

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-91
Subject: PREKINDERGARTEN ENROLLMENT	Issued: 9/3/08
Preparing Office: OFFICE OF THE SUPERINTENDENT	Amended: 3/5/17

I. Policy 430
(See also COMAR 13A.06.02.)

II. Procedures

Definition - For purposes of this regulation, *educational need* is defined under Maryland law as a lack of school readiness.

A. Scope and Purpose

Programs for prekindergarten children are provided with the overall goal of providing learning experiences to help children develop and maintain school readiness skills necessary for successful school performance.

B. Student Eligibility

1. Four-Year-Olds

Frederick County Public Schools shall enroll in prekindergarten all four-year-old applicants who are from families with economically disadvantaged backgrounds (e.g. eligible under Free and Reduced Price Meals guidelines) or who are homeless. If vacancies remain after compliance with this requirement, four-year-old applicants may be enrolled who are not from families with economically disadvantaged backgrounds but who represent a student population that exhibits a lack of school readiness.

2. Three-Year-Olds

A student who is three-years-old may be admitted to a prekindergarten program if the child is economically disadvantaged or homeless or an educational evaluation demonstrates that the child has educational needs warranting early admission.

Children who are age eligible for prekindergarten will be admitted first and then eligible three-year-olds if space is available.

C. Enrollment Practices

1. All Frederick County public schools are paired with nearby schools so that if a school does not have its own prekindergarten program a child can register at a designated school that does have a prekindergarten program, with the understanding that transportation is provided by the parent/legal guardian.
2. Schools with prekindergarten programs will designate a contact person at the school site to respond to questions. The contact person will also attend an annual informational meeting to receive updates and current registration guidelines to ensure consistency among schools.
3. Parents/legal guardians of children entering the program under free and reduced-price meal eligibility are required to provide proof of income.

4. Enrollment questions should be directed to the coordinator of Early Childhood Education or the appropriate elementary director.

D. Transportation

Transportation is not provided to children who are attending prekindergarten outside of their regular school attendance area.

E. Application Guidelines

1. Parents/legal guardians may obtain applications for the prekindergarten program from their neighborhood elementary/primary school.
2. If the school does not have a prekindergarten program but is paired with another nearby school, the parent/legal guardian must submit the application to the identified school.
3. Applications must include all necessary information.

F. Prekindergarten Enrollment Procedures

Prekindergarten enrollment procedures may be accessed at the [Early Childhood Education](#) page of the FCPS Web site.

G. Attendance

Daily attendance is an expectation, as a child's success is greatly compromised by excessive absences.

If a total of five (5) unlawful/unexcused absences are accumulated, a warning letter may be issued to the parent/legal guardian regarding the child's continued participation in the program.

If a child accumulates ten (10) unlawful/unexcused absences, removal from the prekindergarten program may result, unless otherwise prevented by law. This process also respects and allows other students who are wait-listed to be considered for enrollment in the prekindergarten program.

H. Appeal Process – Denial of Early Admission

The parent/legal guardian may request a meeting with the coordinator of Early Childhood Education to discuss the decision regarding early admission into prekindergarten. A parent/legal guardian who does not agree with the decision may appeal this decision in writing to the executive director of Curriculum, Instruction and Innovation.

Approved:

Original signed by

Theresa R. Alban
Superintendent