

Duncanville ISD



Tuition Prekindergarten Parent Handbook 2018-2019

“Writing success stories, one student at a time.”

Dear Parent,

We welcome you and your child to the prekindergarten program of the Duncanville Independent School District. The experience of this memorable year will be exciting and rewarding. We look forward to working with you as a team to support your child's social, emotional, intellectual, physical, and aesthetic development.

The staff of Duncanville ISD has prepared this handbook that highlights basic information and suggestions that can help you and your child as you begin the prekindergarten year. Best wishes for a successful school year.

Sincerely,

Melinda Turner

Director of Early Childhood, Duncanville ISD

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Types of Programs Offered

Duncanville ISD serves four year old students throughout our school district in a high-quality prekindergarten setting that consists of three types of programs. The three programs offered include: Full Day Prekindergarten, Half Day Prekindergarten, and Tuition Based Prekindergarten.

Attendance

Attendance is critical at the preschool level. Enrolled students of any age fall under the same attendance rules as all other students. Texas requires that students enrolled in prekindergarten or kindergarten shall attend school. (Education Code 25.085)

Students must bring a note in order for absences to be excused within 48 hours of the absence. Additional information regarding attendance requirements can be found in the Duncanville ISD Code of Conduct on the DISD website.

School Hours

Half Day Program A.M. Session: 8:00-11:30

Half Day Program P.M. Session: 12:00-3:30

Full Day Program and Tuition Based Program: 8:00-3:30

Students can be dropped off as early as 7:30 a.m. for breakfast.

Supplies

Prekindergarten students are required to bring supplies to school. A list of required supplies can be found on the Duncanville ISD website.

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Backpacks

Students should bring a backpack every day. Considerations for this backpack are:

- It is helpful if students practice opening and closing the backpack prior to the first day of school so he/she can independently work the zippers and/or snaps.
- The backpack should be large enough to carry student work and class folder.
- Student's name should be written on the backpack.
- Student backpacks should be emptied daily.

Clothing

Preschoolers should wear appropriate shoes and clothing to school. Your child will be engaged with materials such as sand/water, paint, food, etc., and will need to wear clothes that can be frequently washed. He or she will also engage in music and dance activities, and recess. Therefore, he/she needs clothing that is comfortable and allows for ease of movement. Clothing also should be easy for your child to remove for toileting purposes. Students must adhere to the DISD Dress Code. It can be found on the DISD website.

Change of Clothing

A child participating in the Pre-K tuition program must be fully potty-trained prior to coming to school. Occasionally accidents do happen. For this reason, please send a change of clothing (shirt, underwear, pants, and socks) in a clear plastic bag with your child's name written on the outside of the bag.

Discipline

Our school's discipline plan is based on respect for others. Students are guided to make good choices. The teachers will communicate with you about your child's successes and areas for growth in this ongoing process.

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Transportation

Duncanville ISD does not provide transportation for prekindergarten programs.

Nutrition

Breakfast is provided free of charge to all prekindergarten students. Lunch is built into the daily schedule and can be purchased. If a student qualifies, lunch can be provided either free or for a reduced rate. Applications for free lunch as well as pricing can be accessed on the Duncanville ISD website.

Students may bring lunch from home, however, staff cannot heat food for them.

Students will have snack time and may bring a healthy snack from home.

Competitive foods may be brought in by parents/guardians for classroom birthday parties. These products must be purchased from a commercial retailer. These items must be brought in unopened. These parties must be held after the classes' lunch period.



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Health and Wellness

Each school has an assigned school nurse who is available when needed. If a student feels ill or is injured, a staff member will escort him/her to the clinic. The emergency information on file in the office should be kept current regarding telephone numbers and people to be notified in case of accident or illness if parents cannot be reached.

Students should stay home from school and will be sent home from school for the following conditions: fever of 100 degrees or more, undetermined rashes, suspected or known contagious diseases, red eye with crusty or purulent drainage, vomiting, diarrhea, and/or persistent uncontrollable coughing.

