# Mesquite ISD

# Tuition-Based Pre-Kindergarten Program



## 2020 - 2021

3819 Towne Crossing Blvd.
Mesquite, TX 75150

MESQUITE INDEPENDENT SCHOOL DISTRICT
David Vroonland, Ed.D., Superintendent of Schools

March 31, 2020

Dear Parent,

Thank you for your interest in the Mesquite ISD Pre-Kindergarten Tuition-Based Program for 4-year-olds. Enrollment in the Tuition-Based Program is limited to residents of the district and children of Mesquite ISD employees. The cost for this program is $4,025 for the 2020-2021 school year, regardless of the number of school days in any particular month. Payment can be made in full at the start of the school year or in 9 monthly installments. If paying monthly, the first payment is due Sept. 1, 2020.

The enrollment documents are attached. Packets are available at the MISD Administration Building or you may download a printable packet from the Mesquite ISD website.

Pre-Kindergarten enrollment documents must be completed and submitted to Administrative Services in the Administration Building, which is located at 3819 Towne Crossing Blvd.

Parents will be notified by mail if their child is accepted into the program or placed on a wait list. Parents of selected students will be required to pay a nonrefundable $200 deposit at time of placement to reserve their spot for the 2020-21 school year.

Each of our teachers are highly qualified and trained in order to meet the needs of your preschool child. We hope you will find the program to be an incredible learning experience for your child.

If you have any questions, please contact Administrative Services at 972-882-7373.

Thank you,

Karyn Cummings

Karyn Cummings, Ed.D.
Assistant Superintendent of Administrative Services

3819 Towne Crossing Blvd.
Mesquite, TX 75150

972-288-6411
www.mesquiteisd.org

Beth Nicholas
Deputy Superintendent

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Assistant Superintendent

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Assistant Superintendent

Ángel Rivera, Ed.D.
Assistant Superintendent

# Frequently Asked Questions

### What documents are required for placement into the Pre-Kindergarten program?

The following documents must be submitted:

- Pre-K Student Application
- Agreement of Attendance for Pre-Kindergarten
- Enrollment Agreement
- A copy of birth certificate
- Immunization record
- Social security card (if applicable)
- Copy of parent(s) driver's license (or other state-issued photo ID)
- Proof of residency in the district.

Mesquite ISD employees must provide a copy of their ID badge. Only students with completed enrollment packets will be considered for placement.

### What schools will offer this tuition-based program for 2020-2021?

All Mesquite ISD elementary schools will offer Tuition-Based Pre-Kindergarten based on availability, with the exception of Porter and Lawrence.

### How much is tuition for 2020-2021?

Yearly tuition is $4,025 payable in a lump sum or payments of $425 per month for 9 months due on the first day of the month. (September-May) Mesquite ISD employees must pay through payroll deduction. A $200 non-refundable deposit (paid through payroll deduction for employees) is required upon acceptance into the program.

### When is the enrollment period for 2020-2021?

Enrollment opens March 31, 2020, and will continue until full.

### What are school day hours?

Regular school hours (7:55 a.m. - 3:05 p.m.) will be observed. *Right at School* is an after-school program available at certain campuses for an additional fee. Contact *Right at School* at rightatschool.com/program-finder/ for more information.

## Are meals provided?

Breakfast and lunch are available for an additional charge. Parents are welcome to send a packed lunch and/or a nutritious snack with their child for snack time.

## Is transportation provided for Tuition-Based Pre-Kindergarten?

Transportation is not provided to students in the Tuition-Based Pre-Kindergarten Program.

## What curriculum will be used?

The Pre-Kindergarten program provides a detailed outline of knowledge and skills young children need to build a solid foundation for later learning. A complete version of the Texas State Pre-Kindergarten Guidelines can be found online at tea.texas.gov/Academics/Early_Childhood_Education/Texas_Prekindergarten_Guidelines.

## How many students will be in the class?

Each classroom may have up to 22 students.

## I am an employee, but do not live in the attendance zone of the elementary campus I would like for my child to attend. Do I need to complete a request for transfer?

No, placement is solely based on availability.

## I am not an employee of Mesquite ISD. Is my child eligible to enroll?

Yes, however, Mesquite ISD employees who are district residents will have the first option to enroll.

## I am not an employee of Mesquite ISD, and I do not live in Mesquite ISD. Is my child eligible to enroll?

No. Mesquite ISD's Tuition-Based Pre-Kindergarten Program is only available to students living within the district or the children of an employee.

# Parent Handbook

## Age Limits and Eligibility

Students entering the tuition-based program must be 4 years of age on or before September 1, 2020.

