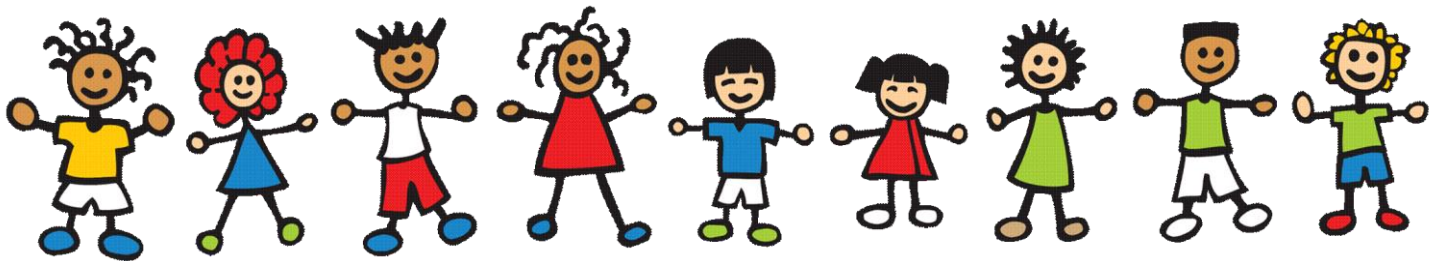


Early Childhood Programs 2015-2016



Title I

LA-4

Education Excellence Fund (EEF)
8g Preschool Block Grant

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Pre-K Selection Criteria

_____ Child must be 4 years of age by September 30, 2015 (verify using the birth certificate)

_____ Child must reside within school zone (2 proofs of residence required)

_____ Out of zone children of employees will be accepted if the school has no waiting list. Proper zone transfer paper work must be completed and sent to Frederick Wiltz for approval

_____ The district will prioritize enrollment using the following criteria should we have more applicants than available slots:

- Students with identified developmental delays who have a current IEP
- Students who are identified as being “at-risk” using one or more of the following criteria:
(1) family income at or below the poverty level, (2) cognitive, physical, or emotional concerns as identified by a health care professional or other qualified professional
- Students scoring lowest on the Brigance Screen

_____ In addition to this, only Free/Reduced lunch children are eligible for placement in the LA-4 Program.

General Notes

- **All Pre-K registrants must be entered into JPAMS before Clair Blanchard can process lunch applications to determine LA-4 eligibility (school secretary)**
- **All parents must fill out a free/reduced lunch survey.**
- **The lunch survey should be completed in one colored ink only and school personnel should not write on the lunch app (i.e. free/reduced); if a parent calls in missing information, this must be documented on the lunch app (i.e. Food Stamp # _____ called in by phone on 8-2-14 and added to app by Mary Brown, school employee)**
- **At no time should a parent be given information on the amounts that qualify families for free or reduced lunch. This information is confidential.**

- **One Pre-K professional employee should be assigned to verify income and informally determine whether a child may qualify for free/reduced lunch using the guidelines; the employee should make a listing of children who qualify for free/reduced lunch; Free-Red. or Paid should be written on child’s Brigance Screen Form**
- **Above person should be designated to check lunch apps. Apps should be checked carefully and should contain all needed information; any omitted info. should be brought in ASAP; mistakes on lunch apps can result in improper student program placement**
- **Once the Brigance Screen is administered to all, organize screens into categories: by race and gender in lowest to highest score order. Indicate “Free-Red.” / “Paid” to indicate preliminary lunch status (i.e. black males, black females, white males, white females).**
- **Once rosters are done, call parents by August 3rd, giving a testing date and time**
- **Student information should be added to Teaching Strategies Gold by August 6th.**
- **Individualized parent orientation will take place on August 6th and 7th during the scheduled district assessment.**

Please call Nicole Angelle @ 332-2105 Ext. 2841 or 207-6274 if you have any questions

PreK Program of Study Time Requirements (Using a minimum of 370 minutes)

Activities	Percent	Minutes
Teacher Directed (whole/small group)	35%-45%	130-167
Student Initiated (learning centers)	25%-35%	93-130
Snack/Restroom	10%	37
Rest Period	20%	73
Total minutes		370

Reminder: St. Martin Parish Schools schedule a minimum of 370 minutes per day

St. Martin Parish PreK Program Teacher/Paraprofessional Checklist

- ✓ The maximum number of children enrolled in a PreK class shall be no more than 20; each class shall have a child-to-certified teacher ratio of no more than 20 to 1 and a child-to-adult ration of no more than 10 to 1.
- ✓ Ensure that all children in the PreK classes are eligible. Refer to eligibility list(s).
- ✓ Vision/hearing/dental screens will be scheduled and must be completed within 90 days of participation.
- ✓ Any child with a suspected physical or mental developmental health need shall be referred to the proper source or agency for coordination of and access to appropriate services.
- ✓ Schools and district must provide parent workshops and/or programs which provide information on child development and involvement in their child's educational experience.
- ✓ Provide opportunities for parents to participate in volunteer activities and parent/teacher conferences; parents must be invited to participate in a variety of PreK program activities; all participation should be documented.
- ✓ Provide Kindergarten transitional activities for students/parents to ensure an easy transition to Kindergarten.
- ✓ Parents/guardians suspected of experiencing emotional difficulties, which impede their positive parenting abilities should be provided with referrals to agencies which can provide appropriated services, including crisis intervention services.
- ✓ Parents should be informed of all locally available adult education opportunities.
- ✓ Parents and teachers shall sign a Home and School compact developed by the school or district; the teacher shall keep one copy on file, one copy should be sent to the parent.
- ✓ Teachers and Paraprofessionals will plan/discuss lessons on a weekly basis. Activities should include whole group and small group activities (bulletin 741); adaptations and modifications should be made when necessary to meet 504/IEP goals and PreK program requirements.
- ✓ Individual student portfolios on TS Gold must be maintained by teachers and should be kept up to date. Samples should include items such as, but not limited to: work samples, writing samples, artwork, photos of performance tasks, checklists, DSC, curriculum assessments, photos (Social/Physical), etc.
- ✓ No form of demeaning language or corporal punishment should be used with any child enrolled in PreK.
- ✓ **PREK TEACHERS AND PARAPROFESSIONALS ARE REQUIRED TO REMAIN WITH THEIR STUDENTS FROM ARRIVAL TO DISMISSAL.** At no time should a PreK teacher or

paraprofessional be pulled from the classroom to assume other duties at the school site such as monitoring another classroom, tutoring, etc.

- ✓ District personnel in collaboration with the principal and curriculum coordinator shall work as a team to conduct program assessment in order to ensure quality programming using the Requirements and Guidelines for Public School and Nonpublic School Early Childhood Development (NSECD) Programs as well as the CLASS observation tool and Louisiana's Birth to Five Learning and Development Standards.
- ✓ PreK teachers and paraprofessionals must maintain no less than 18 clock hours of professional development per year; documentation must be kept on file at the district level and program site.
- ✓ Attendance should be monitored carefully by both teacher and paraprofessional. Parent contact should be made and documented on a daily basis in regards to absences. The Intervention Plan for Chronic Absenteeism must be followed.
- ✓ PreK students who are on free or reduced lunch shall be provided with a lunch form the cafeteria for all Field trips.
- ✓ Adhere to guidelines in the Snack policy.

Teacher Signature _____ Date:

Paraprofessional Signature _____ Date:

Principal Signature _____ Date:

Supervisor Signature _____ Date: