

West Perry Pre-K Enrollment Prioritization Plan

As a Pre-K Counts grant recipient, the West Perry School District must establish an unbiased and transparent Enrollment Prioritization Plan. The Enrollment Prioritization Plan explains how children are selected for the school district's Pre-K program. The district has determined prioritization factors based on Pre-K Counts grant requirements and the district's needs assessment. Each prioritization factor has been assigned a point value.

Pre-K Enrollment Prioritization Steps:

1. Parents/guardians submit a completed Pre-K application (including all required documentation).
2. District staff review each completed application using the PreK Enrollment Prioritization Rubric.
3. Point values are tabulated to generate a total risk score.
4. Applications are then ranked from highest risk score to lowest risk score.
5. Slots are offered to those families with the highest risk scores.

Eligibility Factors

Financial Eligibility	
100% below federal poverty guidelines	<input type="checkbox"/> Y (5 points)
300% below federal poverty guidelines	<input type="checkbox"/> Y (5 points)
\$100-\$15,000 above 300%	<input type="checkbox"/> Y (4 points)
\$15,001-\$30,000 above 300%	<input type="checkbox"/> Y (3 points)
\$30,001-\$45,000 above 300%	<input type="checkbox"/> Y (2 points)
\$45,001-\$60,000 above 300%	<input type="checkbox"/> Y (1 points)
\$60,001+ above 300%	<input type="checkbox"/> Y (0 points)
No financial information submitted	Application will not be reviewed

- "Family income" includes income from the following:
 - Parent/caretaker of the child
 - Parent/caretaker's spouse
 - Children's, excluding a child's earned income
 - Others residing with the child (*When these persons are counted toward family size*)
- Guidelines change every year and will be posted on the West Perry School District website

District Residency	
Resides in the West Perry School District	<input type="checkbox"/> Y (5 points)
Resides outside of the West Perry School District	<input type="checkbox"/> Y (0 points)

Age Eligibility	
Will turn four prior to Sept. 1	<input type="checkbox"/> Y (5 points)
Will turn three prior to Sept. 1	<input type="checkbox"/> Y (2 points)

Head Start	
Enrolled in Head Start home-based program and requests center-based setting or qualifies for Head Start and chooses to enroll in West Perry Pre-K Program	<input type="checkbox"/> Y (5 points)

Additional Risk Factors Considered as Part of the Enrollment Process

- Child receiving behavior supports *(1 point)*
 - Child who is referred to Pre-K Counts program from an appropriately credentialed health or mental health provider *(not employed by the Pre-K Counts Program)* or
 - Child who is receiving mental health treatment
 - Additional verification required

- Child or family who receives protective services *(1 point)*
 - Child who is
 - A foster child or
 - A kinship care child or
 - Receiving Children and Youth Services

- Education level of guardian *(1 point)*
 - When parent or legal guardian of child does not have
 - A high school diploma or
 - A high school equivalency or
 - A postsecondary degree

- English language learner *(2 points)*
 - Child
 - Whose first language is not English and
 - Who is in the process of learning English

- Homeless *(2 points)*
 - Child who lacks a fixed, adequate and regular place of nighttime residence due to one of the following:
 - Sharing household of other individuals due to loss of housing, economic hardship or similar reason
 - Living in motels, hotels, or camping grounds due to lack of other accommodations
 - Living in emergency or transitional shelters
 - Abandoned in hospitals
 - Awaiting foster care placement
 - Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
 - Living in cars, parks, public places, abandoned buildings, substandard housing, bus/train stations, or similar settings

- Incarcerated parent *(1 point)*
 - Child for whom one of his/her parents is currently incarcerated

- **Preschooler with an Individualized Education Program-IEP (1 point)**
 - Child who is currently enrolled in the Early Intervention (EI) program with an active IEP
 - Verification includes copy of IEP or other source of documentation from parent or EI agency

- **Migrant (non-immigrant) seasonal student (1 point)**
 - Child has moved from one school district to another in order to accompany or join parent or guardian who is a migratory worker or fisher
 - Within the preceding 36 months
 - In order to obtain temporary or seasonal employment in qualifying agricultural or fishing work
 - Agri-related businesses (meat or vegetable processing)
 - Nurseries (Christmas and evergreen tree farming)

- **Teen Mother (2 points)**
 - Child with a mother who was under age 18 when the child was born

Additional Points Awarded for Application Submission

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Complete application (including all documentation) submitted by end of March	<input type="checkbox"/> Y (5 points)
Complete application (including all documentation) submitted by end of April	<input type="checkbox"/> Y (3 points)
Complete application (including all documentation) submitted by end of May	<input type="checkbox"/> Y (1 point)

Pre-K Classroom Waiting Lists

As part of the West Perry School District’s Pre-K enrollment process, waiting lists are maintained for each elementary school’s Pre-K classroom. Here is how the process works:

- Each classroom services up to 17 students.
- Submitted and completed applications (including all required documentation) are reviewed using the PreK Enrollment Prioritization Rubric to generate a total risk score.
- Reviewed applications are ranked from highest total risk score to lowest total risk score.
- Slots are offered to families through phone calls/emails.
- Once the classrooms are full, the remaining applicants will be placed on the Pre-K Counts waiting list(s) for the school(s) they would attend based on their home address.
- District staff will notify families of their Pre-K Counts waitlisted status through phone calls and/or emails within 24 hours of the finding. A follow-up letter will be sent as well that contains information about local preschools in the area and the ELRC contact information so families can explore further childcare options.
- If a slot opens in one of the classrooms, district staff will contact the first family on the waitlist. If that family declines the slot, district staff will call the next family on the waitlist and so on until the slot is filled. Slots can open prior to the start of the school year and/or during the school year.

