

FRENCHTOWN ELEMENTARY SCHOOL DISTRICT  
LITTLE PAWS PRESCHOOL PROGRAM  
ADMISSION PROCEDURES



**OPENING DATES: December 1 – January 31**

**EARLY ADMISSION (returning students and employees): November 15 – January 31**

*The District reserves the right to close registration early or to extend it based upon the number of applicants.*

1. During the open admission period, and upon request, parent/guardian receives an admission packet containing the following:
  - A. Admission Application
  - B. Admission, Tuition, and Payment Information Sheet
  - C. Board of Education Policy No. 6178, "Early Childhood Education/Preschool"
2. Upon receipt of completed application (incomplete applications will be returned to the parent/guardian):
  - A. Date stamp completed application upon receipt
  - B. Assign Admission Priority Level (1-4):
    - Level One: Resident Student, Full Time Program
    - Level Two: Resident Student, Part Time Program
    - Level Three: Nonresident Student, Full Time Program
    - Level Four: Nonresident Student Part Time Program
3. Upon close of registration (January 31 or sooner/later as determined by administration based upon number of applicants):
  - A. Review of full applicant pool
  - B. Available seats are assigned based upon priority level and date of receipt within priority level
  - C. Parent/guardian of selected students shall be notified of the district's intent to issue a tuition contract
  - D. Remaining applicants who have so requested will be added to the wait list in the same order
  - E. Parent/guardian of wait-listed students shall be notified of their placement on the list
4. Issuance of Tuition Contract
  - A. Appropriate tuition contract is generated (full-time, part-time, or special education preschool wrap-around) in duplicate for *each* student
  - B. Contracts will be submitted to the board for approval at the January/February (or subsequent) board meeting
  - C. Board President/Board Secretary will sign all contracts and return to the office for processing
4. Following board approval:
  - A. Welcome packet forwarded to Parent/Guardian:
    - Welcome letter and instructions
    - Two copies of the original approved and signed contract for parent/guardian signature and return
    - Frenchtown Elementary School District Registration Card
    - Preschool/Kindergarten Health Examination Record
    - Preschool Kindergarten Questionnaire
  - B. Parent/guardian must sign and return one original fully executed copy of the contract, along with the deposit equal to one month's tuition within thirty (30) days of board approval, and no later than August 1\*
  - C. All other forms and the September tuition payment must be received prior to entering the program, but no later than August 1\*

\* In the event the admission period is extended beyond June 30, administration reserves the right to extend this due date to September 1.

**FRENCHTOWN ELEMENTARY SCHOOL DISTRICT  
LITTLE PAWS PRESCHOOL PROGRAM  
ADMISSION, TUITION, AND PAYMENT INFORMATION**



**ADMISSION:**

In accordance with Frenchtown Board of Education Policy No. 6178, "Early Childhood Education/Preschool," classroom enrollment may not exceed 18 students.

The admission process will be open from December 1 - January 31 of the current school year for program admission in the subsequent school year, i.e. The district will accept applications from December 1, 2016 - January 31, 2017 for the 2017/2018 school year. The District reserves the right to close registration early or to extend it based upon the number of applicants. Employees and families of currently enrolled returning students will be offered early admission beginning November 15.

Parents/Guardians must complete the Frenchtown Elementary School District Little Paws Preschool Program Admission Application and return it to Mrs. Kathy Petro, School Secretary, Frenchtown Elementary School, 902 Harrison Street, Frenchtown, NJ 08825. Incomplete applications will be returned to the Parent/Guardian.

Admission will be approved on a first come, first served basis within each priority level, based upon the following priority order:

|              |  |
|--------------|--|
| Level One:   | Resident Student, Full Time Program    |
| Level Two:   | Resident Student, Part Time Program    |
| Level Three: | Nonresident Student, Full Time Program |
| Level Four:  | Nonresident Student Part Time Program  |

**WAITLIST:**

In the event that the program has reached its maximum enrollment, Parent/Guardians will have an opportunity to elect being placed on a wait list, and shall indicate the same by selecting the checkbox on the admission application. In the event of an opening, waitlisted admissions will be approved based upon the same priority order.

**TUITION CONTRACT:**

Parents/Guardians of students admitted into the Little Paws Preschool Program shall be required to sign and return a Parent-paid Tuition Contract for Preschool Elementary Services with the Frenchtown Elementary School Board of Education.

**TUITION:**

The annual tuition shall be at the rate established by the Board of Education. If two or more siblings are enrolled simultaneously in the program, the second and/or additional siblings shall receive a 10% discount in the tuition rate. (The first sibling will be subject to the full tuition rate.) The annual tuition rate for the 2017/2018 school year is:

**Full Time Program: \$5,500.00 (\$550.00 per month)    Part Time Program: \$3,300.00 (\$330.00 per month)**

**PAYMENT SCHEDULE:**

At the time that the contract is issued, the parent/guardian shall submit a deposit equal to the amount of one month's tuition. This deposit shall be applied as the student's June tuition payment. Subsequent monthly tuition payments for the school year are due on the first of the preceding month in accordance with the following payment schedule:

|                                  |                                 |
|----------------------------------|---------------------------------|
| September Tuition: Due August 1  | February Tuition: Due January 1 |
| October Tuition: Due September 1 | March Tuition: Due February 1   |
| November Tuition: Due October 1  | April Tuition: Due March 1      |
| December Tuition: Due November 1 | May Tuition: Due April 1        |
| January 2015: Due December 1     | June Tuition: Deposit Applied   |

**OVERDUE TUITION:**

Failure to make timely payments will result the student's removal from the preschool program. There will be a \$25.00 service charge for returned checks.

**REGISTRATION FORMS:**

In addition to the signed tuition contracts, parents will be required to complete and return the following forms prior to entering the program, and no later than August 1:

- Frenchtown Elementary School District Registration Card
- Preschool/Kindergarten Health Examination Record
- Preschool Kindergarten Questionnaire

FRENCHTOWN ELEMENTARY SCHOOL DISTRICT  
LITTLE PAWS PRESCHOOL PROGRAM  
ADMISSION APPLICATION



I wish to apply for my son/daughter's admission into the Frenchtown School District Little Paws Preschool Program for the 2017/2018 school year as follows:

Student Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street Address City State Zip

Resident Municipality:  Frenchtown  Other: \_\_\_\_\_

Phone (with area code): (\_\_\_\_\_) \_\_\_\_\_  Home  Mobile

Student Date of Birth (mmddyyyy): \_\_\_\_\_ Gender:  Male  Female

Parents' or Guardians' Information:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

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

Phone (with area code): (\_\_\_\_\_) \_\_\_\_\_ Phone (with area code): (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Correspondence should be addressed to:  Mr. & Mrs.  Mrs.  Mr.  Ms.  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Names of siblings attending Frenchtown Little Paws Preschool Program in the 2017/2018 school year:

I wish to enroll my son/daughter in the following session:  Full Time  Part-Time AM  Part-Time PM

In the event that registration is full I would like to be added to the waiting list.  Yes  No

I have read and understand the Board of Education Policy No. 6178, "Early Childhood Education/Preschool, " and if accepted agree to abide by the terms of the Contract for Preschool Educational Services with the Frenchtown Elementary School Board of Education.

Signature of Parent/Guardian: \_\_\_\_\_ / \_\_\_\_\_  
Date

Date Received: \_\_\_\_\_ Admission Priority Level (1-4): \_\_\_\_\_

For Office Use Only:  Enrollment  Waitlist BOE Contract Approval Date: \_\_\_\_\_

Policy

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EARLY CHILDHOOD EDUCATION/PRESCHOOL

The board of education believes that preschool educational experiences contribute to later academic success for all children. Therefore, within the limits of the budget and as required by law, the chief school administrator shall recommend to the board for approval programs designed for district children under the age required for regular admission. Programs shall address the needs of children who have been identified as requiring special education, as well as of those who have not been so identified.

The preschool curriculum shall consist of developmentally appropriate experiences that provide each child with individual opportunities to develop positive self-esteem, social/emotional growth, language skills, motor development and conceptual skill development.

All preschool programs sponsored by the board shall be consistent with the overall philosophy of the school district and aligned with the Core Curriculum Content Standards. They shall be coordinated with other relevant district programs such as special education and Title I and articulated with the K-12 curriculum.

Proof of immunizations against communicable diseases and examinations shall be in accord with requirements for kindergarten and first grade admission (see policy file code 5111 *Admission*).

