



PreKindergarten Handbook

Inspiring students through innovative education.

OUR MISSION	1
PRE-K PATHWAYS	1
Pre-K Eligible 4 Year Olds	2
Early Childhood Special Education Students (ECSE)	3
Dual Language Pre-K	3
Forney ISD Employee Tuition-Based Pre-K	3
GENERAL INFORMATION	4
Class Times, Attendance, and Transportation	4
Curriculum	4
Staffing	5
Daily Schedules	5
Parental Involvement, Conferences, and Home Visits	5
Toileting	5
Napping	6
ENROLLMENT IN PRE-K	6
Required Enrollment Documentation	6
RESOURCES	7
Forney ISD Family Engagement Plan	7
Pre-K Contacts	7

OUR MISSION

Forney ISD Pre-K

The goal of Forney ISDs Pre-Kindergarten program is to ensure that students enter school with the necessary knowledge and skills to be successful learners, collaborators, and creators. Our program partners with families and the community to ensure that our students' learning opportunities meet the needs of all students.

PRE-K PATHWAYS

Forney ISD offers full-day and half-day Pre-K programs. The program is not offered on all campuses; however, any students in Forney ISD may be considered for the program through one of three pathways that include: students that meet state eligibility requirements, students with identified disabilities, students of Forney ISD employees who are selected from the waitlist.

Pre-K Eligible Students

Forney ISD offers free Pre-K to eligible 4 year olds based on the [TEA Eligibility Criteria](#). Students must be 4 years old prior to September 1st of the current school year and must reside in the Forney ISD attendance zone.

Students must meet at least one of the following eligibility requirements:

1. Unable to speak and comprehend the English language
2. Is Economically disadvantaged (qualifies for the free or reduced lunch program)
3. Is homeless (as defined by 42 United States code (U.S.C. Section 1143a)
4. Is the child of an active duty member of the armed forces
5. Is the child of a member of the charmed forces who was injured or killed while serving on active duty (must be active duty the first day of school)
6. Is or has ever been in conservatorship of the Texas Department of Family and Protective Services (foster care)
7. Is the child of a person eligible for the Star of Texas Award

Documentation of eligibility is required. Required Documentation:

- Unable to speak and/or comprehend English- a language assessment is required
- Economically disadvantaged- 1 month of current (within the last 2 months) paystubs, tax return, TANF or SNAP eligibility number
- Homeless- At-Risk Services approval
- Foster Care- Letter from DFPS or CPS
- Military- Military ID, Statement of Service, copy of Death Certificate, copy of Purple Heart Orders, Official Letter from commander
- Star of Texas Award- Certificate of award

Full-day Pre-K is available on a first-come, first served basis. Half-day Pre-K is available after full-day Pre-K has reached capacity. Determination of campus placement occurs after a student qualifies for the program. To determine eligibility status please [click here](#) and complete the Forney ISD Qualification form. Parents/Guardians will be notified of eligibility after documentation has been reviewed.

Early Childhood Special Education Students (ECSE)

ECSE is available to students with identified disabilities aged 3-5. If you would like to enroll your child and an evaluation has already been completed [Click Here](#).

Parents who suspect their child has a disability and might qualify for the ECSE portion of the program should notify the Special Education department. [Click Here](#) to access the Child Find form. A special education evaluation is required to determine eligibility for services and then an ARD (Admission, Review and Dismissal) committee meeting will be held to determine if participation in the ECSE program is required.

Dual Language Pre-K

Students that qualify for Pre-K based on the first eligibility criteria, unable to speak and comprehend English, will be screened. Based on assessment data a student could be considered for our Dual Language Pre-K program. To learn more about the Forney ISD Dual Language program, [Click Here](#).

Forney ISD Employee Tuition-Based Pre-K

Employee tuition-based PreK is available on a first come, first served basis to students that will be 4 years old by September 1st of the current school year that does not meet eligibility requirements for free PreK. To apply for the Forney ISD employee PreK waitlist, [Click here](#).

Tuition cost is \$450 per month plus a \$10 per month supply fee. This fee will be deducted from the employee's pay for 10 months. After-school and before-school care is available for an additional \$100 per month and is available from 7:00am-5:00pm.

If a student withdraws from the program, tuition will be prorated based on the cutoff date of the 15th of the month. The prorated amount will be either half or a full month's tuition.

The parent/guardian must submit a written notice to the Director of Pre-K one month prior to the termination of the agreement.

GENERAL INFORMATION

Forney ISD follows the Texas Education Agency's (TEA) High-Quality Prekindergarten programming requirements. All Pre-K programming includes a variety of learning and play activities that follow the TEA Prekindergarten Guidelines. Students from all pathways are served in the same classroom providing a diverse environment where students serve as role models for one another. The blended model provides a highly-impactful setting for learning.

Forney ISD does not offer transportation for Pre-K students. If at any time the school staff suspects the student may be a student with a disability, they will follow the Child Find procedures for referral for an evaluation. If the student is evaluated and qualifies for special education services, the student will transition to the ECSE pathway if the ARD committee determines services in the ESCE Pre-K program are needed. This transition could potentially invoice a classroom change to provide the needed special education services.

