



FRENSHIP ISD TUITION-BASED PRE – KINDERGARTEN PROGRAM

2019-2020



MARCH 8, 2019

FRENSHIP ISD
PO Box 100, Wolfforth, Tx. 79382



Frenship Independent School District

P.O. Box 100 • Wolfforth, Texas 79382
www.frenship.us

(806)866-9541
Fax (806)866-0343

March 8, 2019

Dear Prospective Pre-Kindergarten Parent:

Thank you for your interest in the Frenship ISD Pre-Kindergarten Tuition-Based Program. The cost for this program is \$4250 and is payable on the 2019-2020 school calendar, regardless of the number of school days of service in any particular month. Payment can be made in full or in 9 monthly installments.

The enrollment documents are attached. A packet can also be picked up at any Frenship ISD elementary school beginning March 18, 2019. Packets will also be available for download from the Frenship ISD website beginning March 18, 2019. Pre-Kindergarten enrollment must be completed and submitted to the appropriate campus based on applicant residence. Only children of Frenship ISD employees will be considered for transfers.

Letters of acceptance for students selected for placement into the program or a letter to students placed on the wait list will be mailed to parents after selection. Parents of selected students will be required to pay a \$200 deposit at time of placement, to reserve their spot for the 2019-20 school year.

Each of our teachers will be highly qualified and trained in order to meet the needs of your preschool child. We hope you will find the evidenced based program to be an incredible learning experience for your "Little Tiger!"

If you have any questions, please contact the principal of your residing elementary school.

Thank you,

Richard Dean

Executive Director of Administrative Services



Frenship ISD
Tuition-Based Pre-Kindergarten Program
Questions and Answers
2019-20



Q: Where may I obtain an application?

A: On Monday, March 18, 2019, applications will be made available to download on the Frenship ISD Website or for pick up at any Frenship ISD elementary school. You may contact any of the elementary campus principals or you may elect to contact Frenship ISD Student Services for additional information at (806) 866-9541.

Q: What documents are required for placement into the Pre-Kindergarten program?

A: A completed application, enrollment agreement, Agreement of Attendance for Pre-Kindergarten, a copy of birth certificate, immunization record, social security card if applicable, copy of parent(s) driver's license, proof of residency. Frenship ISD employees must provide a copy of their ID badge. Only completed enrollment packets will be eligible for enrollment.

Q: What schools will offer this tuition-based program for 2019-2020?

A: All Frenship ISD elementary schools will offer Tuition-Based Pre-Kindergarten.

Q: How much is tuition for 2019-2020?

A: Yearly tuition is \$4250.00 with monthly payments of \$450.00 per month for 9 months due on the first day of the month. (September-May) Frenship ISD employees will utilize the payroll deduction system per pay period. A \$200.00 non-refundable deposit (paid through payroll deduction for employees) is required upon acceptance into the program.

Q: When is enrollment for the Tuition-Based Pre-Kindergarten Program for 2019-2020?

A: March 18, 2019 until full

Q: What are school day hours?

A: Regular school hours (7:45a.m.-3:15p.m.) will be observed with drop off as early as 7:15 a.m. Doodle Bug Square and Discovery Depot are available for extended day for an additional fee. Local daycares are available for after school pick-up for an additional fee.

Q: Are meals provided?

A: Breakfast and lunch are provided for no additional charge. Parents are welcome to send a nutritious snack for snack time.

Q: Is transportation provided for Tuition-Based Pre-Kindergarten

A: Transportation is not provided to students in the Tuition-Based Pre-Kindergarten Program.

Q: What curriculum will be used?

A: The Pre-Kindergarten program provides a detailed outline of knowledge and competencies young children need in order to build a solid, coherent foundation for later learning. A complete version of the Texas State Pre-Kindergarten Guidelines can be found at <http://tea.texas.gov/pkg.sdp>

Q: How many students will be in the class?

A: The Pre-Kindergarten program can have up to 22 children with a full time certified teacher and teacher's assistant.

Q: I am an employee but I live outside of the Frenship ISD district. Can I enroll my child?

A: Yes, you will need to complete an employee transfer request in addition to the enrollment packet to be eligible.