## "All Day Program" Definition

Regular school hours (7:55 a.m. - 3:05 p.m.) will be observed. Regular school calendar will be observed.

## For On-Campus After School Care Contact:

Contact *Right at School* at rightatschool.com/program-finder/. Many local daycares offer after school care options as well.

## Attendance

Mesquite ISD is not considered a daycare establishment. It considers the Pre-Kindergarten program to be an integral part of the pre- educational programming. Because the number of openings are limited in the Pre-Kindergarten, it is an expectation for parents to have their child arrive to school on time daily. This will avoid disruptions for the classroom. We want your child's teacher to have the best opportunity to maximize the learning environment. If you know your child is going to be absent for an extended time, please contact the school office.

## Contacts

Please contact Administrative Services at 972-882-7373 if you have general questions about the Mesquite ISD Tuition-based Pre-Kindergarten Program.

## Curriculum

The Pre-Kindergarten program provides a detailed outline of knowledge and skills young children need in order to build a solid foundation for later learning. Texas State Pre-Kindergarten Guidelines can be found online at tea.texas.gov/Academics/Early_Childhood_Education/Texas_Prekindergarten_Guidelines.

This is NOT a Special Education program. Children who have special needs may be served through other placements in early childhood programs. Due to the differing needs of the preschoolers, some students will be at the beginning of the learning continuum while others may be further along. ALL students, however, will be provided instruction that ensures they master their appropriate learning objectives as set forth by our preschool curriculum.

## Enrollment

Registration will be on a first-come, first-served basis. Mesquite ISD Employees who are district residents and district residents will have the first option to enroll. Remaining openings will be given to non-resident employees and determined on a first-come, first-served basis. Mesquite ISD residents must provide either a current utility bill (no phone bills) or lease agreement with name and address for verification. Mesquite ISD employees must provide a copy of their employee ID badge. Employees living outside of the Mesquite ISD district need to complete and submit an enrollment packet. Beginning late June, the district will notify parents by mail regarding acceptance for the program or of placement on the waiting list. The list of applicants will be maintained for reference throughout the school year. Parents will be contacted in order of the applicant waiting list as openings become available.

## Field Trips

The Pre-Kindergarten teacher will determine the number of chaperones to accompany students on school-sponsored field trips. However, it will be necessary to have a minimum ratio of 11-1 on all trips. All volunteers must pass a background/criminal check, prior to a field trip. The school office can help you obtain a volunteer badge. Chaperones will be asked to pay for their own expenses. Chaperones will provide their own transportation. Siblings are not allowed to attend the event. All students must ride the bus, which will be provided by Mesquite ISD.

## Health and Medication

Each campus has a full time registered nurse. Please contact the nurse if your child has any health or medical issues or if you have questions about health services. Medications may not be sent to school with the child. Parents need to deliver all medications to the nurse's office. All medications and must be accompanied by a doctor's prescription in the original container.

## Location of Program

For the 2020-2021 school year, the Tuition-Based Pre-Kindergarten class will be offered at all MISD elementary schools, with the exception of Lawrence and Porter, based on availability.

## Meals

Breakfast and lunch are available for purchase through the Mesquite ISD Nutrition Program, or a child may bring a sack lunch from home.

## Potty Training

All students must be "potty" trained prior to admission.

## School Day and Calendar

The Pre-Kindergarten program will follow the Mesquite ISD student school calendar.

## Student/Teacher Ratio

Classes will have no more than 22 students with a certified teacher and a teacher assistant.

## Supplies

A school supply list can be found on the district website at www.Mesquiteisd.org. Click on Schools at the top of the webpage then choose the school your child will be attending. Click on School Supplies on that school's website.

## Transportation

Transportation is not provided for the Tuition-Based Pre-Kindergarten Program.

## Fees/Tuition

A $200 non-refundable deposit is required upon acceptance into the program. This deposit will be applied to the first month's tuition. The $4,025 annual tuition is payable based on 2020-2021 school calendar, regardless of the number of school days of service in any particular month. Tuition is subject to change with Board approval. Tuition is due the 1st of each month. Parents may pay this amount in full or in 9 monthly payments ($425) by check or money order. Mesquite ISD employees will be required to utilize the payroll deduction system. Payment will be deducted from each pay period. Failure to make payments will result in the withdrawal of your child from the program. Residents that are not employees should mail or drop-off their tuition payment at our Administration Building located at 3819 Towne Crossing Blvd. to the Administrative Services office in Suite 100.

A daily late fee of $50 will be assessed for payments received after the close of business on the day payment is due. This program is NOT supported by state and district funds, therefore prompt tuition payment is required each month to maintain your child's placement.

