP is **\$12.00** per day. Tuition payments made by Friday prior to the week of attendance are **\$9.00** per day reserved. We reserve the right to increase tuition should expenses exceed income.

Every payment must be enclosed in the pink envelope and all payments must be made to the site coordinator in person.

Below is a list of schools with a participating After School Program (ASP):

ASP Phone Numbers

ASP School	ASP Phone #	Site Coordinator	Email Address
Administrative Office	770-252-3016	Evan Horton / Jennifer Daum / Michele Webb	evan.horton@cowetaschools.net jennifer.daum@cowetaschools.org michele.webb@cowetaschools.org
Arbor Springs	770-463-5870	Regina Harris	regina.harris@cowetaschools.org/
Arnco Sargent	770-254-2834	Brenda Thompson	brenda.thompson@cowetaschools.org
Atkinson	770-254-2839	Beth Byrd	beth.byrd@cowetaschools.org
Brooks	770-683-0066	Lori Bradley / Brandy Eversoll	lori.bradley@cowetaschools.org
Canongate	770-463-5663	Laurie Holstein	laurie.holstein@cowetaschools.org
Eastside	770-599-3017	Kathy Schotthoefer / Erica Joiner	kathy.schotthoefer@cowetaschools.org
Elm Street	770-254-2869	Tonya Pettigrew	tonya.pettigrew@cowetaschools.org
Glanton	770-583-3489	Shawn Newson	shawn.newson@cowetaschools.org
Jefferson Parkway	770-254-2774	Pam Lee/Bonnie Freeman	pam.lee@cowetaschools.org
Moreland	770-254-2879	Beth Johnson / Pam Crowe	beth.johnson@cowetaschools.org
Newnan Crossing	770-254-2868	Felicia Cooper / Alicia Dye	felicia.cooper@cowetaschools.org
Northside	770-254-2894	Jane Ayers	jane.ayers@cowetaschools.org
Poplar Road	770-254-2743	Talena Huling	talena.huling@cowetaschools.org
Ruth Hill	770-254-2899	Barbara Newson	barbara.newson@cowetaschools.org
Thomas Crossroads	770-254-2753	Erica Cowell	erica.cowell@cowetaschools.org
Western	770-254-2794	Stephanie Teigue	stephanie.teigue@cowetaschools.org
Welch	770-254-2864	Shelby Hartzell / Erica Cowell	shelby.hartzell@cowetaschools.org
White Oak	770-254-2864	Carla Yeager / Jessica McElroy	carla.yeager@cowetaschools.org
Willis Road	770-304-7998	Debbie Cochran/Demereditth Rogers	debbie.cochran@cowetaschools.org

Student Support

Children grow and develop at their own rate. Although there is a general predictable sequence of milestones, they may not proceed through these stages in the same way or at the same time. A child's development is influenced by many factors including the child's environment and experiences. Once children have had the opportunity to acclimate to the Pre-K classroom environment, normal differences in skills and behavior will be apparent. Sometimes a child will exhibit significant developmental, behavioral, or health issues that require special considerations. In these situations, the CCSS staff and Pre-K Consultant will work to ensure that support services are provided to children and their families.

Discipline Concerns

Multiple strategies will be implemented within the classroom to help all students be successful. Every effort will be made to work with parents to resolve discipline concerns that create an unsafe environment. An immediate suspension for up to two days can be made at any time it is determined that a child is causing harm to himself/herself or others; or, a child is unable to successfully participate in program activities. The purpose of immediate suspension is to allow the program an opportunity to plan for the child's successful participation in the Pre-K program. Immediate suspension (up to two days per suspension period) may be executed. The student may be suspended up to a maximum of five instructional days.

Signature Page for CCSS Pre-K Guidelines

School: _____

By signing below, I state I have received a copy and read the guidelines for participating in the CCSS Pre-K Program.

Parent: _____