

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-91</b>
<b>Subject: PRE-KINDERGARTEN ENROLLMENT</b>	<b>Issued: 9/3/08</b>
<b>Preparing Office: OFFICE OF THE SUPERINTENDENT</b>	<b>Amended: 3/15/23</b>

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

II. Procedures

A. Scope and Purpose

Programs for pre-kindergarten children are designed with the overall goal of providing learning experiences to help children develop and maintain school readiness skills necessary for successful school performance. Eligibility for pre-kindergarten programs are based upon income eligibility requirements in conjunction with the annual Federal Poverty Levels.

B. Student Eligibility

1. Four Year Olds

Frederick County Public Schools shall enroll in pre-kindergarten all applicants who are four years old by September 1<sup>st</sup>, who meet income eligibility requirements based upon Tiered Eligibility criteria or are experiencing homelessness. Some students may also be placed within a program based upon an Individualized Education Program (IEP) team decision.

Tier 1 students include students from families earning up to 300% of the Federal Poverty Level. Students will be accepted upon providing qualification documentation.

Should space be available after accepting Tier 1 students, applications for Tier 2 students who are from families earning between 300-600% of the Federal Poverty Level will be considered.

If space is available after accepting Tier 1 and Tier 2 students, applications for Tier 3 students who are from families earning 600% and above of the Federal Poverty Level will be considered.

2. Three Year Olds

Three year old programs are offered at select locations. Frederick County Public Schools shall enroll in pre-kindergarten all applicants who require specialized classroom instruction based upon their Individualized Education Program (IEP). Placement within a three year old program is based upon IEP team decision.

Should space be available, all other students who are three years old by September 1<sup>st</sup> may apply. Selection for possible openings will be available for those who meet income eligibility requirements based upon Tiered Eligibility criteria should space allow.

C. Application Process and Guidelines

1. All Frederick County public schools are paired with nearby schools so that if a school does not have its own pre-kindergarten program a child can register at a designated school that does have a pre-kindergarten program, with the understanding that transportation is provided by the parent/legal guardian.
2. Parents/legal guardians may obtain applications for the pre-kindergarten program from their neighborhood elementary/primary school or via the FCPS website at <https://www.fcps.org/ece/pre-k-registration>.
3. Additional community pre-kindergarten program opportunities for three and four year old children within the Frederick County area are outlined at <https://www.fcps.org/ece/pre-k>.
4. Schools with pre-kindergarten 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.
5. If the parent/guardian wishes for their child to attend a school outside of their assigned district, the parent/legal guardian must submit a pre-kindergarten out of district request to the Early Childhood Office at [PreKEnrollment@fcps.org](mailto:PreKEnrollment@fcps.org).
6. Applications must include all necessary information to be considered, including income verification, proof of residency, and proof of birth date.
7. Enrollment questions should be directed to Early Childhood Education Office at 240-236-5ECE (5323).

D. Transportation

1. Transportation is not provided to four year old children who are attending pre-kindergarten outside of their regular school attendance area unless designated within their IEP.
2. Three year old children are not eligible for transportation unless designated within their IEP.

E. 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 pre-kindergarten 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 pre-kindergarten program.

Approved:

*original signed by*

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Dr. Cheryl L. Dyson, Superintendent