



Book	Procedures
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Cross Reference: [JEBA Policy](#)

[Student Selection Criteria and Procedural Guidelines for Determining Eligibility and Selection of Prekindergarten Students] Prekindergarten Enrollment

The Garrett County School System will determine eligibility of [four-year old] children in accordance with the following Prekindergarten student selection criteria [beginning with the 2004-2005 school year]. This selection process is based on Statewide Selection Criteria for Prekindergarten Sites as revised and published by the Maryland State Department of Education.

A. Student Eligibility (13A.06.02.0)

Local school system shall enroll in prekindergarten all 4-year-old applicants who are from families with economically disadvantaged backgrounds or who are homeless.

For vacancies remaining after compliance with §A of this regulation a local school system may enroll 4-year-old applicants who are not from families with economically disadvantaged backgrounds but who represent a student population that exhibits a lack of school readiness.

Prekindergarten Programs for 3-Year-Old Children.

- A local school system or qualified vendor may establish a prekindergarten program enrolling 3-year-old applicants who are from economically disadvantaged or homeless families, or who represent a student population that exhibits a lack of school readiness.

-A local school system shall be in compliance with 34 CFR §300.115(a)(b) and COMAR 13A.05.01.10 regarding children with disabilities.

-A prekindergarten program for 3-year-old children shall meet the requirements of Regulation .05 of this chapter.

[A.] B. Household Income Enrollment Criterion

For enrollment in the Prekindergarten Program, the school system will first consider each family's monthly household income. Initially eligibility, then, is determined by whether a child qualifies for free or reduced lunch meals as determined by guidelines that are published annually by the United States Department of Agriculture and the Maryland State Department of Education. (Please refer to the attached selection criteria checklist.)

[B.] C. Automatic Enrollment Criteria

The school system will automatically enroll four-year-old children into the Prekindergarten program if any one of the following applies:

- Limited English Proficiency and Limited English Proficient
- Homelessness
- Prior participation in a Head Start or Even Start program

[C.] D. Prioritized Enrollment Criteria

The school system will give priority for enrollment into the Prekindergarten program to children for whom any of the following applies:

- Referral
- Emergency and health situation
- Home and family circumstances

Procedures

A. Application Period

During the month of February, parents/guardians are asked to complete a Notification of Interest Form. Registration will occur in conjunction with Kindergarten registration; however the registration process is ongoing for children new to area or whose family circumstances may have changed. A Prekindergarten Program Questionnaire will be mailed to interested parents/guardians. All Prekindergarten Program Questionnaires must be returned by a date to be specified to the Garrett County Board of Education Pupil Services Office. The questionnaire will ascertain information that pertains to the Household Income Eligibility Criterion, the Automatic Enrollment Criteria, and the Prioritized Enrollment Criteria. Timely registration allows the school system to plan and allocate resources to better serve our students.

B. Student Selection

Students who meet the Household Income Eligibility Criterion, the Automatic Enrollment Criteria, and reside in the school attendance area will be selected in order of receipt of the questionnaire until the capacity of 20 children is reached. If the capacity is not filled by using the Automatic Enrollment Criteria, then the Household Income Eligibility Criterion and Prioritized Enrollment Criteria will be used to identify eligible children who reside in the school attendance area. (Please note that homeless children will be automatically eligible, even if the enrollment exceeds 20 or more students per school site.)

The program primarily targets four year old children, but under certain circumstances three year old children who qualify, based on the Prekindergarten Enrollment Policy, Student Eligibility (13A.06.02.03) may be considered.

C. Notification of Selection

Following the close of the Application Period, the appropriate Pupil Personnel Worker in conjunction with the Director of Elementary Education will review all questionnaires and identify those children who meet the eligibility criteria. Parents/guardians will be notified no later than June 15th of the enrollment decision to enroll their child in one of the schools' Prekindergarten programs. However, as previously stated, the registration process is ongoing for children new to area or whose family circumstances may have changed.

D. Out-of-Area Applicants

In the event that all available Prekindergarten vacancies cannot be filled using the Household Income

Eligibility Criterion, the Automatic Enrollment Criteria, and/or the Priority Enrollment Criteria, the school system will enroll students from outside the school's attendance area. As noted in part B, students meeting the Automatic Enrollment Criteria will be given first opportunity to enroll before the Household Income Eligibility Criterion and the Prioritized Enrollment Criteria are considered. Every attempt will be made to achieve an enrollment of twenty (20) students per site.

Local School System Reporting

Annually, the local school system will report enrollment data to MSDE in accordance with Prekindergarten programmatic requirement #7 found in the "Assurances" statement of the Request for Funds application. These data will reflect the number of children per site who have met the Household Income Eligibility Criterion, the Automatic Enrollment Criteria, and the Prioritized Enrollment Criteria.

Guidelines to Ensure Equal Access

The local school system will publish information about the Prekindergarten program, including information about application and student eligibility criteria. Information will be published in the local newspaper and will be included in school newsletters. Additionally, a "Prekindergarten in Garrett County" brochure will be revised to include these guidelines. Guidelines will also be included in the Garrett County Board of Education Policies and Procedures manual.

[Garrett County Prekindergarten Program Questionnaire](#)

Last Modified by Karen Brewer on March 24, 2016