

# LISD Child Development Center - "Wee Eagles" - for Children of LISD Employees 2019-2020 School Year

**Eligibility:** LISD Employees' Children Preschooler, turning three

**Operating Hours:** Monday-Friday 7:30AM-6:00 PM

**Days of Operation:** Employee School Year Calendar Days

**Interested Staff:**

Please return this form electronically to Connie Wolridge, wolridgec@lexingtonisd.net or Ky Walker, walkerk@lexingtonisd.net indicating your interest in the program. Remember the enrollment will occur on a first come, first served basis, until all openings are filled.

\_\_\_\_\_ Yes, I am interested in enrolling my child in Wee Eagles

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

*Your prompt response for enrollment is greatly appreciated. We look forward to working with you and your child.*

# **Lexington Independent School District**

## **“Wee Eagles” INITIATIVE**

### **In Partnership with the Preschool Program for Children with Disabilities**

#### **Purpose**

The purpose of the “Wee Eagles” initiative is to provide typically developing age-appropriate learning experiences to preschool age children by creating an onsite preschool for district employees in an inclusive, developmentally appropriate environment in which all children experience success.

#### **Enrollment**

- Parent/Guardian of child must be an employee of Lexington ISD.
- Child must be a preschooler, turning three years of age during the current school year.
- Child must be fully potty trained.
- Child must be a typically developing child and not display any persistent negative behaviors that would interfere with the classroom rules and procedures or excessive self-help needs. If this becomes a problem, a conference with the teacher and administrator will be held to address the problem. Continued concerns will result in the child being exited from the program.
- Parent/Guardian is responsible for providing the following before the child is enrolled:
  - Up to date shot records as defined by Lexington ISD policy
  - Completed registration form
  - Completed Lexington ISD health services and emergency information form
  - Birth Certificate & Social Security Card

#### **Selection Criteria**

- Enrollment will occur on a first come, first served basis, until all openings are filled on the host campus. Siblings of students currently enrolled in the Preschool Program for Children with Disabilities (PPCD) are not eligible.

- The campus administrator or designee will maintain an enrollment waiting list with the following information: Name of staff member, date hired and campus, date request was made, phone number, name and date of birth of child.
- Parent/Guardian must sign an agreement to follow all procedures and requirements described in this document prior to enrollment.

### **Tuition**

- Tuition for the school year will be **90.00 per week**. In order to assist employees, the annual tuition amount will be divided into twelve equal payroll deductions beginning with the September paycheck and continuing through August.
- If a parent chooses to drop a child from the program or is no longer employed with the district, tuition will be prorated. Exiting from the program, prior to the 15<sup>th</sup> of the month, ½ of the month's tuition will be due; exiting after the 15<sup>th</sup> of the month, a full month's tuition will be due. Any outstanding balance will be deducted from the next month's paycheck. For children joining the program during the school year, the tuition will also be prorated. Entry into the program, prior to the 15<sup>th</sup> of the month, a full month's tuition will be due; entry after the 15<sup>th</sup> of the month, ½ of the month's tuition will be due. Payroll deductions will be made over the remaining months through August.
- No reduction in tuition is available for more than one child from a family enrolled in the program.
- Tuition provides quality child-care providers, program supplies and materials.
- If your child is on a special diet, a snack from home must be provided daily.

### **Class Hours**

- Childcare is provided every day that teachers are required to report to work including staff development/teacher preparation/early release days for enrolled WEE EAGLES children, this **does not** include siblings. Childcare will begin on **the first day ALL teachers are required to report back to school in August.** (Please check school calendar)
- Childcare will be offered on all staff development / teacher preparation days. Parents are responsible for providing a snack, sack lunch and drink for their child on these days. On **the last work day in December** and the **last teacher work day of the school year**, childcare will be offered at the Lexington Elementary until **12:30 p.m.** Note: these days are typically early release days for staff.
- Parent/guardian will provide transportation to and from school.
- Children may be brought to the classroom as early as 7:30 a.m. and must be picked up no later than 6:00 p.m.
- After 6:00 p.m. a penalty of \$10.00 for one to 15 minutes, \$25.00 for 15-30 minutes and \$25.00 over 30 minutes plus \$2.00 for each additional minute will be due upon arrival to the administrator on duty in the school office or immediately

the next morning if the office is closed for the day. Parent/guardian will be given a receipt upon payment.

- Upon the second late pickup as documented on the sign in/out form and/or shared by the paraprofessional on duty, in a one month time period:
  - 1) A conference will be scheduled with the teacher and campus administrator to address the problem
  - 2) If the problem persists, a notice will be given that an additional late pick-up will result in the student being exited from the program
  - 3) An additional late pick-up will result in the child being exited from the program

### **Daily Activities/Other Information**

- Participants in the “Wee Eagles” initiative will take part in PPCD classroom activities from 8:00-12:00. Before and after this time, developmentally appropriate activities will be provided. Lesson plans (other than those prepared by the teacher for PPCD instruction), assessments and parent conferences will **not** be provided for WEE EAGLES children. WEE EAGLES is an on-site child development program, not an academic program.
- Children eligible for PPCD services are special education students and could display aggressive behaviors as a result of their disability.
- Nutritious snacks (please refer to the Foods of Minimal Nutrition Value Guidelines) are to be furnished by the parent/guardian, or can be purchased from the cafeteria.
- Parent/guardians are responsible for providing lunch. Parents may purchase lunches or send a sack lunch. Sack lunches must be provided on teacher in-service days.
- Pay stubs serve as tuition receipts for tax filing purposes.

Contact person for program: Elementary Office @ 979-773-2525 Questions about financial issues should be directed to Jennifer Schneider @ 979-773-2254 Ext 224.