The board of education shall ensure that the preschool program:

- A. Maintains classroom enrollments of no more than 18 children with one certified teacher and one appropriately qualified assistant;
- B. Is developmentally appropriate to the age and skill level of the young child;
- C. Is designed to meet the New Jersey Preschool Teaching and Learning Standards of Quality, the New Jersey Preschool Program Implementation Guidelines and the New Jersey Core Curriculum Content Standards;
- D. Includes transition activities, programs, and services between preschool programs and kindergarten programs;
- E. Coordinates with all other relevant school district programs, for example, special education and bilingual education; and
- F. Includes an annual program evaluation.

The preschool programs and curricula shall be based on student needs, strengths and interests that focus on all aspects of development: cognitive, social, emotional and physical. Curriculum and assessment strategies and/or resources shall be developmentally appropriate and include performance-based assessment measures.

The board shall ensure that instructional methods and/or strategies are congruent with the cognitive, social, emotional and physical skills of the young child. Instruction shall balance teacher-directed and child-initiated experiences.

EARLY CHILDHOOD EDUCATION/PRESCHOOL (continued)

The board shall provide professional development and training specific to preschool education for all early childhood education administrators, teachers and teacher assistants.

The preschool program may be offered within a mixed delivery system that includes in-district, private provider and local Head Start agency settings provided that the private provider and/or local Head Start agency program(s) with which the district board of education contracts complies with the school district's program requirements, including the employment of appropriately licensed and qualified teaching staff.

The preschool program shall include parent education activities in the preschool program with specific strategies identified that assist parents in remaining actively involved in their child's education throughout their school years.

Community health and social service agencies shall be included in the planning, operations and, if appropriate, the fiscal support of the preschool program.

The board shall designate an administrator to oversee the preschool program. He/she shall ensure adherence to all applicable laws and regulations in pursuing funding at the federal and state levels, as well as from private sources.

Date: 11/25/2008

Revised:

|                   |   |   |
|-------------------|---|---|
| Legal References: | <u>N.J.S.A.</u> 18A:7F-54                 | Access to full-day preschool; calculation of preschool education aid                      |
|                   | <u>N.J.S.A.</u> 18A:44-4                  | Funding of Preschool programs   |
|                   | <u>N.J.A.C.</u> 6A:8-2.1                  | Authority for educational goals and standards   |
|                   | <u>N.J.A.C.</u> 6A:8-3.4                  | Requirements for early childhood education programs                                       |
|                   | <u>N.J.A.C.</u> 6A:9-6.1                  | Standard certificate  |
|                   | <u>N.J.A.C.</u> 6A:9-8.1                  | Requirements for certificates of eligibility  |
|                   | <u>N.J.A.C.</u> 6A:9-9.2                  | Endorsements and authorizations   |
|                   | <u>N.J.A.C.</u> 6A:13A-1.1 <u>et seq.</u> | Element of high quality preschool programs  |
|                   | <u>N.J.A.C.</u> 6A:23A-8.7                | Tuition rate adjustment by districts receiving preschool expansion aid or opportunity aid |
|                   | <u>N.J.A.C.</u> 6A:26-3.11                | ECPA district community early childhood educational facilities projects                   |
|                   | <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>  | Evaluation of the Performance of School Districts   |
|                   | <u>N.J.A.C.</u> 6A:32-8.3                 | School attendance   |

|                   |           |   |
|-------------------|-----------|---|
| Cross References: | 1410      | Local units                                       |
|                   | 1600      | Relations between other entities and the district |
|                   | 3220/3230 | State funds/federal funds                         |
|                   | 3541.1    | Transportation routes and services                |
|                   | 5020      | Role of parents/guardians                         |
|                   | 5111      | Admission   |
|                   | 5141.3    | Health examinations and immunizations             |
|                   | 6010      | Goals and objectives                              |
|                   | 6122      | Articulation                                      |
|                   | 6141      | Curriculum design/development                     |
|                   | 6151      | Class size  |
|                   | 6171.3    | At-risk and Title 1                               |

EARLY CHILDHOOD EDUCATION/PRESCHOOL (continued)

|        |                                |
|--------|--------------------------------|
| 6171.4 | Special education              |
| 7110   | Long-range facilities planning |

Key Words

Developmentally Appropriate Curriculum, Early Childhood Education, Preschool