

## HISD Pre-Kindergarten Application and Tuition Program Information

### Prekindergarten Application

The HISD Prekindergarten Application has been revised for the school year 2013-2014. This is the official application that is maintained in the student's permanent records. Please note the application has been revised with information asking for proof of income and reformatted as a two page document. The first page is for the parent/guardian to fill out and the back is for the office staff to use as a check off of what needs to be collected from the parent/guardian for the student's permanent record folder.

All applicants must live in the Houston Independent School District, be four years of age on or before September 1, 2013, and meet **ONE** of the following conditions:

- child is unable to speak and comprehend the English language, **or**
- child is homeless, **or**
- child is economically disadvantaged (as determined on the Prekindergarten Application **including proof of income**) **or**
- child of an active duty member of the armed forces; including the state military forces or a reserve component of the United States, or the child of an armed forces member who was injured, killed, or missing in action while serving on active duty. (refer to Article 6 of House Bill 1), **or**
- child is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code, **or**
- National School Lunch Program to include all children who meet any eligibility criteria for Head Start, not only those who meet the low-income eligibility criteria for Head Start. The TEC, §5.001(4), defines *educationally disadvantaged* as "eligible to participate in the national free or reduced-price lunch program." Consequently, all children who are eligible for Head Start are eligible for free prekindergarten, based on their eligibility for the NSLP. [1] [1] Public Law 110-134, which amended 42 USC, §1758

**The attached application will be used for official Prekindergarten registration on or after June 25, 2013 and must be placed in the student's permanent record folder.**

Please note the following information as it relates to the official application:

1. Official applications must reflect eligibility status as of **no more than sixty days** (June 25, 2013) prior to the child's first day of enrollment and not the status of the previous school year, obtained during pre-registration, Roundup.

2. The official application must be signed and completed in **INK** by the parent/guardian each given year. Previous year copies with the year typed over or scratched out are not acceptable (income levels change each year).
3. Students qualifying on the basis of Limited English only are not to be enrolled until proof of assessment and scores are determined.
4. The original completed application must be maintained in the student's permanent record folder with the principal's signature in **INK** (not stamp) reflecting approval or rejection.
5. Clerical staff may not sign for a principal; signatures must be from an administrator with signature approval.

**New for the 2013-2014 academic year**

6. **Proof of income is required for the purpose of this application.**

**Acceptable documentation for earnings (wages and salary) include:**

- Current paycheck stub
- Current pay envelope
- Letter from employer stating gross wages paid and how often they are paid
- Unemployment, Worker's Compensation or Disability payment stub
- Acceptable documentation for self-employment income include:
- Business or farming documents, such as ledger books and/or self-issued paycheck stub
- Last year's tax return

Acceptable documentation for cash income include:

- A letter from the employer stating wages paid and frequency

Campuses may use the following forms to collect proof of income. The forms are available online on the Early Childhood Department website.

- [Employment Statement Form](#)
- [Zero Income Declaration Form](#)
- Child Support Statement Form

7. The official application is considered a legal document.

Official HISD Prekindergarten applications must be made available to parents at all HISD elementary schools. Schools that do not offer prekindergarten should give parents an official application and refer them to a nearby prekindergarten program.

Applications may also be found online at the Early Childhood Department website using this link: <http://www.houstonisd.org/Domain/8053>

## Tuition-Based Programs

The tuition has increased \$19.00 from \$440.00 to \$459.00 for the 2013-2014 school year. This increase is a result of an increase in teacher salaries. Please notify Alison Heath if your campus will implement or continue to implement the tuition-based PK program.

Please note the following information as it relates to the Tuition-Based PK Program:

1. All students registering for a tuition prekindergarten program must have a completed prekindergarten application on file as documentation of the student's non-eligibility status.
2. Please notify parents that we do have a 10 month payment plan (10 payments of \$459 beginning August 2013 and ending May 2014).
3. Payment is due on the 15<sup>th</sup> of the month. Should the 15<sup>th</sup> of the month fall on a weekend or holiday, the payment is due the first business day after the 15<sup>th</sup>. The payment is considered late 5 business days after the 15<sup>th</sup> of the month. On the 6<sup>th</sup> business day after the 15<sup>th</sup> of the month, a \$10 penalty will be assessed per day – until the balance due is paid.
4. Failure to pay within specified timelines will result in the students' removal from the program. No bills or "warning letters" will be sent.
5. Payment may be received in check or cash. No credit cards are accepted at this time. No non-local personal checks or second party checks will be accepted. No check should be accepted that does not clearly indicate the parent's name, address, phone number and name of student. All checks should be made payable to "CAMPUS SCHOOL NAME". Checks returned by the bank are subject to a \$25 fee.
6. Schools are to issue receipts to the parents as payment is made. Receipt books may be obtained from the Treasury Department.
7. The school should deposit the funds collected from the parents to an activity fund account specifically designated for the pre-k tuition program (PK Tuition).
8. At month-end, submit a completed Pre-K Tuition Collection Report with a check for the amount owed from your campus activity fund written to HISD Treasury. Deliver or mail to the Treasury Department. When you deliver your check to the Treasury Department, you will receive a receipt. Consequently, it may be beneficial for you to deliver your check versus mailing it