



The New York City Department of Education
Division of Teaching and Learning
Office of Curriculum and Professional Development
Office of Early Childhood Education

2006-07 Citywide Prekindergarten Recruitment and Enrollment Procedures

Overview

The New York City Department of Education's citywide prekindergarten recruitment and enrollment procedures apply to the Targeted (TPK) and the Universal Prekindergarten (UPK) Programs. Public schools implement the Targeted and the Universal Prekindergarten Programs. Early childhood community-based organizations (CBOs) contracted with the Department of Education implement the Universal Prekindergarten Program.

Prekindergarten Descriptions

New York State Targeted Prekindergarten Program (TPK)

The Targeted Prekindergarten is a state-funded, comprehensive prekindergarten program. TPK operates only in the public schools. TPK programs are required to have a certified teacher. At least 80% of the prekindergarten families served must be economically disadvantaged. Originally designed for only four-year-olds, this regulation was changed in 2001-02 to include three-year-olds, if all interested four-year-olds are receiving prekindergarten services.

NB: Three-year-olds cannot be excluded based on developmental needs.

New York State Universal Prekindergarten Program (UPK)

The Universal Prekindergarten Program is a state-funded, comprehensive prekindergarten program open to all four-year-olds residing in the New York City School District. By statute, districts may serve only four-year-olds. **No three-year-olds or five-year-olds may be funded.** UPK operates in both public schools and contracted non-public school settings. All programs are licensed by NYCDOHMH. Programs are required to have a certified teacher on-site while the program is in operation.

Recruitment and Enrollment Procedures

To ensure a smooth transition for families, prekindergarten enrollment for the 2006-07 school year will take place within both the public schools and the contracted Universal Prekindergarten community-based organization sites.

Public Schools

The public school prekindergarten enrollment process gives priority to children based on the following criteria:

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| First Priority: | Students who live in the school's zone. |
| Second Priority: | District students whose zoned schools do not have a prekindergarten class. |
| Third Priority: | District students who did not get a placement in their zoned school, which has a prekindergarten class. |
| Fourth Priority: | Out-of-District students. |

Contracted Universal Prekindergarten Community-Based Organization Sites

To the greatest extent possible UPK-contracted community-based organizations are to give priority to students who live in the Region.

It is important to note that prekindergarten placement in a child's non-zone school does not guarantee kindergarten placement in that school, and prekindergarten placement outside a child's school district of residence does not guarantee kindergarten placement in that district. At the time of registration, all parents of prekindergarten students must be informed that prekindergarten registration in a non-zoned school provides no entitlement for kindergarten.

The spring term is an opportunity to begin the admission process for the 2006-07 school year. To facilitate this process the citywide dates are scheduled as follows:

Prekindergarten Application Submission: March 6 through March 17, 2006

Although this time period is reserved, on-going admission should be encouraged during the summer and throughout the new school year.

Districts must accommodate the placement of all students within their own district and school attendance boundaries before considering requests for placement of out-of-district students.

PREKINDERGARTEN APPLICATION

Children who will become four years old between January 1, 2006, and December 31, 2006, are eligible to apply for prekindergarten for the 2006-07 school year. Due to budgetary constraints, a limited number of spaces in the Targeted and the Universal Prekindergarten Programs will be available for four-year-olds. Therefore, specific application procedures must be established and followed.

To ensure the implementation of high quality, developmentally appropriate practices, per the Department's *Prekindergarten Performance Standards*, **all** prekindergarten children will be screened to determine the developmental baseline. Targeted Prekindergarten Program participants, in compliance with the Commissioner's Regulations, must also be screened to determine economic need.

During the admission period, staff should help families to complete applications. Applications must be kept on file. Individual sites, public schools, and contracted UPK community-based organizations, in consultation with the Regional Early Childhood Director, should develop management and reporting procedures. A generic prekindergarten application form will be provided online. The form will be produced in ten languages: English, Spanish, Haitian-Creole, Chinese, Korean, Russian, Urdu, Polish, Arabic, and Bengali.

REGIONAL SUPPORT

Each Region must:

- I. Generate and distribute a Regional Prekindergarten Directory.
- II. Prepare Prekindergarten Registration packages for each contracted Universal Prekindergarten community-based organization provider.
- III. Implement a Regionwide Prekindergarten Recruitment and Enrollment Meeting.
- IV. Identify a Lead Regional staff person who will ensure compliance with the citywide procedures for recruitment and enrollment.

I. Regional Prekindergarten Directory

Each Region will generate a listing of **all** prekindergarten service sites, both public schools and contracted UPK community-based organization sites within its boundaries. Utilizing the current zoning information, this Regional Prekindergarten Directory will identify the prekindergarten sites by indicating the following information:

- Site name, address, telephone number, fax number, e-mail address, and contact person's name and title.
- Number of classes per site.
- Total number of children to be enrolled.
- School zone where the program is located. The Region will determine the closest elementary school(s) to each community-based organization site.
- ATS Class Code.
- Type of Provider – Please refer to **Attachment A** for “Codes” to be indicated on the Region's Prekindergarten Directory.

The Regional Prekindergarten Directory must be continuously updated to reflect current sites within the public schools and contracted UPK community-based organizations. Each community-based organization representative and appropriate regional staff should receive a copy of the directory. In addition, the Department of Education Web site will list the directory information.

II. Prekindergarten Registration Packages

Each Region will purchase and prepare prekindergarten registration packages to be distributed to the contracted UPK community-based organizations. Each prekindergarten registration package will include copies of the following materials:

1. Cumulative Card Record, PS
2. Office Card, PS, Boys (White)
3. Office Card, PS, Girls (Buff)
4. Cumulative Health Record, PS
5. Emergency Home Contact Card
6. Attendance Card, Universal Prekindergarten
7. Confidential Medical Report
8. Home Language ID Survey
9. ATS Information Form
10. Parent/Guardian Student Ethnic Identification

These official Department of Education documents must be completed and maintained on file during the prekindergarten program year. In the event that a prekindergarten child transfers to another prekindergarten program site, or when the child enters kindergarten in the public schools, these documents are to be sent to the receiving school.

Prekindergarten public school sites will purchase and prepare registration packages for each entering prekindergarten child.

III. Regionwide Prekindergarten Recruitment and Enrollment Meeting

The Region will implement a Prekindergarten Recruitment and Enrollment Meeting designed to review registration forms and procedures for the intake person(s) for each contracted UPK community-based organization, the assigned regional ATS UPK data technician, and designated public school ATS personnel. The agenda will include discussion and presentation on the following:

1. Citywide Recruitment and Enrollment Procedures.
2. ***Steps to Success: Prekindergarten Application*** brochures and flyers, and 2006-07 Prekindergarten Application: To ensure access to information regarding kindergarten and first grade registration, all Regions are encouraged to also distribute the ***Steps to Success: Kindergarten and First Grade Registration*** brochures and flyers.
3. The Region's sample prekindergarten flyer will provide information about where families can go for prekindergarten enrollment. Information should include name of site, address, contact person, telephone number, and dates/hours of enrollment intake process. To help parents identify their zoned school and Instructional Region, the flyer should include the Mayor's **311** Helpline. The Helpline will provide the parent with the telephone number for the zoned school and Instructional Region. The flyer should also include information about how to locate zoned school information on the DOE Web site as follows:
 - Visit the DOE Web site at www.nycenet.edu.
 - Click *View all Tools and Resources*, located at the lower left.
 - Under *Tools and Resources*, click *Map it! Find addresses, school zones and other information*.
 - At *School and Finder*, at the top, enter your home address, including borough and zip code.
 - Then, click *GO*. The system will identify your zoned school.
4. Procedure for transferring completed prekindergarten registration packages from the contracted UPK community-based organization to the appropriate Department of Education staff.

IV. Regional Recruitment and Enrollment Lead Person

Each Region will identify a lead person to ensure compliance with the citywide recruitment and enrollment procedures. The lead person's duties and responsibilities are to:

1. Provide all contracted UPK community-based organizations with the student identification numbers.
2. Monitor ATS data throughout the year, including discharges, 407s, etc.
3. Meet all contracted UPK community-based organizations to ensure compliance with the Department of Education's attendance policy and regulations.

RECRUITMENT AND DISSEMINATION

Every effort must be made to recruit children for the prekindergarten program. Within each Region, public schools and contracted UPK community-based organizations will collaborate to maximize recruitment and enrollment of prekindergarten students. To encourage enrollment, Regions are to distribute the prekindergarten application and the *Steps to Success*, prekindergarten brochures and flyers. These materials have been produced in ten languages: English, Spanish, Haitian-Creole, Chinese, Korean, Russian, Urdu, Polish, Arabic, and Bengali.

All language versions of the prekindergarten materials can be downloaded from the New York City Department of Education's Web site at www.nycenet.edu/earlychildhood. Regions may duplicate quantities that will maximize the distribution of prekindergarten information to all families and the community-at-large.

In an effort to increase community awareness, the Communications Division will publicize prekindergarten application dates. In addition, Regions, public schools, and contracted UPK community-based organizations should plan a variety of announcement activities such as:

1. Sending letters to parents;
2. Posting notices/posters throughout the community, including child health clinics, community organizations, and religious institutions;
3. Advertising in local newspapers;
4. Making public service announcements on radio and television; and
5. Conducting door-to-door visits by community liaisons, parent coordinators, social workers, and family assistants.

REGIONAL INFORMATION KITS FOR PARENTS

To strengthen the prekindergarten application process, Regions are encouraged to develop information kits for parents that include:

1. *Steps to Success* brochures and flyers that specify immunization requirements, acceptable proof of address documentation, and health insurance resources.
2. *Welcome to Pre-K* brochure.
3. Instructions on where to apply and/or where to call for information.
4. Description of selection notification procedures for Targeted Prekindergarten Program.
5. Date of acceptance notification. Prekindergarten acceptance notices will be sent to families on **Wednesday, May 31, 2006**.
6. Date of the first day of school. The tentative date is Tuesday, **September 5, 2006**.
7. Schedule of Open House activities for families to visit the prekindergarten classrooms and family room.

REGISTRATION

For public schools with Targeted or Universal Prekindergarten Classes:

Parents must be reminded that while prekindergarten applications are accepted during the term, registration becomes effective only after:

1. TPK screening program requirements are met.
2. Parent and child attend the first day of school.
3. Child's data is entered into ATS.

For contracted Universal Prekindergarten community-based organizations Classes:

Parents must be reminded that while prekindergarten applications are accepted during the term, prekindergarten registration becomes effective only after:

1. Parent and child report to the prekindergarten site for the first day of school.
2. Child's data is entered into ATS.

NB: All prekindergarten students will be screened to determine the developmental baseline.

If you need additional information regarding these procedures, please contact the Regional Early Childhood Director. See Regional Directory of Early Childhood Directors and Assistant Directors indicated on **Attachment B**.

2006-07 Region’s Prekindergarten Directory Codes

To complete your Region’s Prekindergarten Directory, please use one code that best describes the contracted UPK Provider.

New York City Early Childhood Education Providers

Type of Provider Codes	Provider Name	Provider Descriptions
CCC	Child Care Center (also known as Day Care Centers) ACS Child Care Center	A full-day, year-round child care center can serve children between eight weeks and five years of age. Some child care centers also provide care for school-age children before and/or after regular school hours. Subsidized child care centers are funded by federal, state and city government funding streams. Families must meet income eligibility guidelines and demonstrate a need for care. All Child Care Centers are licensed by the NYCDOHMH and are required to have a certified teacher.
FCC	Family Child Care (formerly known as Family Day Care)	This program provides services for up to six preschool and school-age children in the home of the child care provider.
GFCC	Group Family Child Care (formerly known as Group Family Day Care)	This program is located in a provider’s home in which the provider works with at least one assistant and can serve up to 12 children at one time.
HS	Head Start ACS Head Start	A federally-funded, comprehensive preschool program for children ages two through six year old whose family income is below the federal poverty level. In New York City, it is primarily a part-day program. Head Start programs are licensed by the NYCDOHMH and are required to have a certified teacher.
4410	4410 Special Education Preschool	A New York State-approved school that provides services for children with disabilities and their typically developing peers. Classes may be half-day and/or full-day sessions. All programs are licensed by NYCDOHMH and are required to have a certified teacher.
PS	Public School	Public Schools are operated by the New York Department of Education. Prekindergarten classes may be half-day and/or full-day sessions. All programs follow the NYCDOHMH regulations and are required to have a certified teacher.
NPR	Religious School No Permit Required (NPR)	Religious affiliated schools, prekindergarten to grade six, that are not required to have a permit. All programs are licensed by NYCDOHMH and are required to have a certified teacher.
NS	Nursery School Private School	A preschool program that operates part-day, generally two to four hours per session. There may be two half-day sessions. These programs are licensed by the NYCDOHMH and are required to have a certified teacher.

Regional Directory of Early Childhood Directors and Assistant Directors

February 2006

Instructional Regions	Districts	Regional Early Childhood Directors	Assistant to the Regional Early Childhood Directors	Learning Support Centers
1	9,10	Laura Colavecchio Tel. (718) 741-2816 Fax (718) 741-7954 lcolave@nycboe.net	Marilyn Runge Tel. (718) 741 55655 Fax (718) 741-7954 mrunge@nycboe.net	1 Fordham Plaza Bronx, NY 10458 Tel. (718) 741-7070
2	8, 11, 12	Dorothy Cusack Tel. (718) 828-4007 Fax (718) 828-6239 dcusack@nycboe.net	Seema Ranginwala Tel (718) 828-4006 Fax (718) 828-6239 srangin@nycboe.net	1230 Zerega Avenue Bronx, NY 10462 Tel. (718) 828-2440
3	25, 26 28, 29	Gertrude Smith Tel. (718) 281-3410 Fax (718) 281-3795 gsmith@nycboe.net	Julet Barton Tel. (718) 281-3504 Fax (718) 281-7519 jbarton@nycboe.net	30-48 Linden Place Flushing, NY 11354 Tel. (718) 281-7575
4	30, 24, 32	Andrea Lenneberg Tel. (718) 391-8545 Fax (718) 391-8436 alenneb@nycboe.net	Kathleen Gittens Tel (718) 391-8364 Fax (718) 391-8436 kgitten2@nycboe.net	28-11 Queens Plaza North Long Island City, NY 11101 Tel. (718) 391-8300
5	19, 23, 27	Dr. Sherry Copeland Tel. (718) 642-5871 Fax (718) 642-5877 scopeland@nycboe.net	Dr. Marilyn Galin Tel (718) 642-5810 Fax (718) 642-5877 mgalin2@nycboe.net	82-01 Rockaway Blvd., Rm. #46 Ozone Park, NY 11416 Tel. (718) 642-5800
6	17, 18, 22	Patti Finn Tel. (718) 968-6296 Fax (718) 968-6256 pfinn@nycboe.net	Petra Thombs Tel. (718) 968-6295 Fax (718) 968-6256 pthombs@nycboe.net	5619 Flatlands Avenue Brooklyn, NY 11234 Tel. (718) 968-6100
7	20, 21, 31	Selma Barnabas Tel. (718) 759-4847 Fax (718) 759-4850 sbarnab@nycboe.net	Beryl Burris Tel (718) 420-5656 Fax (718) 420-5665 bburris@nycboe.net	415 89 th Street, Room 401 Brooklyn, NY 11209 Tel. (718) 759-4900
8	13, 14, 15 16, 79	Virginia Lora Tel. (718) 935-4257 Fax (718) 935-4354 vlora@nycboe.net	Rosanna Tafuri Tel. (718) 935-4261 Fax (718) 935-4354 rtafuri@nycboe.net	131 Livingston Street Brooklyn, NY 11201 Tel. (718) 935-3900
9	1, 2, 4, 7	Ada Cordova Tel. (212) 356-3806 Fax (212) 356-7514 acordov@nycboe.net	Diane Grannum Tel. (212) 356-3805 Fax (212) 356-7514 dgrannu@nycboe.net	333 7 th Avenue, 7 th Fl. New York, NY 10001 Tel. (212) 356-7500
10	3, 5, 6	Christine Marcell Tel. (917) 521-3751 Fax (917) 521-3709 cmarcel@nycboe.net	Anne Laitres Tel. (917) 521-3646 Fax (917) 521-3709 alaitre@nycboe.net	4360 Broadway New York, NY 10033 Tel. (917) 521-3700