Q: I am an employee, but do not live in the attendance zone of the elementary campus I would like for my child to attend. Do I need to complete a request for transfer?

A: Employee's students desiring to attend Pre-Kindergarten at a campus that they are not a resident of must complete a request for a transfer.

Q: I am not an employee of Frenship ISD. Is my child eligible to enroll?

A: Frenship ISD employees will have the first option to enroll. Once the enrollment period has ended, Frenship ISD residents will have the option to enroll for remaining spots. All remaining spots will be determined by lottery selection.

Q: I am not an employee of Frenship ISD and I do not live in Frenship ISD. Is my child eligible to enroll?

A: No out of district transfers, enrollment is only for students living in Frenship ISD or the child of an employee.



**Frenship ISD
Tuition-Based Pre-Kindergarten Program
2019-2020**



Dear Parents,

Thank you for your interest in the Frenship ISD Tuition-Based Pre-Kindergarten Program. We hope you will find the information in this handout helpful. We are aware, however, that you may have questions or concerns that are not addressed, so we ask that you please contact our office at (806) 866-9541 in order for us to address your concerns or to direct you to the person who may be more helpful. We hope you will find the program a wonderful learning experience for your little one!

Sincerely,

Richard Dean,
Executive Director of Administrative Services
806-866-9541



**Frenship ISD
Tuition-Based Pre-Kindergarten Program
Enrollment Parent Checklist
2019-2020**



- Application _____
- Enrollment Agreement _____
- Agreement of Attendance for Pre-Kindergarten _____
- Birth Certificate _____
- Immunization Record _____
- Social Security Card _____
- Parent(s) Driver's License _____
- Proof of Residence _____
 - *Current utility bill (gas, water, electric)
 - *Current lease agreement with name and address
- Skyward Online Registration (completed) _____
- Home Language Survey _____
- Non-refundable Deposit _____
(Employee's \$200 taken through payroll deduction)

Employee's Only

- Staff Transfer (if applicable) _____
- Proof of Frenship ISD employee _____
 - *(copy of ID badge, if applicable) Payroll Deduction Form (if applicable)

Important Note

Dear Parents,

The above documents must be complete to qualify for Pre-Kindergarten. Incomplete packets will not be considered for placement in the program.



Frenship ISD Tuition-Based Pre-Kindergarten Program Parent Handbook 2019-2020



AGE LIMITS AND ELIGIBILITY

Students entering the tuition-based program must be 4 years of age on or before September 1, 2019.

“ALL DAY PROGRAM” DEFINITION

Regular school hours (7:45a.m.-3:15p.m.) will be observed. Regular school calendar will be observed.

FOR ON CAMPUS AFTER SCHOOL CARE CONTACT:

Discovery Depot (Office: 806-866-4859) for Bennett, Crestview, Oak Ridge, and Upland Heights

Doodle Bug Square (Office: 806-797-8860) for Legacy, North Ridge, Westwind, and Willow Bend.

**Many local daycares offer after school care options as well.

ATTENDANCE

Frenship ISD is not considered a daycare establishment. It considers the Pre-Kindergarten program to be an integral part of the PK-12 educational programming. Because the number of openings are limited in the Pre-Kindergarten, **it is an expectation for parents to have their child arrive to school on time daily.** This will avoid disruptions for the classroom. We want your child’s teacher to have the best opportunity to maximize the learning environment. If you know your child is going to be absent for an extended time, please contact the school office.

CONTACTS

Please contact your resident campus if you have general questions about the Frenship ISD Tuition-based Pre-Kindergarten Program.

CURRICULUM

The Pre-Kindergarten program provides a detailed outline of knowledge and competencies young children need in order to build a solid, coherent foundation for later learning. Texas State Pre-Kindergarten Guidelines can be found at <http://tea.texas.gov/pkg.aspx>.

This is **NOT** a Special Education program. Children who have special needs may be served through other placements in early childhood programs. Due to the differing needs of the preschoolers, some students will be at the beginning of the learning continuum while others may be further along. **ALL** students, however, will be provided instruction that is differentiated in order to ensure they master their appropriate learning objectives as set forth by our Preschool curriculum.