# Enrollment Parent Checklist

**IMPORTANT NOTE TO PARENTS:** The following documents must be completed to qualify for Pre-Kindergarten. Incomplete packets will not be considered for placement in the program.

- [ ] Pre-K Student Application
- [ ] Agreement of Attendance for Pre-K
- [ ] Enrollment Agreement
- [ ] Student's Birth Certificate
- [ ] Student's Immunization Record
- [ ] Student's Social Security Card
- [ ] Parent(s) Driver's License (or other state-issued photo ID)
- [ ] Proof of residence, such as:
  - Current utility bill (gas, water or electric)
  - Current lease agreement with name and address
- [ ] Non-refundable deposit (employee's $200 taken through payroll deduction)

**For MISD Employees ONLY:**

- [ ] Proof of Mesquite ISD employment (copy of ID badge, if applicable)
- [ ] Payroll Deduction Form (if applicable)

# Pre-K Student Application

Student's full name as it appears on the birth certificate: _____

Preferred name: _____ Birth Date: ____/____/____ ☐ Male ☐ Female

Home Address: _____

City: _____ State:_____ Zip:_____

Home MISD elementary school or other district: _____

Last school/daycare child attended: _____

Preferred school choice: 1.) _____ 2.) _____ 3.) _____

STUDENT LIVES WITH:

☐ Both Parents ☐ Father ☐ Mother

☐ Mother/Stepfather ☐ Father/Stepmother

☐ Legal Guardian, *describe relationship to student*: _____

MOTHER/LEGAL GUARDIAN INFORMATION:

Name: _____

Address: _____

City: _____ State:___ Zip:_____

Home Phone: _____

Cell Phone:_____

Employer: _____

Work Phone:_____

Occupation: _____

Email:_____

FATHER/LEGAL GUARDIAN INFORMATION:

Name: _____

Address: _____

City: _____ State:___ Zip:_____

Home Phone: _____

Cell Phone:_____

Employer: _____

Work Phone:_____

Occupation: _____

Email:_____

LIST ANY SIBLINGS CURRENTLY ATTENDING MESQUITE ISD SCHOOLS:

| ***Brother/Sister Name*** | ***School*** | ***Grade*** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Has your child had a behavior or educational assessment? ☐ Yes ☐ No

Has your child ever been diagnosed as having a learning disability and/or difference? ☐ Yes ☐ No

If yes, please give the date(s), nature of the consultation and the name and address of consultant:

Do you suspect your child to have **ANY** developmental delays that would prevent him/her from having success in the Pre-Kindergarten Program? ☐ Yes ☐ No

If yes, please describe:

Is parent a Mesquite ISD district resident? ☐ Yes ☐ No

*If yes, you must provide a current utility bill or mortgage or lease agreement with name and address for district verification.*

**For Mesquite ISD Employee Parents ONLY**

Employee Name:_____ Campus/Facility:_____

Mesquite ISD district employees will be required to utilize payroll deduction system, unless the district employee has court papers proving that an ex-spouse is responsible for payment. Employee must provide a copy of employee ID badge for verification.

Person financially responsible for pay tuition:_____

Relationship to student:_____

*This program is NOT supported by state and district funds, therefore prompt tuition payment is required each month to maintain your child's placement (as set forth in the Enrollment Agreement). This is not a Special Education Program. Children who have special needs should be served through appropriate placements in other early childhood programs.*

I certify that all of information above is true and correct. I understand that school district officials may verify the information on the application. If investigation indicates false information has been provided, my child may be withdrawn from the program.

_____ _____

Parent/Legal Guardian's Signature Date

RETURN THIS APPLICATION ALONG WITH REQUIRED DOCUMENTS TO:

Administration Building
Attn: Administrative Services
3819 Towne Crossing Blvd., Suite 100
Mesquite, TX 75150

*Once all documents have been submitted, they become the property of Mesquite ISD.*

# Agreement of Attendance for Pre-K

The Tuition Pre-Kindergarten Program is limited in the number of opening; therefore, the following must be agreed to on a continuous basis:

_____ I agree to have my child to school on time.
*INITIAL*

_____ I agree to have my child picked up from school on time.
*INITIAL*

_____ I agree to notify my elementary school office if my child is going to be absent.
*INITIAL*

_____ I agree to conference with my child's teacher when requested.
*INITIAL*

**Students who are enrolled for the Pre-Kindergarten Program are required to attend. Enrolled students are expected to follow the attendance rules as set forth by the contract agreement. Failure to adhere to above statements may result in withdrawal of student from the program.**

I,_____ have read and understand the statements above. I agree to each statement.