A student should not return to school until they are fever free (temperature of 100 degrees or greater), without the aid of fever reducing medication, for at least 24 hours. Students should not return to school until they are free of vomiting and/or diarrhea for at least 24 hours. Students infected with certain diseases are not allowed to come to school while contagious. Feel free to contact the school nurse with specific questions.

PTA

Each campus has a parent-teacher association (PTA). All parents are welcome to join and attend PTA functions. Information regarding PTA is available from the school office at each DISD campus.



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Parent-Teacher Communication

Parents in DISD are encouraged to develop frequent lines of communication with teachers and work together with teachers to solve problems concerning their child.

Any notes or money from you should be pinned onto your child's clothing or placed in your child's backpack. Please ask your child's teachers about the preferred method used in the classroom.

Advise the teacher immediately when there is a change of address, phone number, emergency number, or if your child's after school pick-up method changes.

Advise the teacher if there is a change (hospital, illness, death, divorce, trip, new baby, etc.) in your home. It will be kept confidential. These events do affect your child's class performance.

Parent teacher conferences are held each school year. Please attend to learn how your child is progressing in prekindergarten.

Teachers will communicate frequently with parents using methods that may include: daily take home folders, e-mails, phone calls, etc.

Report Cards

Students will receive a report card each nine weeks based on the skills outlined in the Prekindergarten Guidelines.

Class Size

Each prekindergarten classroom will have up to 22 children with a full-time certified teacher and teacher's assistant.

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Volunteers

All volunteers/chaperones must complete a background check prior to interaction with students. The background check process could take up to 3 weeks to process. It is the volunteer's responsibility to make sure this is completed before volunteering in any capacity. This process can be completed online at the Duncanville ISD website.

Visitors

As part of the district's commitment to the safety and security of our schools for all students, staff, and visitors, Duncanville ISD uses a school security product called Raptor. This visitor management system enhances campus safety by producing uniform badges and by tracking the number of campus visits. Visitors should be aware of the following district-wide Visitor Guidelines:

- All visitors must report to the school office, sign in, provide a valid government issued photo ID, state their reason for being on campus, and obtain approval from the principal or designee. Visitors without a valid ID will be escorted during the visit.
- All visitors shall wear a visitor name badge provided by the school office during the visit. In addition, all visitors are asked to wear appropriate attire as determined by the principal or designee, when visiting.
- A request for a parent and/or others to visit a classroom must be approved by the teacher and the principal. Such visits shall not be permitted if the duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.
- Due to privacy issues, videotaping and tape recording in the classroom by parents are not permitted. Parents will be allowed to photograph only their child.
- If school administration has concerns about a visitor's criminal record, the campus can request that the Duncanville ISD Human Resource Department conduct a background check.

Curriculum

In DISD we follow the Texas Prekindergarten Guidelines for development of learning objectives, activities, and thematic units. The Curriculum Framework can be found on the Texas Education Website.

A typical day in prekindergarten follows an active and engaging schedule. Students move from small to large group and to independent activities multiple times throughout the day. All preschool classrooms revolve around a schedule that includes the following:

- Arrival/Circle Time
- Small Group Instruction
- Large Group Instruction
- Learning Centers
- Snack
- Specials
- Motor Development
- Recess
- Rest Time (full day programs only)

Learning Centers are used to provide opportunities for independent learning and socialization. These may include, but are not limited to:

- Literacy
- Writing
- Math
- Library and Listening
- Science
- Blocks/Construction
- Pretending and Learning (Home)
- Puzzles and Fine Motor
- Creativity
- Technology

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Addressing Special Needs

The general education Prekindergarten is not a program designed specifically for students with special needs. Children who have disabilities may attend a regular PK setting if eligible and an Admission Review Dismissal (ARD) committee determines that his or her needs can be appropriately met. Many children with special needs may be better served through other placements in early childhood programs. All decisions regarding children with disabilities will be made through the ARD committee process. If you have specific questions related to Special Education services, please contact the Director of Special Education at (972) 708-2000.

