



# Information for Enrollment of Peers in the Early Childhood Education Program (ECEP) 2023-2024 School Year

We have Preschool classes at three schools in the district. There are classes currently at the Manchester Preschool Center, Keeney Elementary School and Martin Elementary School. Placement will depend on availability in each location. **LOCATION OF CLASSES IS SUBJECT TO CHANGE.** 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 guaranteed.

Selection for enrollment will **begin** in May 2023 for the 2023-2024 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 Early Childhood Education Program (ECEP) Peer Component uses the following procedures to select students who will be enrolled in the program each year:

## **Application Procedures:**

1. Children must live in Manchester to be eligible. Applications must be submitted between March 1, 2023 and April 14, 2023.
2. Children **must be three years of age by August 31, 2023** 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. This does not guarantee an opening or placement in the program.
3. Children who are age eligible for Kindergarten (turn five years old on or before December 31, 2023) 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 the 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 applicants will be invited to a Playgroup Session in early May 2023 as part of the application process. This will allow our teachers to meet the children and do some activities in a classroom. The schedule for the Playgroup will be communicated with you after the application deadline has passed. Please ensure that all contact information is correct on the application.

## **Preschool Schedule & Activity Fees for 2023-2024**

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, Tuesday, Thursday, Friday 12:00pm-2:45pm*

***\*\*schedule of days is subject to change\*\****

### **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.

### **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

2023-2024 School Year

**Application deadline: April 14, 2023**

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

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

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

<b>Parent 1 Name</b>		<b>Parent 2 Name</b>	
<b>Relationship to Student</b>		<b>Relationship to Student</b>	
<b>Address</b>	_____ _____	<b>Address</b>	_____ _____
<b>Phone</b>	Home: _____ Cell: _____	<b>Phone</b>	Home: _____ Cell: _____
<b>Email</b>		<b>Email</b>	

<b>Child lives with:</b>	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother only	<input type="checkbox"/> Father only	<input type="checkbox"/> Grandparents Other Guardian
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**Please check any words or characteristics that apply to your child:**

<input type="checkbox"/> Affectionate	<input type="checkbox"/> Shy or fearful	<input type="checkbox"/> Easily frustrated
<input type="checkbox"/> Calms easily	<input type="checkbox"/> Difficult to handle	<input type="checkbox"/> Happy
<input type="checkbox"/> Moody/Sad	<input type="checkbox"/> Very active	<input type="checkbox"/> Quick tempered
<input type="checkbox"/> Learns quickly	<input type="checkbox"/> Distractible	<input type="checkbox"/> Curious

<input type="checkbox"/> Seeks out other children for play	<input type="checkbox"/> Likes to be alone in quiet play
<input type="checkbox"/> Seeks help when needed	<input type="checkbox"/> Plays well with other children
<input type="checkbox"/> Likes to sit and listen to a story	<input type="checkbox"/> Can stay focused on a project

**Do you have any questions or concerns about your child's:**

<input type="checkbox"/> Listening and understanding	Explain:
<input type="checkbox"/> Ability to talk clearly	
<input type="checkbox"/> Seeing clearly	
<input type="checkbox"/> Amount of energy	

**Child's Developmental History**

<input type="checkbox"/> Met all developmental milestones? If no, please explain	<input type="checkbox"/> Premature birth (under 3 lbs 4 oz)	Toilet trained: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Lead poisoning Level: _____	<input type="checkbox"/> Frequent ear infections	Age trained: _____

Explain :

What language(s) is/are spoken at home?	
What language does the child speak at home?	
Do you need a translator?	

Did or does your child attend another preschool? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name and Address: _____ _____ _____
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Has your child been referred to or has received Birth to Three services?     Yes     No

Is there anything else you would like us to know about your child?

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**\*\*\*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

**Please INITIAL the following statements**

**Initials**

- 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, 2023
- 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

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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.**

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Parent Signature

Date