Student's Name:_____

_____ _____

Parent/Legal Guardian's Signature Date

# Enrollment Agreement

The parent(s)/guardian(s) of_____("Student") hereby enroll the student in the Mesquite Independent School District Pre-Kindergarten Program (Pre-Kindergarten Program), for the 2020-2021 school year, subject to provisions below. In consideration of the acceptance by the Pre-Kindergarten Program of this agreement, the Parent(s) agree, jointly and severally, to pay the Tuition and Fees as set forth in this Enrollment Agreement ("Agreement'). Tuition and fees include payment for a full-day Pre-Kindergarten program, on student school days designated by the Mesquite ISD 2020-2021 School Calendar.

## I. Tuition

The parent agrees to pay the required Tuition and Fees, as specified below.

A. Summary of Tuition:

Non-refundable Deposit: . . . . . $ 200
Annual Tuition (9 months/pro-rated based on school days): . . . . . $ 3,825

Employees are required to use payroll deduction at each pay period beginning with September paycheck. Tuition for non-employees is due the 1st of each month, starting September 1, 2020.

_____ *INITIAL*

B. Non-refundable Fees: A non-refundable deposit of $200 must be submitted at time of acceptance. If the student is accepted in the Pre-Kindergarten Program and fails to attend or is withdrawn, this deposit will not be returned to the parent. In addition, if the student is withdrawn from the Pre-Kindergarten Program for any reason and is accepted back into the Pre-Kindergarten Program at a later date, the parent must submit a new deposit of $200.

_____ *INITIAL*

C. Tuition Payments: The $4,025 annual tuition is payable based on the 2020-2021 school calendar, regardless of the number of school days of service in any particular month.

- Mesquite ISD district employees will be required to utilize the payroll deduction system; unless the district employee has court papers proving that an ex-spouse is responsible for payment.
- Those who are not employed by Mesquite ISD may mail or drop payment off at the MISD Administration Building located at 3819 Towne Crossing Blvd., Suite 100.

_____ *INITIAL*

Based on the 2020-2021 yearly/school calendar, monthly tuition payments must be received for each month as follows (unless payroll deducted):

| **Tuition for Month of:** | **Payment Due:** | **Tuition for Month of:** | **Payment Due:** |
|---|---|---|---|
| August | Deposit Covers August | January | January 5, 2021 |
| September | September 1, 2020 | February | February 3, 2021 |
| October | October 1, 2020 | March | March 1, 2021 |
| November | November 2, 2020 | April | April 5, 2021 |
| December | December 1, 2020 | May | May 3, 2021 |

_____ *INITIAL*

## II. Delinquent Accounts

The Parent understands and agrees that the timely payment of tuition and fees in accordance with this Agreement is important to the operating budget of the Pre-Kindergarten Program. Accordingly, the Parent agrees as follows:

A. Monthly tuition is due on the 1st day of the month, or the Monday following the 1st. (see schedule). There is a daily $50 late payment fee for tuitions received after the close of business on the due date.

B. Any account which is delinquent as of the last school day of the month in which the payment is due will result in **automatic withdrawal** of the student from the Program on the first school day of the following month the payment was due. Such suspension, dismissal, or refusal by Mesquite ISD to allow the student to attend shall not be considered a breach of this Agreement by Mesquite ISD and shall be without prejudice to any other rights Mesquite ISD may have under this Agreement.

C. Any student who reapplies to the Pre-Kindergarten Program after being automatically withdrawn for a delinquent account must reapply to the program as a new student, pay all past due tuition and Fees, and pay a new deposit, before being considered for reenrollment.

D. Any student who is automatically withdrawn twice (2 times) for a delinquent account will not be eligible to apply for re-enrollment in the Pre-Kindergarten Program.

E. Student progress reports, certificates of completion, and/or any other school records may be withheld for any student for whom Tuition and Fees are delinquent, until tuition and fees are paid in full.

F. Mesquite ISD shall be entitled to reimbursement for all collection costs associated with collecting delinquent accounts, including any court costs and attorney's fees.

_____
*INITIAL*

## III. Mesquite ISD Authority

Mesquite ISD reserves the following rights:

A. To require the immediate withdrawal of any student whose presence is considered detrimental to either the student's or the Pre-Kindergarten Program's best interest or who the Pre-Kindergarten Program determines is not benefiting from or adjusting to the Pre-Kindergarten Program;

B. Mesquite ISD reserves the right to reject, for any reason, an enrollment application in the Pre-Kindergarten Program for any subsequent year;

C. To immediately suspend or dismiss any child from the Pre-Kindergarten Program that the faculty or administration of the Pre-Kindergarten Program or Mesquite ISD may determine needs additional educational and/or special education services that cannot be provided by the Pre-Kindergarten Program; and

D. To immediately suspend or dismiss any child whose parents fail to comply with the rules and/or procedures of the Pre-Kindergarten Program and/or the provisions of this Agreement.