Due to the differing needs of preschoolers, some students will be learning things for the first time while others may be more advanced. ALL students, however, will be provided instruction that is tailored to their needs to make sure they are prepared for kindergarten according to the Prekindergarten Guidelines.

Application Process

Applications are available in the spring of each year on the Duncanville ISD website. Prekindergarten Round-Up will be scheduled in the spring of the year.

The following documents will be required to process applications:

A completed application, enrollment agreement, Agreement of Attendance for PK, child's birth certificate, immunization record, social security card if available, copy of parent(s) driver's license, and proof of residency. (Either a current utility bill or mortgage/lease agreement with name and address of parent or legal guardian. Phone bills will not be accepted.) Only completed enrollment packets will be eligible for enrollment.

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Tuition Based Prekindergarten

Yearly tuition is \$4,750 with payments of \$475 per month for 10 months due on the first day of the month (August-May). Tuition should be received by the 6th day of each month in order to prevent a late fee charge of \$5.00 per school day until the monthly tuition is paid. A \$100 non-refundable deposit is required upon acceptance into the program. Non-employees will pay tuition at the Duncanville Education Plaza located at 710 S. Cedar Ridge Drive, Duncanville, TX, 75137. In person payments can be accepted in the form of cash, check, or money order. Mailed payments can be accepted in form of check or money order. Duncanville ISD employees may receive a reduced tuition rate and are able to utilize the payroll deduction system per pay period.

Any account which is delinquent as of the last day of the month will result in withdrawal of the student from the program. The district will provide written notice of the delinquent account at least 10 school days before withdrawal. This notice will be sent by email and regular mail to the person listed as the student's parent or guardian. A suspension, dismissal, or refusal by Duncanville ISD to allow the student to attend will not be considered a breach of agreement by Duncanville ISD.

A student seeking to be reinstated into the Pre-K program after being withdrawn for non-payment must pay all past due tuition and fees and a new deposit before being considered for re-enrollment. A student withdrawn for non-payment may lose their space to a student on the standby list. Any student who is withdrawn twice (2 times) for non-payment of tuition will not be eligible to apply for re-enrollment in the Pre-K program. Student progress reports, certificates of completion, or any other school records may be withheld for a student if their tuition and fees are delinquent, and this information will not be released until the tuition and fees are paid in full.

The tuition-based program is open enrollment. Enrollment will take place in the spring of each school year. Duncanville ISD employees have an opportunity to submit applications before outside applications are received.

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If a student is not zoned for the campus where tuition-based pre-kindergarten is being held it is not necessary to complete a transfer form. Students are placed on a first-come-first served basis.

If you are a Duncanville ISD employee, and you do not live in Duncanville ISD, you will need to complete an employee transfer request in addition to the enrollment packet to be eligible for Tuition Based Prekindergarten.



WHAT CAN YOU DO? Ways for Parents to Support Learning

- * Go to the library.
- * Read stories daily.
- * Go to the park or explore your backyard.
- * Do simple cooking projects with your child.
- * Give your child opportunities to help you at home.
- * Play with your child (blocks/legos; puzzles; board games).
- * Limit TV and video games.
- * Teach your child to take good care of toys and put them away.
- * Encourage good health habits (washing hands with soap, proper use of tissue, brushing teeth, etc.).
- * Eat healthy foods.
- * Schedule an appropriate bedtime.
- * Invite a friend to play.
- * Display your child's work.
- * Listen to and talk with your child.
- * Provide writing materials (crayons, markers, pencils, paper, and cards).
- * Show your child how you write to create lists and notes.
- * Encourage exploration of different art media (paint, Play-Doh, tissue paper, construction paper, glue, and scissors)
- * Attend parent education opportunities provided at each campus.
- * Increase independence by child dressing themselves.

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