EARLY CHILDHOOD EDUCATION/PRESCHOOL:
GENERAL EDUCATION PRESCHOOL PROGRAM

In accordance with Policy 6178 Early Childhood Education/Preschool, the following regulation will guide the administration of the preschool program for general education students.

Annually, within the limits of the budget, the District shall provide a preschool program for general education students consistent with this Regulation and applicable law. The classes in this Program shall be integrated with students with special needs whenever possible.

I.   ELIGIBILITY

Any child residing in the district shall be eligible to attend the Preschool Program provided that the child has attained the age of four years of age on or before October 31 of the applicable school year.

In order to be admitted to the Preschool Program proof shall be furnished of immunization against communicable diseases at the time of enrollment or such immunization shall be completed within 30 days of entry into the school.

The child shall have been examined by a private physician or, in the absence of a medical home, by the school physician, and the results shall be provided to the school on the form provided.

The child must be toilet trained to be admitted to the Program.

II. APPLICATION PROCESS

If the Board of Education includes sufficient funds for a general education Preschool Program in the school budget, the application process will be administered as follows.

If the Board of Education determines that tuition will be charged for the Preschool Program, the Board shall approve a tuition rate by February proceeding the applicable school year.

By March preceding the applicable school year, the district will announce the session time(s) and days of the Program; the dates and application procedures for admission to the Program, including the expected date that applicants will be notified whether or not they have been accepted into the Program.

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The application procedures shall include an initial drop off period with hours in the evening as well as during the regular business hours.

The application procedures, application forms, tuition charges and required documentation will be posted on the district web site and available at the Parent Information Office.

III. PLACEMENT

Every effort will be made to offer the student a seat in the Preschool Program in a school within the student's attendance area.

Students will be accepted into the Program in a manner consistent with the district's non-discrimination policies and applicable law.

Applications submitted during the initial drop off period will be given first consideration for acceptance.

If more applications are submitted during the initial application period than there are seats available, a lottery will be held from those initial applications.

Applications may be submitted after the initial drop off period and will be given consideration after the initial applications have been processed.

If the applicant has an older sibling who is already enrolled in a particular school within the applicant's attendance zone, every effort will be made to offer the applicant a seat in the same school.

If the applicant is offered and accepts a seat in the Preschool Program in their attendance area, the district will supply transportation to and from the Program free of charge.

In some cases, in order to fill all available seats in the Program, an applicant may be offered a seat in the Program in a school outside of the applicant's attendance area, in those cases; the district will not provide transportation.

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IV. TUITION

The Preschool Program will be funded by state funding and monies allocated in the district's budget.

In order to provide the greatest number of students the opportunity to participate in the Program, the Board of Education may charge tuition, pursuant to Policy 6178 and N.J.S.A. 18A:44-4(b).

If tuition will be charged, the Board of Education will approve a tuition rate.

If the Board of Education authorizes tuition charges, every student will be expected to pay the ~~applicable~~ **approved** tuition **rate** with the exception of those students who qualify for **either** a tuition waiver **or a reduction in tuition as detailed herein.**

The Board of Education gives the Superintendent the authority to reduce the Preschool Program tuition by 80% when the parent/guardian of the applicant provides evidence that the child qualifies for NJ Child Care Subsidy according to the Income Eligibility Schedules for Publicly Subsidized Child Care Assistance or Services.

The Board of Education further gives the Superintendent, upon evidence of household income by the applicant's parent/guardian, the authority to reduce the Preschool Program tuition to an amount equal to: 20% of the full tuition rate; plus the amount of household income over the applicable income guideline found in the Income Eligibility Schedules for Publically Subsidized Child Care Assistance or Services. This tuition amount will be rounded to the nearest $100.00.

For example if the applicant's household income is $500.00 over the applicable income guideline found in Income Eligibility Schedules for Publically Subsidized Child Care Assistance or Services, the tuition for the applicant would be 20% of the full tuition rate plus $500.00.

The Board of Education directs the Superintendent to annually develop and publish criteria for the Preschool Program tuition waiver **and criteria for Preschool Program Program tuition reduction** in accordance with applicable law, district non-discrimination policies and any conditions required by state or federal funding.

Annually, a tuition waiver**/reduction** form will be created and distributed to all applicants along with all other registration forms and instructions. The tuition

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waiver**/reduction** form may require that proof of household income be submitted at the time of application drop off.

The district will evaluate each application in an impartial manner based on the criteria developed by the Superintendent.

Should the applicant obtain a tuition waiver **or a reduction in tuition,** he/she will be notified of that status along with the offer for a seat in the Program.

Should the applicant not obtain a tuition waiver, his/her parent/guardian will be notified of that status along with the offer for a seat in the Program. Should the parent/guardian accept the seat he/she will be provided a contract for tuition, along with a detailed schedule of payments, late fees and the procedures followed when payment is not made.

Should the applicant obtain a reduction in tuition, his/her parent/guardian will be notified of that status along with the offer for a seat in the Program. Should the parent/guardian accept the seat he/she will be provided a contract for tuition, at the reduced rate, along with a detailed schedule of payments, late fees and the procedures followed when payment is not made.

Tuition payments will be received by the Parent Information Office and processed by the Business Office in accordance with standard accounting practices.

The first tuition payment must be submitted upon acceptance of the seat in the Program. This payment will be credited toward the last month of the Program.

Subsequent payments will be due on the first business day of the month from August through April of the applicable school year.

If a child is admitted to the Program after the initial acceptance period, the first payment will be due upon acceptance in the Program, with subsequent payments due on the first business day of the month through May of the applicable school year.

Should the parent/guardian fail to make a payment in a timely manner, a warning will be issued.

Payments in arrears by more than fifteen (15) days will constitute cause to release the student from the Preschool Program.

Adopted: