



# Information for Enrollment of Peers in the Early Childhood Education Program 2020-2021 School Year

Selection for enrollment will **begin** in May 2020 for the 2020-2021 school year. Recognizing that there may be many more applications than placements available, a lottery will be used to choose students for the program. A waiting list will be established for students not initially chosen for the program. The ECEP Peer Component uses the following procedures to select students who will be enrolled in the program each year:

## Application Procedures:

1. Families must live in Manchester to apply. Applications must be submitted between February 10, 2020 and April 9, 2020.
2. Children **must be three years of age by August 31, 2020** in order to have his/her application considered for the program. However, parents of children who will turn three years of age after August 31<sup>st</sup> may submit an application to be placed on the waiting list on or after their child's third birthday. The waiting list is for openings that may occur when enrolled children leave the program during the year.
3. Children who are age eligible for Kindergarten (turn five years old on or before December 31, 2020) are not eligible for the Early Childhood Education Program.
4. Applications will not be held from one year to the next. For students not already enrolled in ECEP, a new application must be submitted for each upcoming year. In addition, if a parent refuses an opening in the ECEP or moves to another town while your child is on a waiting list, their name is removed from the waiting list.
5. Siblings of current students will need to submit applications in order to be considered for a peer slot in the ECEP.
6. All currently enrolled 3 year-old students, who will turn 4, will have the opportunity to return for the following school year without re-applying for the lottery. Sessions must be selected by March 2, 2020. After the returning students have selected a session for the next school year, the number of openings in the morning and afternoon session is determined.
7. As part of the application process, we will have a playgroup session so that we can meet the children, and you can meet the teachers. This will take place late April/early May. You will receive more information by mail on the dates/times as soon as the application deadline closes.

## **Preschool Schedule & Activity Fees for 2020-2021**

The Early Childhood Education Program follows the Manchester Board of Education calendar. (September through June)

Timely payment is expected. By agreement, activity fees payments will be paid in advance before the first day of school. We reserve the right to withdraw your child from the program for non-payment of activity fees. Payments are accepted in the form of a check or money order **ONLY** and should be made out to Manchester Public Schools. If your child is enrolled in the Peer Model Program, you will receive an invoice with more information regarding tuition payments.

### **3 Year Olds: 5 day half-day program. The tuition fee for the entire school year is \$775**

*This program runs Monday through Friday 8:15am-11:00am*

### **4 Year Olds: 4 day half-day program. The tuition fee for the entire school year is \$725**

*This program runs Monday through Thursday 12:00pm-2:45pm*

### **4 Year Olds: Full day program. The tuition fee for the entire school year is \$1,500.00**

*This program runs Monday through Thursday 8:15am-2:45pm, and Fridays 8:15am-11:00am.*

### **Additional Information:**

- **Parents must provide transportation.** There is **NO** bus transportation provided for this program.
- Parents are required to follow all State of Connecticut mandates and Manchester Board of Education policies regarding health requirements. **All children must get their flu shot.**
- Children must be 3 or 4 years of age to enter the Early Childhood Education Program. We encourage children to be toilet trained.

We have Preschool classes at four schools in the district. There are classes held at Manchester High School, Manchester Preschool Center, Keeney Elementary School and Buckley Elementary School. Placement will depend on availability in each location. While we do try to accommodate requests and try to keep students as close to their home school as possible, please note that it is not always a guarantee.

As a peer model, we expect your child to demonstrate the following:

- Age appropriate cognitive, motor, social, and speech/language skills.
- The ability to initiate and maintain positive interactions with children.
- Participate and sustain attention in group activities.
- Follow adult directions.

*Please keep in mind that the first month of attendance is a trial period. We will be observing our peer models to determine if he/she possesses the above-mentioned skills. If these skills are not exhibited during this trial period, we would consider this program to be inappropriate for your child and encourage you to explore other preschool opportunities for your child. Note if this were to occur, we would refund your activity fees.*

**Please note**, if your child is chosen for our preschool program, you will be asked to complete the registration requirements for the Manchester Public Schools. You will receive a packet with all of the required documents necessary to complete registration.

**Please retain these guidelines for reference.**



**Manchester Public Schools  
Early Childhood Education Program  
Peer Model Application  
2020-2021 School Year**

**Application deadline: April 9, 2020**

Child's First Name : \_\_\_\_\_ Child's Last Name : \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female Toilet Trained:  Yes  No

Parent/Guardian's Name (First & Last): \_\_\_\_\_

Parent/Guardian's Name (First & Last): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Is English Spoken at Home?  Yes  No Additional Languages Spoken: \_\_\_\_\_

Students selected for the program will be offered a placement based on availability of openings within the classrooms. All classroom locations are to be determined.

**School Session Preferred (Please Check One):**

- 5 day morning (**3 year olds**) Tuition Fee : \$775.00 per year
- 4 day afternoons (**4 year olds**) Tuition Fee : \$725.00 per year
- FULL DAY: 5 mornings, 4 afternoons (**4 year olds only**) Tuition Fee : \$1,500.00 per year

Please INITIAL the following statements

- I understand my child must reside in Manchester to be eligible to participate in the lottery and enroll in the preschool program
- I understand that parents are responsible for transportation, there is no bus transportation provided
- I understand that I am responsible to make tuition payments by the given due date or my child will be withdrawn from the program
- I understand all children applying for a peer position in the Early Childhood Education Program must be three years of age on or before August 31, 2020
- I understand that the first month is a trial period. If this program is not appropriate for my child, he/she will be withdrawn from the program and activity fees will be refunded

Initials

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**Please mail, deliver or email all applications to:**

Ashley Ladr, Preschool Secretary  
Manchester Board of Education  
45 North School Street  
Manchester, CT 06042  
Phone: 860-647-3483  
Fax: 860-647-6911  
[aladr@mpspride.org](mailto:aladr@mpspride.org)

I have read and understand the application procedures and activities fee/payment requirements.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date