ENROLLMENT

Registration will be on a first come, first serve basis. Frenship ISD Employees will have the first option to enroll. Remaining openings will be given to district residents and determined on a first come-first served basis. Frenship ISD residents must provide either a current utility bill (no phone bills) or lease agreement with name and address for verification. Frenship ISD employees must provide a copy of employee ID badge. *Employees living outside of the Frenship ISD district need to complete a transfer request along with enrollment.* The District will notify parents by letter regarding acceptance for the program or of placement on the waiting list. The list of applicants will be maintained for reference throughout the school year. Parents will be contacted in order of the applicant waiting list as openings become available.

FIELD TRIPS

The Pre-Kindergarten teacher will determine the number of chaperones to accompany students on school sponsored field trips. However, it will be necessary to have a minimum of 10-1 ratio on all trips. All volunteers must pass a background/criminal check, prior to a field trip. The school office can help you obtain a volunteer badge. Chaperones will be asked to pay for their own expenses. Chaperones will provide their own transportation. Siblings are not allowed to attend the event. All students must ride the bus which will be provided by Frenship ISD.

HEALTH and MEDICATION

Each campus has a full time RN. Please contact the nurse if your child has any health or medical issues or if you have questions about health services. Medications may not be sent to school with the child. Parents need to deliver all medications to the nurse's office and must be accompanied with a doctor's prescription in the original container.

LOCATION OF PROGRAM

For the 2019-2020 school year, the Tuition Pre-Kindergarten class will be offered at:
All Frenship ISD Elementary Schools

MEALS

Breakfast and lunch are available through Frenship ISD Nutrition Program or a child may bring a sack lunch from home.

POTTY TRAINING

All tuition-based students **must** be "potty" trained prior to admission into a class placement.

SCHOOL DAY AND CALENDAR

The Pre-Kindergarten program will follow the Frenship ISD student school calendar.

STUDENT/TEACHER RATIO

Classes will have no more than 22 students, with a certified teacher and a shared teacher assistant.

SUPPLIES

A school supply list can be found on the school website www.frenship.us or one can be obtained in the school office.

TRANSPORTATION

Transportation **Is Not** provided for the Tuition-based Pre-Kindergarten Program.

FEES/TUITION

A \$200 non-refundable deposit is required upon acceptance into the program. This deposit will be applied to the first month's tuition. The \$4,250.00 annual tuition is payable based on 2019-2020 school calendar, regardless of the number of school days of service in any particular month. Tuition is subject to change with Board approval. Tuition is due the 1st of each month. Parents may pay this amount in full or in 9 monthly payments (\$450) via the Online Payment system. Frenship ISD Employees will be required to utilize the payroll deduction system. Payment will be deducted from each pay period. Failure to make payments will result in the withdrawal of your child from the program.

A daily late fee of \$50 will be assessed for payments received after the close of business on the day payment is due. This program is **NOT** supported by state and district funds, therefore prompt tuition payment is required each month to maintain your child's placement.



Frenship ISD
Tuition-Based Pre-Kindergarten Program
Student Information
2019-2020



This program is **NOT** supported by state and district funds, therefore prompt tuition payment is required each month to maintain your child's placement (as set forth in the Enrollment Agreement). This is not a Special Education Program. Children who have special needs should be served through appropriate placements in other early childhood programs.

Please complete all information on this information form.

**Child's Name as it appears on the
Birth certificate:** _____

(First)

(M)

(Last)

Student's Preferred Name: _____

Birth Date: _____ **Male** _____ **Female** _____

Home Address: _____ **City,** _____

State _____ **Zip:** _____ **Phone:** _____

Neighborhood Elementary School and district: _____

School/Daycare child currently attending: _____

Previous school/daycare child attended: _____

Parent/Guardian Information: _____

Student lives with:

____ Both Parents

____ Father

____ Mother

____ Mother/Stepfather

____ Father/Stepmother

____ Legal Guardian (please list the relationship to student) _____

Mother/Legal Guardian Information:

Name: _____

Address _____ City, State Zip: _____

Home Phone: () _____ Cell Phone: () _____

Employer: _____ Work Phone: () _____

Occupation: _____ Email address: _____

Father/Legal Guardian Information:

Name: _____

Address: _____

City, State Zip: _____

Home Phone: () _____ Cell Phone: () _____

Employer: _____ Work Phone: () _____

Occupation: _____ Email address: _____

List any siblings currently attending Frenship ISD schools:

Name	Brother/Sister Name	School	Grade level

Student Information

Has your child had a behavior or educational assessment? ____ Yes ____ No

Has your child ever been diagnosed as having a learning disability and/or difference? ____ Yes ____ No

If yes, please give the date(s) and nature of consultation and the name and address of consultant:

Do you suspect your child to have **ANY** developmental delays that would prevent him/her from having success in the Pre-Kindergarten Program? ____ Yes ____ No If yes, please describe:

Is Parent a Frenship ISD District Resident? Yes No

If yes, must provide one of the following for district verification: current utility bill, or lease agreement with name and address.

Is Parent a Frenship ISD Employee? Yes No

If yes, Employee Name: _____

Campus: _____

Frenship ISD district employees will be required to utilize payroll deduction system, unless the district employee has court papers proving that an ex-spouse is responsible for payment. Employee must provide a copy of employee ID badge for verification.

Person financially responsible for pay tuition: _____

Relationship to student: _____

I certify that all of information above is true and correct. I understand that school district officials may verify the information on the application. If investigation indicates false information has been provided, my child may be withdrawn from the program.

Parent/Legal Guardian's Signature

Date

Return this application along with required documents to:

Casey Professional Building
Attn: Student Services
501 7th Street
Wolfforth, Texas 79382

Once all documents have been submitted, they become the property of Frenship ISD



**Frenship ISD
Tuition-Based Pre-Kindergarten Program
Agreement of Attendance
2019-2020**



The Tuition Pre-Kindergarten Program is limited in the number of opening; therefore, the following must be agreed to on a continuous basis:

_____ I agree to have my child to school on time.

Initial

_____ I agree to have my child picked up from school on time.

Initial

_____ I agree to notify my elementary school office if my child is going to be absent.

Initial

_____ I agree to conference with my child's teacher when requested.

Initial

Q – Are children who are enrolled for the Pre-Kindergarten program required to attend?

A – Yes. Once the child is enrolled, they are expected to follow the attendance rules as set forth by the contract agreement.

Failure to adhere to above statements may result in withdrawal of student from the Pre-Kindergarten program.

I, _____ have read and understand the statements above. I agree to each statement.

Child's Name: _____

Parent Signature: _____ Date: _____



**Frenship ISD
Tuition-Based Pre-Kindergarten Program
Enrollment Agreement
2019-2020**



The parent(s)/guardian(s) of _____ (“Student”) hereby enroll the student in the Frenship Independent School District Pre-Kindergarten Program (Pre-Kindergarten Program), for the 2019-2020 school year, subject to provisions below. In consideration of the acceptance by the Pre-Kindergarten Program of this agreement, the Parent(s) agree, jointly and severally, to pay the Tuition and Fees as set forth in this Enrollment Agreement (“Agreement”). Tuition and fees include payment for a full-day Pre-Kindergarten program, on student school days designated by the Frenship ISD 2019-2020 School Calendar.

I. Tuition

The parent agrees to pay the required Tuition and Fees, as specified below.

A. Summary of Tuition

Non-refundable Deposit \$ 200.00

Annual Tuition (9 months/pro-rated based on school days) \$ 4050.00

Tuition is due the 1st of each month, starting September 1, 2019.

(Employees are required to use payroll deduction at each pay period beginning with September check)

Initials

B. Non-refundable Fees

A non-refundable deposit of \$200.00 must be submitted at time of acceptance. If the student is accepted in the Pre-Kindergarten Program and fails to attend or is withdrawn, this deposit will not be returned to the parent. In addition, if the student is withdrawn from the Pre-Kindergarten Program for any reason and is accepted back into the Pre-Kindergarten Program at a later date, the parent must submit a new deposit of \$200.00

Initials

C. Tuition Payments

The \$4250 .00 annual tuition is payable based on the 2019-2020 school calendar, regardless of the number of school days of service in any particular month.