_____
*INITIAL*

## IV. Parent Acknowledgments

A. Registration will be on a first-come, first-serve basis. Mesquite ISD Employees who are district residents and district residents will have the first option to enroll. Remaining openings will be given to non-district employees on a first-come, first-serve basis. Completed enrollment packets will be stamped with the date of receipt. (District residents must provide either a current utility bill or lease agreement with name and address for verification. Phone bills will not be accepted.) Incomplete enrollment packets will not be eligible to be considered for enrollment.

B. The Parent acknowledges that the Pre-Kindergarten Program is solely a self-funded tuition-based program, which is not supported by state or school district funds. ***TIMELY PAYMENT OF TUITION AND FEES IS, THEREFORE, A REQUIREMENT FOR ATTENDANCE***.

C. The Parent agrees that if the Pre-Kindergarten Program is not deemed appropriate for the student's ability and needs, Mesquite ISD may require the student's withdrawal from the Pre-Kindergarten Program.

D. The Parent agrees to provide all transportation to and from the Pre-Kindergarten Program for the student.

E. Mesquite ISD is not considered a daycare establishment. It considers the Pre-Kindergarten program to be an integral part of the pre-K through grade 12 educational programming. Because the number of openings are limited in the Pre-Kindergarten Program, it is an expectation for parents to have their child arrive to school on time daily. This will avoid disruptions for the classroom. We want your child's teacher to have the best opportunity to maximize the learning environment.

F. If you know your child is going to be absent for an extended time, please contact the school office.

G. The Parent acknowledges that Mesquite ISD may deny access to any child believed to be suffering from an illness which could endanger the health of other students and/or faculty, including, but not limited to, communicable diseases, fever, flu, chicken pox, etc.

H. The Parent acknowledges that the Pre-Kindergarten Program is not a special education program under the Individuals with Disabilities Education Act ("IDEA") and that any Pre-Kindergarten student who is eligible for special education services under the IDEA may be served through other placements in early childhood programs.

_____
*INITIAL*

## V. Termination

A. It is agreed that enrollment of the Student, as specified in this Agreement, may be cancelled by the Parent, without penalty (except forfeiture of the $200 deposit and the remainder of the month's Tuition and Fees) with ten (10) days written notice. However, if a Student is withdrawn or removed by either the Parent or by Mesquite ISD from the Pre-Kindergarten Program during any calendar month, the Parent is not entitled to any refund of tuition and fees already paid.

_____
*INITIAL*

## VI. Miscellaneous

A. The Parent acknowledges that this Agreement represents the complete agreement between the parties, and that this Agreement supersedes any prior agreement(s), promise(s), or representation(s), either written or oral.

B. Where appropriate, plural terms include singular and pronouns of one gender include both genders.

C. This Agreement is fully performable in Dallas County, Texas. Exclusive jurisdiction and venue for any legal proceeding under this Agreement shall be in state district court in Dallas, County, Texas.

_____
*INITIAL*

Is parent a Mesquite ISD district resident? ☐ Yes ☐ No

*If yes, you must provide a current utility bill or mortgage or lease agreement with name and address for district verification.*

**For Mesquite ISD Employee Parents ONLY**

Employee Name:_____ Campus/Facility:_____

Mesquite ISD district employees will be required to utilize payroll deduction system, unless the district employee has court papers proving that an ex-spouse is responsible for payment. Employee must provide a copy of employee ID badge for verification.

Person financially responsible for pay tuition:_____

Relationship to student:_____

***Please read the entire contract and fully understand it before signing and dating it in the spaces provided below. This document is a contract which shall be interpreted and enforced in accordance with the laws of the state of Texas.***

I certify that all information on this application is true and correct. I understand that school district officials may verify the information on the application/contract. If investigation indicates false information has been provided, my child may be withdrawn from the program.

Student's Name:_____

Parent(s) Name:_____

_____ _____

Parent/Legal Guardian's Signature Date

# Payroll Deduction Form

Employee Name:_____ Employee ID:_____

Student Name:_____

I agree that the Pre-Kindergarten Program tuition amount will be regularly deducted from my Mesquite ISD paycheck from September 2020 through May 2021.

_____ _____

Parent/Legal Guardian's Signature Date