Class Times, Attendance, and Transportation

Once enrolled in Forney ISD's Pre-K programs, students must comply with the FISD procedures/policies related to attendance. Once enrolled in Forney ISD's Pre-K programs, students must comply with the FISD procedures/policies related to attendance.

Full day classes at the OC Early Childhood Center will begin at 7:35 and dismiss at 3:10. Half-day classes at the OC Early Childhood Center will have the following start and end times: AM Pre-K 7:35-10:47, PM PreK 11:58-3:10. Full day classes at Henderson Elementary will follow an elementary schedule and will run from 7:50-3:25.

Curriculum

Curriculum from the Children's Learning Institute (CLI) will be utilized to teach the standards laid out in TEA's Pre-K Guidelines. The Guidelines were developed to provide guidance for planning quality learning experiences for all children three to five years of age. They are based on current knowledge of theory and scientific research about how

children develop and learn. The guidelines place an emphasis on young children's conceptual learning, acquisition of basic skills, and participation in meaningful, relationship-based learning experiences.

Students will be assessed with CIRCLE Progress Monitoring three times per year. CIRCLE is a criterion-referenced measure that relates to established standardized tests and is sensitive to growth in children's skills over time. In addition, parents will receive a report card at the end of each quarter that will provide information regarding student progress toward learning targets.

Staffing

Forney ISD follows the TEA staffing guidance regarding High-Quality Pre-K programming. We make every attempt to maintain an average ratio in any Pre-K class of not less than one teacher or teacher's aide for every 11 students.

Daily Schedules

Students thrive when routines are established and followed. Each classroom will set a daily schedule that will include the following components: Welcome and Arrival, Circle Time, Center Time, Clean Up, Small Group Instruction, Learning Village/Play Area, Nap Time, Music & Movement, Story Time, Technology, Dismissal.

Parental Involvement, Conferences, and Home Visits

Parents are encouraged to be involved in your child's early childhood education. We encourage volunteering at the school, sharing a special talent, and participating in family curriculum activities and events.

Parents will have the opportunity to discuss student progress and results from CIRCLE assessments as well as report cards during a fall and a spring conference opportunity. In addition, teachers will make home visits prior to the start of the school year to welcome your students to our campus and classroom.

Toileting

All medically and developmentally able students are expected to have self-help skills such as knowing when to use the restroom, asking or stating the need, being able to unbutton and/or unzip their own pants, changing clothes if needed, and cleaning/wiping

properly. If your child has an accident, your child will need to be able to change and clean themselves, place their wet garments/soiled clothes in a plastic bag and place them in their backpack.

We recommend that when potty training your child at home, use the toilet as much as possible to make the transition to utilizing the school restrooms and toilets easier. Please send your students to school in loose clothes that are easy for them to pull up/down or take on/off for unaided or minimal help for the restroom. Pre-K students must follow the Forney ISD Dress Code. Students should not attend class wearing diapers or pull-ups unless there is a documented condition making the use of these products necessary.

Students should have two pairs of extra clothing in a ziploc baggie with your child's name clearly marked, on their clothes and baggie, on the first day of school. By working together to establish routines and procedures, we will be able to support your child's self-help and toileting needs.

Napping

The Pre-K daily schedule includes a down-time. Children this age need time to regain their energy level in order to concentrate on learning. Students are not expected to take a nap, but they will be expected to lie down quietly during the down-time, so that children who are napping can rest.

ENROLLMENT IN PRE-K

Required Enrollment Documentation

- Student birth certificate & Social Security card
- Proof of Residency through Lease or Mortgage
- Parent/Guardian Driver's License
- Current Utility Bill
- Immunization Records
- In Skyward- Fisd Enrollment documents, including Home Language Survey

*All students must complete the enrollment forms to be eligible to attend the first day of school. Any questions regarding enrollment paperwork should be directed to the Forney ISD Enrollment

Center. Parents/guardians should not complete the enrollment process until confirmation has been received regarding the students eligibility for Pre-K.

RESOURCES

Forney ISD Family Engagement Plan

The Forney ISD High-Quality Pre-K program utilizes a family engagement plan to ensure that our program is meeting the needs of all stakeholders, including students, their families, and our campuses. [Click Here](#) to view the FSD Pre-K Family Engagement Plan.

Pre-K Contacts

General Information: Director of Pre-K

Jennifer Gillispie jlgillispie@forneyisd.net 972-762-4100, xt 10310

Income Eligibility Information: Director of Child Nutrition Food Services

Tracy Childress tlchildress@forneyisd.net 972-762-4153

Dual Language/ESL: English Learner Facilitator

Tammy Cline tlcline@forneyisd.net 972-762-4153

Special Populations: Director of Special Education

Jill Huber jshuber@forneyisd.net 972-762-4153

Forney ISD Enrollment Center (available for assistance after eligibility has been determined)

Enrollment Clerks Administration Annex 469-762-4100