- Employee Utilized Payroll Deduction
Frenship ISD district employees will be required to utilize the payroll deduction system; unless the district employee has court papers proving that an ex-spouse is responsible for payment.

Initials

Based on the 2019-2020 yearly/school calendar, monthly tuition payments must be received for each month as follows (unless payroll deducted):

TUITION FOR MONTH OF:	PAYMENT DUE
August	Deposit Covers August
September	September 3, 2019
October	October 1, 2019
November	November 1, 2019
December	December 2, 2019
January	January 7, 2020
February	February 3, 2020
March	March 2, 2020
April	April 1, 2020
May	May 1, 2020

Initials

II. **Delinquent Accounts**

The Parent understands and agrees that the timely payment of tuition and fees in accordance with this Agreement is important to the operating budget of the Pre-Kindergarten Program. Accordingly, the Parent agrees as follows:

- A. Monthly tuition is due on the 1st day of the month, or the Monday following the 1st. (see schedule). There is a daily \$50.00 late payment fee for tuitions received after the close of business on the due date. (Example: Tuition due September 1. Payments received after 4:00pm will be considered late. A daily late fee will be added to the tuition fee.)
- B. Any account which is delinquent as of the last school day of the month in which the payment is due will result in automatic withdrawal of the student from the Program on the first school day of the following month the payment was due. Such suspension, dismissal, or refusal by Frenship ISD to allow the student to attend shall not be

considered a breach of this Agreement by Frenship ISD and shall be without prejudice to any other rights Frenship ISD may have under this Agreement.

- C. A student who reapplies to the Pre-Kindergarten Program after being automatically withdrawn for a delinquent account must reapply to the program as a new student, pay all past due tuition and Fees, and pay a new deposit, before being considered for reenrollment.
- D. Any student who is automatically withdrawn twice (2 times) for a delinquent account will not be eligible to apply for re-enrollment in the Pre-Kindergarten Program.
- E. Student progress reports, certificates of completion, and/or any other school records may be withheld for any student for whom Tuition and Fees are delinquent, until tuition and fees are paid in full.
- F. Frenship ISD shall be entitled to reimbursement for all collection costs associated with collecting delinquent accounts, including any court costs and attorney's fees.

Initials

III. **Frenship ISD Authority**

Frenship ISD reserves the following rights:

- A. To require the immediate withdrawal of any student whose presence is considered detrimental to either the student's or the Pre-Kindergarten Program's best interest or who the Pre-Kindergarten Program determines is not benefiting from or adjusting to the Pre-Kindergarten Program;
- B. Frenship ISD reserves the right to reject, for any reason, an enrollment application in the Pre-Kindergarten Program for any subsequent year;
- C. To immediately suspend or dismiss any child from the Pre-Kindergarten Program that the faculty or administration of the Pre-Kindergarten Program or Frenship ISD may determine needs additional educational and/or special education services that cannot be provided by the Pre-Kindergarten Program; and
- D. To immediately suspend or dismiss any child whose parents fail to comply with the rules and/or procedures of the Pre-Kindergarten Program and/or the provisions of this Agreement.

Initials

IV. **Parent Acknowledgments**

- A. Registration will be on a first come, first serve basis. Frenship ISD Employees will have the first option to enroll. Remaining openings will be given to district residents on a first come-first serve basis. Completed enrollment packets will be stamped with the date of receipt. (District residents must provide either current utility bill (phone bills will not be

accepted) or lease agreement with name and address for verification). Incomplete enrollment packets will not be eligible to be considered for enrollment.

- B. The Parent acknowledges that the Pre-Kindergarten Program is solely a self-funded tuition-based program, which **is not** supported by state or school district funds. **TIMELY PAYMENT OF TUITION AND FEES IS, THEREFORE, A REQUIREMENT FOR ATTENDANCE.**
- C. The Parent agrees that if the Pre-Kindergarten Program is not deemed appropriate for the student's ability and needs, Frenship ISD may require the student's withdrawal from the Pre-Kindergarten Program.
- D. The Parent agrees to provide all transportation to and from the Pre-Kindergarten Program for the student.
- E. Frenship ISD is not considered a daycare establishment. It considers the Pre-Kindergarten program to be an integral part of the Pre-Kindergarten -12 educational programming. Because the number of openings are limited in the Pre-Kindergarten Program, **it is an expectation for parents to have their child arrive to school on time daily.** This will avoid disruptions for the classroom. We want your child's teacher to have the best opportunity to maximize the learning environment.
- F. If you know your child is going to be absent for an extended time, please contact the school office.
- G. The Parent acknowledges that Frenship ISD may deny access to any child believed to be suffering from an illness which could endanger the health of other students and/or faculty, including, but not limited to, communicable diseases, fever, flu, chicken pox, etc.
- H. The Parent acknowledges that the Pre-Kindergarten Program **is not** a special education program under the Individuals with Disabilities Education Act ("IDEA") and that any Pre-Kindergarten student who is eligible for special education services under the IDEA may be served through other placements in early childhood programs.

Initials

V. Termination

- A. It is agreed that enrollment of the Student, as specified in this Agreement, may be cancelled by the Parent, without penalty (except forfeiture of the registration and/or activity fee and the remainder of the month's Tuition and Fees) with ten (10) days written notice. However, if a Student is withdrawn or removed by either the Parent or by Frenship ISD from the Pre-Kindergarten Program during any calendar month, the Parent **is not** entitled to any refund of tuition and fees already paid.

Initials

VI. Miscellaneous

- A. The Parent acknowledges that this Agreement represents the complete agreement between the parties, and that this Agreement supersedes any prior agreement(s), promise(s), or representation(s), either written or oral.
- B. Where appropriate, plural terms include singular and pronouns of one gender include both genders.
- C. This Agreement is fully performable in Lubbock County, Texas. Exclusive jurisdiction and venue for any legal proceeding under this Agreement shall be in state district court in Lubbock, County, Texas.

Initials

Child's Name: _____

PLEASE READ THE ENTIRE CONTRACT AND FULLY UNDERSTAND IT BEFORE SIGNING AND DATING IT IN THE SPACES PROVIDED BELOW.

*Is Parent(s)/Legal Guardian a Frenship ISD District Resident? ___Yes ___No
If yes, must provide one of the following for district verification: current utility bill (telephone bill will not be accepted), current mortgage or lease agreement with name and address.*

*Is Parent(s)/Legal Guardian a Frenship ISD Employee? ___Yes ___No Employee Number/Campus
If yes, must provide a copy of employee ID for verification.*

Parent/Guardian Financially Responsible for Student:

Child's Name

Parent(s) Name

THIS DOCUMENT IS A CONTRACT WHICH SHALL BE INTERPRETED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS.

I certify that all information on this application is true and correct. I understand that school district officials may verify the information on the application/contract. If investigation indicates false information has been provided, my child may be withdrawn from the program.

Signature of Parent/Guardian

Date



**Frenship ISD
Tuition-Based Pre-Kindergarten Program
Skyward Online Registration
2019-2020**



New to our district?

1. To complete Online Enrollment you must have a valid email address to register.
2. Go to www.frenship.us
3. Quick Links (Bottom Right Corner)
4. Select:
 - a. New Student Online Enrollment
**A step-by-step click sheet is available in your school office.
5. Complete Online Enrollment
**A step-by-step click sheet is available in your school office or visit "NSOE Q&A" under Departments/PEIMS

Already have students that attend Frenship?

1. To complete Online Enrollment you must have Skyward parent access.
2. Go to www.frenship.us
3. Click on A+ Skyward - Log into Parent Access
4. Select:
 - a. New Student Online Enrollment (Left Tab on Screen)
5. Complete Online Enrollment
**A step-by-step click sheet is available in your school office or visit "NSOE Q&A" under Departments/PEIMS



**Frenship ISD
Tuition-Based Pre-Kindergarten Program
Payroll Deduction Form
2019-2020**



Employee Name: _____ Employee ID: _____

Student Name: _____

Deposit Method: Online Payment

Payroll Deduction Amount: _____ Date: _____

Tuition deduction start date: _____ Deduction amount: _____

Tuition deduction end date: _____

I agree that the tuition and /or deposit amounts listed above will be deducted from my Frenship ISD paycheck during the above-specified dates.

Employee Signature

Date