

Pre-Kindergarten Admissions Guidelines

Background: Since families have had to navigate many individual school rules and procedures in order to apply for pre-Kindergarten, the DOE will launch a more parent friendly, centralized process, which means:

- > Fairness: Admissions processes and timelines will be standardized so all students have a fair chance to attend Pre-K. There will be a uniform sibling policy.
- > Easy Navigation: Families will know their options and be able to make informed choices.
- > Parental Choice: Families will choose schools, rather than schools choosing students.

1. What is the new proposal for Universal Pre-kindergarten admissions to public schools?

Children who are four-years-old, born between January 1 and December 31, 2004, and who reside in New York City are eligible for Universal Pre-Kindergarten. The new Universal Pre-Kindergarten admissions policy for public school will utilize a single, standardized application. Individual school based applications will no longer be used. A directory that lists all parent options for public schools and CBOs will be published and a single timeline will be implemented across the city.

Siblings will be given first preference for admission to Universal Pre-Kindergarten.

Then all other students will be admitted according to the following order of priority:

- Within-district residents
 - 1) Zoned students when applying to their own school
 - 2) District students whose zoned school has no Universal Pre-Kindergarten; district students with no zoned school
 - 3) Zoned students applying to a different zoned school
- Out-of-district residents (within borough)
- Out-of-district residents (out-of-borough)

2. How will schools and parents find out about Universal Pre-Kindergarten Admissions?

Flyers will be distributed to schools, community organizations, faith based organizations and elected officials. Newspaper ads will run in local community papers. Pre-Kindergarten Directories with information about the new Universal Pre-Kindergarten admissions process will be distributed to all public elementary schools, community-based organization sites offering UPK programs, community school district offices and borough enrollment offices. In addition, the directory and applications will be available online at <http://schools.nyc.gov/ChoicesEnrollment/PreK>.

3. What is the timeline for public school Universal Pre-Kindergarten programs?

Activity	Date
Application packets delivered to schools	March 28, 2008
Applications due (postmarked)	Friday, April 18, 2008
Families receive admission letters	Week of May 19, 2008
Students begin to register at schools	Week of May 19, 2008

4. Who is doing placement for the public school Universal Pre-Kindergarten programs?

The Office of Student Enrollment will be responsible for the Universal Pre-Kindergarten enrollment and placement process in New York City public schools. Community based organizations will continue to enroll students for their own programs.

5. What information will be available in the Universal Pre-Kindergarten Directory?

The Directory will include information about New York City Public School Pre-Kindergarten programs and CBO programs. Schools, with their locations, offerings (half-day and/or full day) will be listed in the Directory. Schools will be organized by borough to make it easy for parents to navigate. The Directory will include a step-by- step guide on how to apply to a public

school and/or a CBO program. The application and the return envelope for the public school Universal Pre-Kindergarten programs will be part of the Directory packet.

6. Once parents complete their applications for the public school Universal Pre-Kindergarten program, where are the applications submitted?

After completing the UPK public school application, parents will mail the application to a central location in the business reply envelope provided in the Directory. All information will be available in the Directory.

7. How will parents find out about their public school Universal Pre-Kindergarten placement?

The Office of Student Enrollment will notify parents once the admissions process is completed. Parents will receive an offer letter and will be given directions on how to pre-register at the assigned school. Parents will be required to provide documentation (proof of age, address, immunization, etc) for pre-registration.

8. How will public schools be notified of the students who have been assigned?

The Office of Student Enrollment will inform schools in May of students who received an offer to a UPK public school program. Schools can then begin to pre-register assigned students.

9. How will children with IEPs apply for public school Universal Pre-Kindergarten?

A. The parent uses the same standard public school Universal Pre-Kindergarten application if a child currently has an IEP for related services and/or Special Education Itinerant Teacher (SEIT) services and the parent wants his or her child to receive the same services.

B. The parent does not have to file the standard public school Universal Pre-Kindergarten application if his/her child has an IEP that specifies Special Class or Special Class in an Integrated Setting and the parent wants his or her child to receive this service. Instead, placement will follow the CPSE guidelines that are currently in place.

10. How will parents apply for Community-Based Organization Universal Pre-K Programs?

The process remains the same as in previous years. Families who wish to apply to a CBO program must obtain the application directly from the CBO or the DOE website <http://schools.nyc.gov/ChoicesEnrollment/Prek>.

11. What are UPK Community-Based Organizations and what services do they provide?

UPK community-based organizations (CBOs) are nonprofit or for-profit groups that contract with the Department of Education to provide Universal pre-Kindergarten programs free of charge to families. In addition many CBOs offer programs for four-year-olds during other parts of the day. When parents contact CBOs about enrolling their children, they may wish to ask about other programs the CBO offers for their child and any eligibility requirements and costs for these services.

12. Are there any pre-Kindergarten programs for gifted students?

No. The Department of Education does not offer gifted education programs for four-year-olds. UPK pre-Kindergarten programs are designed to address the diverse needs of the children who are enrolled.

13. Can four-year-olds be enrolled in kindergarten instead of pre-Kindergarten?

No. Children must turn five during 2008 in order to enroll in the kindergarten program.