

## Island Park UFSD

### **REVISIONS TO 3101.0 – REGULATION**

#### **3101.0 - Pre-Kindergarten**

The Board of Education recognizes the value of a pre-kindergarten educational experience for the district's children. As a result, the district will conduct a full-day, Statewide Universal Pre-kindergarten Program, as long as it receives funding for this purpose and it continues to be self-sustaining. Students will attend the SUPK Program from 8:50 AM until 2:10 PM, Monday through Friday. The school year will coincide with the district's school calendar, which runs a minimum 180 days per year.

**Selection and Enrollment:** Resident children who are four years of age, or will turn 4 on or before December 1, are eligible to participate. Pre-Kindergarten Registration occurs during the week before February Winter Break as announced in the school calendar, district newsletter, district website, and other local publications. The district will make every effort through child-find activities (communications with local agencies, local pre-schools, announcements on district website, bulk mailings to the community, etc) conducted by its Director of Pupil Personnel Services and two social workers to make all parents aware of the UPK registration dates to ensure that eligible low socio-economic children, English Language Learners, and/or children with special needs requiring services and/or accommodations specified by the Committee of Pre-School Education (CPSE) register on the first day of the registration period. In this way, registration will not favor those district residents who are the most well-informed, well-connected or proactive.

On the date of the UPK Registration, if the number of completed registration materials submitted to the district does not exceed the district's capacity for the program of sixty (60) students, all students who submitted a complete registration package will be enrolled in the SUPK Program. On the date of the UPK Registration, if the number of completed registration materials submitted to the district exceeds the district's capacity for the program, the district will conduct a random drawing at the next public Business Meeting or Special Meeting of the Board of Education for all students who have submitted complete registration materials. Parent(s)/Guardian(s) of the child(ren) randomly selected will be notified of acceptance. Those students who were not selected will be added to a waiting list in the order selected.

The above rules apply for families with twins or triplets. That is, each child will be entered as an individual student and the selection of one twin or triplet will have no effect on the selection number of any other siblings. For example, if one twin is selected through random selection for the last place and one is placed on the waiting list, it is up to the parent(s)/guardian(s) to decide if the child randomly selected for admission will or won't attend.

If after the date of the UPK Registration there are spots available in the SUPK Program, eligible students will be enrolled using the random selection process noted above at the next Board of Education meeting. If an eligible student submits a completed registration package and there is no available spot, he or she will be added to the end of the waiting list.

If a child leaves the program during the school year, the first student on the waitlist will be offered the spot in the SUPK Program. Parent(s)/Guardian(s) of the child(ren) randomly selected will be notified of acceptance.

All UPK application materials are available on the district website [www.ips.k12.ny.us](http://www.ips.k12.ny.us). They must be completed and submitted by the parent/guardian at the time of registration and for waitlist consideration. They include:

- Registration Form
- Student Health Questionnaire
- Health Appraisal Form
- Immunization Records
- Proofs of Residency
- Child's Birth Certificate

**Teachers:** Pre-Kindergarten Teachers must obtain the requisite undergraduate and graduate degree programs enabling them to hold NYS teaching certifications in both Early Childhood Education, Birth to Grade 2 and Students with Disabilities, Birth to Grade 2 with a minimum of two years early childhood teaching experience. They must complete yearly professional development hours as required by the NYS Education Department and maintain a record of their hours in the district's mylearningplan (MLP) database.

**Teaching Assistants:** Pre-Kindergarten paraprofessionals, must hold a NYS Education Department Teaching Certificate (Level I, II, III, or Pre-Professional). They must complete have two years of college experience in an area of related study (e.g., education, psychology, sociology, etc) with a minimum of one year relevant early childhood experience. The District will not employ teachers or teaching assistants who are not State Certified or whose Certifications expire.

**Recruitment Practice:** The District is an equal opportunity employer. It believes education enhancement requires consistently fair and equitable educational and employment practices.

**Transition Programs.** The District makes every effort to support a smooth transition of children into and out of Pre-Kindergarten as well as a smooth transition of children from Pre-Kindergarten into Kindergarten. These practice include but are not limited to the following transition strategies.

#### Transition of Four Year-Olds into the Pre-Kindergarten Program

- UPK Information Meeting for Parents
- Back to School Night for Parents
- Parent-Teacher Conferences
- Report Cards (fall, winter, spring)
- Social Worker's Parenting Workshops
- Website Communications and Bulletin Board
- Electronic Telephone Messages re: Special Events
- Numerous Opportunities for Parent Participation
- Flyer Fridays (electronic and hardcopies of flyers) and Electronic News Blasts to Smart Phones
- Monthly Newsletter
- Monthly Food Service Calendar of Mealtime Foods and Snacks
- Support Services from District's Special Teachers: Health, Art, Physical Education, FLES Spanish, ESL, OT, PT, Behavior Therapist, Speech Pathologist, Psychologist, etc
- Health Services from School Nurse and School Doctor (if needed)

Transition of Pre-Kindergarten Students into Kindergarten:

- UPK Teachers' Visit Kindergarten Classes
- Kindergarten Teachers Visit UPK Classes
- UPK Students' Visit Kindergarten Classes
- Kindergarten Parent Orientation for UPK Parents
- Back to School Night for Parents
- Parent-Teacher Conferences
- Report Cards (fall, winter, spring)
- UPK and Kindergarten Teacher Meetings (fall and spring)
- UPK and Kindergarten Teachers' Meeting re: Class Assignments
- Summer Kindergarten Experience at FXH Elementary School for Students (August)
- Stepping Up Ceremony and End Of Year Celebration for Pre-K Children and Parents
- School Website Communications
- Electronic Telephone Messages re: Special Events
- Numerous Opportunities for Parent Participation in the Classroom
- Flyer Fridays (electronic and hardcopy) and Electronic News Blasts to Smart Phones
- Support Services from District's Special Teachers: Health, Art, Library, Music, Physical Education, FLES Spanish, ESL, OT, PT, Behavior Therapist, Speech Pathologist, Psychologist, etc
- Health Services from School Nurse School Doctor

Adoption: September 26, 2016