

### Early Childhood Program Application

One application per child. Only parent or legal guardian may submit the application.\* Only use blue or black ink when completing the application.

Are you the child's legal guardian?  Yes  No\*

The child is considered fully enrolled after the parent attends a MANDATORY meeting and parent/teacher conference.

#### Child's Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Gender:  M  F

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Child's Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Home Address: \_\_\_\_\_

Check here if this is a shelter or temporary living situation.

Is this child Hispanic/Latino?  Yes  No

Race (choose one or more):  Caucasian  Black/African American  Asian

Native American  Pacific Islander  Other: \_\_\_\_\_

• Has your child received Early Intervention services in the home or a center?  Yes  No

• Has your child been evaluated or in the process of being evaluated for special education services?  Yes  No

• Does your child have an Individualized Education Program (IEP)?  Yes  No

If yes, please provide a copy.  OT (Occupational Therapy)  PT(Physical Therapy)  Speech  
Is your child toilet trained?  Yes  No

• Do you have any speech or language concerns for your child?  Yes  No

#### 1st Parent/Guardian Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Gender:  M  F

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

Home Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Work: (\_\_\_\_)\_\_\_\_-\_\_\_\_

#### 2nd Parent/Guardian Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Gender:  M  F

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

Home Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Work: (\_\_\_\_)\_\_\_\_-\_\_\_\_

**Family Information:**

Number in Family: \_\_\_\_\_ Number in Household: \_\_\_\_\_  
Family Status: \_\_\_\_\_ Two Parent Home \_\_\_\_\_ Single Parent Home \_\_\_\_\_ Foster Home  
Parent #1 Employment Status: Employed (\_\_\_ Full or \_\_\_ Part-Time) \_\_\_\_\_ Unemployed  
Parent #2 Employment Status: Employed (\_\_\_ Full or \_\_\_ Part-Time) \_\_\_\_\_ Unemployed  
Are you receiving WIC? \_\_\_ Yes \_\_\_ No  
Families First (TANG)? \_\_\_ Yes \_\_\_ No Case Number \_\_\_\_\_  
Total Gross Income: Parent 1 \_\_\_\_\_ Parent 2 \_\_\_\_\_ Total Monthly Income: \$ \_\_\_\_\_

**Early Childhood Program Choices:**

Zoned School: \_\_\_\_\_  
The Pre-K school locations are the following: Bartlett, Oak, and Rivercrest.  
Choice #1: \_\_\_\_\_ Choice #2: \_\_\_\_\_

I have accepted this application and verify the necessary accompanying documents have been submitted. I understand that the Pre-K Program is VOLUNTARY and contingent on funding. A student not compliant with the rules can be withdrawn from the program. I certify that all the above information is true and accurate. Any deliberate misrepresentation of the information will result in the child being immediately withdrawn from the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Requirements for enrolling children in Bartlett City Schools Voluntary Pre-K Program:**

- The child must be 4 years old on or before August 15th of this year.
- The child must be zoned for Bartlett City Schools.
- Current physical and immunization record on Tennessee School Form must be provided before enrollment. Physical must be valid at

time of screening.

- Multiple risk factors will also be considered for enrollment.
- The parent or target parent attends a MANDATORY meeting and parent/teacher conferences.
- The child is considered fully enrolled after the parent attends mandatory orientation meeting.
- Space is limited and not all students who meet the screening requirements outlined above will be accepted.
- This program is contingent on funding being obtained. If proper funding is not allocated, this program may be cancelled at the

discretion of the school district.

- Transportation is not provided.
- Funding for non-program days is not provided.

**You must bring the original as well as copies of the following items and your child to the date of the screening:**

- Certified Birth Certificate (mother's copy not accepted)
- Child's Social Security card
- Proof of current physical and immunization record on **Tennessee School Form**. Physical must be valid at time of screening.
- Two (2) Proofs of Residence- lease agreement/mortgage, MLGW bill, real estate tax receipt, and/or public assistance/gov benefits checks or papers
- Proof of Income and/or status-current month's salary must be documented for **all** who work in household. (check stubs, W-2, Income tax returns, letter of termination, unemployment eligibility, Federal assistance eligibility letter)

*Bartlett City Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.*

## VPK Attendance Procedure Notification to Parents

Your child's potential for growth and development is maximized through consistent participation in a high-quality environment. Establishing consistent attendance routines in Pre-K and kindergarten will increase chances of success in all future school experiences and will decrease chances that your child will drop out of high school. Our goal is to establish healthy school habits as soon as school is introduced. Therefore, it is very important that your child attends preschool on a regular basis. With this in mind, the Pre-K program has adopted a Pre-K attendance procedure.

### Excused Absences:

We understand that children may miss some days of participation due to illness. Absences due to illness will be considered an **excused** absence.

The following are acceptable reasons for excused absences:

1. The child is hospitalized;
2. The child is incapacitated due to a serious injury;
3. The child contracts a communicable disease (virus or flu);
4. The child has other ongoing health related ailments which temporarily prevent attendance  
(such as asthma);
5. There is a death in the family;
6. Limited medical/dental/therapy appointments  
(these should be made around school hours unless absolutely necessary); and/or

7. Other circumstances which in the judgment of the principal create emergencies over which the student has no control (policy 6047)

## Required Procedures:

1. Please talk to your child's teacher when your child is absent.
2. A doctor's excuse is required after three consecutive days of absence.
3. If you have questions or concerns about your child's attendance, or if you anticipate an ongoing attendance issue, please contact the school site teacher, attendance operator, and/or principal.
4. If a child has three or more consecutive absences—or three or more absences within a month—the site-level administrator must contact the family and determine the child's participation status. The site-level administrator must document attempts to contact the family and the outcome of those attempts and/or communications.
5. If a child misses five or more days in a three-month period, the site-level administrator will contact the family to develop an attendance plan.
  - a. The attendance plan will be designed to help the family establish regular attendance or, if necessary, to plan for alternative services. The attendance plan will be developed by the family and appropriate school personnel, including, but not limited to: the child's primary Pre-k teacher; the site-level administrator; the IEP team (if applicable); and additional staff serving the school and family, which may include a counselor, social worker, family support personnel, teacher assistant or other school staff supporting the child and family. The plan must:
    - i. Identify the reasons for the absences;
    - ii. Include a specific plan and date for establishing regular attendance or alternative services that meet the child's educational goals; and

iii. Include documentation of services and student outcomes to determine effectiveness of the attendance plan.

6. Every effort will be made to ensure your child has access to a quality school program. However, VPK seats are limited and are made available through a state grant. A child, who has more than five unexcused days per month, or 10 unexcused days in a year, may be terminated from the program for failure to follow the attendance policy.

7. Because the seats are limited, your child's spot may be filled as soon as he/she is withdrawn. Future eligibility for the terminated child to re-enter the program will depend upon vacancies after a 30-day waiting period and a parent conference to establish a faithful, binding Home/School Compact.

Acknowledgement signature Parent Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent Printed Name \_\_\_\_\_ 2021