

**Administrative Procedures for Policy #2915 (Instruction)
Regarding Age for School Attendance in the Early Childhood Programs**

I. General

- A. Each child is expected to enter Calvert County Public Schools' prekindergarten, kindergarten and first grade at the established age of entry in accordance with Maryland State Department of Education age requirement regulations for admission (enrollment) as stated in COMAR 13A.08.01.02. An exception to the established age will be considered if the evaluation results of a child document exceptional overall performance or meet specific enrollment criteria.
- B. The Chief Academic Officer of Instruction or designee will use multiple venues to notify the public of this policy and procedure. This will include, but is not limited to, the Calvert County Public Schools' website, local newspapers, school newsletters, and other means as available and appropriate.

II. Age Guidelines

A. Age Eligibility for Enrollment in school:

- 1. Prekindergarten 3-year-old program (PreK3): Children must be 3 years of age on or before September 1 of the year of entry.
- 2. Prekindergarten 4-year-old program (PreK4): Children must be 4 years of age on or before September 1 of the year of entry.
- 3. Kindergarten: Children must be 5 years of age on or before September 1 of the year of entry.
- 4. First Grade: Children must be 6 years of age on or before September 1 of the year of entry.

B. Age Eligibility for Consideration for Early Admission:

- 1. Prekindergarten – There is no early admission for Prekindergarten
- 2. Kindergarten – Candidates for early entry to kindergarten must be five years old on or before October 15 of the school year for which they apply for entrance.
- 3. First Grade – Candidates for early entry to first grade must be six years old on or before October 15 of the school year for which they apply for entrance.

III. Early Admission Process

- A. An application for early admission to kindergarten and first grade must be submitted by the parent or legal guardian of the child to the Supervisor of Early Childhood on or before May 1 for kindergarten and August 1 for 1st grade.

The following documentation must be uploaded with the application:

1. Prior preschool/kindergarten progress reports (required)
2. Reference letter from preschool/kindergarten teacher (required)
3. A signed release of information

B. Parents may wish to submit the following items as part of the application:

1. Prior preschool/kindergarten records/evaluations (optional)
2. Formal student evaluations completed by outside professionals (optional)
3. Other such materials as appropriate (optional)

C. Closing Dates

1. Kindergarten – The Early Entry Application located on the Calvert County Public School website for early admission must be received by the Department of Instruction on or before May 1 for the upcoming school year.
2. First Grade – The Early Entry Application located on the Calvert County Public School website for early admission must be received by the Department of Instruction on or before August 1 of the school year for which they wish to enroll. Students must have a full year completed in a licensed 5-year-old program located in a childcare center or state department accredited non-public school. The parent/guardian must verify enrollment by providing the following information:
 - a. Name of program/school
 - b. Address of facility location
 - c. License information with expiration data or accreditation with expiration date
 - d. Progress Report / Report Card

D. Acknowledgement of Requests

1. Upon receipt of any application for early admission, the Supervisor of Early Childhood shall, within five working days, send a written acknowledgement of the request.

E. Assessment/Evaluation Process

1. A battery of assessments will be used to determine a child's eligibility for early admittance. The assessments may include aptitude testing and may also include assessments which gauge cognitive ability, academic performance, and social and emotional needs. Assessments will be given and scored by appropriate Calvert County Public Schools personnel.
 - a. Kindergarten – Assessments for early admission to kindergarten will be completed by the end of June with notification to the parent or legal guardian of the results on or before July 15th. The intent of the assessment for early admission, as specified by the State of Maryland, is

to identify exceptional students, not simply students who may be capable of completing kindergarten work.

- b. Assessments will be scheduled by the designee in Department of Instruction at a Calvert County Public Schools facility between March 1 and July 1.
 - 1) The first level of assessment will take place between March 1 and June 1. Based on this cognitive data, additional assessments may be required.
 - 2) The testing environment will be managed to ensure optimal testing conditions.
 - 3) A parent or legal guardian will be required to remain on-site during the testing session.
 - 4) Parents or legal guardians will not be permitted into the testing area.
 - 5) Assessments will be scored by appropriate Calvert County Public Schools personnel.
 - 6) The results of the assessments will be compiled for each child and given to the parent or legal guardian.
 - 7) The Early Entry Committee will review the assessment data, application, parent questionnaires and all other available information in order to make a decision regarding early admission to kindergarten.
 - 8) The list of children who are granted early admission will be forwarded to the Department of Student Services and the school principal.
- c. First Grade – Children being considered for early admission to first grade will be assessed by appropriate Calvert County Public Schools personnel. During the testing period, the child’s performance will be evaluated, and grade acceleration considered.
 - 1) Assessments will be scored by appropriate Calvert County Public School personnel.
 - 2) The results of the assessments will be compiled for each child and given to the parent or legal guardian.
 - 3) The Early Entry Committee will review the assessment data and all other available information in order to make a decision regarding early admission to first grade.
 - 4) The list of children who are granted early admission will be forwarded to the Department of Student Services and the school principal.

F. Notification Process

Instruction 2915.1

Procedures Revised: 11/1/2006; 5/14/2009; 4/12/2012; 4/29/16; 3/8/19; 10/30/19; 1/28/22, 11/20/2024

1. The designee in the Department of Instruction will contact parents/guardians to share assessment results and early admittance decisions. Written assessment results and the decision regarding early admittance will be mailed to the parent or legal guardian.

Grade	Written Notification
Kindergarten	By July 15
First Grade	Within ten (10) working days following the assessment.

G. Placement Process

1. Kindergarten

- a. If an early admittance for kindergarten decision is made, the school principal and the parent or legal guardian will be notified. The parent or legal guardian will contact the child’s home school to register the child.
- b. If the parent/legal guardian requesting early Kindergarten admission for his/her child wishes to enroll the child in a school which is not the child’s assigned home school, the parent/legal guardian must submit a transfer request in accordance with Policy #3925 Regarding Student Transfers. The Chief Academic Officer will work with the Department of Student Services to resolve student transfer needs related to early admission.

2. First Grade

- a. If the parent/legal guardian requesting early admission to Grade 1 for his/her child wishes to enroll the child in a school which is not the child’s assigned home school, the parent/legal guardian must submit a transfer request in accordance with Policy #3925 Regarding Student Transfers. The Chief Academic Officer will work with the Department of Student Services to resolve student transfer needs related to early admission.

H. Appeals

1. Kindergarten and First Grade

- a. Parents/guardians have the right to appeal the decision for placement to the Superintendent or his/her designee. Appeals must be made in writing within ten (10) days of the date of notification of denial on the first request for early admittance. Appeals should be submitted to the Superintendent or his/her designee at 1305 Dares Beach Road, Prince Frederick, Maryland 20678.

- b. The Superintendent or his/her designee will research and evaluate the appeal based on the information and documentation available. This re-evaluation may include a review of records and may entail a phone or in-person conversation with the applicant, or in a rare case, may include further assessment.
- c. Appeals of the Superintendent or his/her designee decision must be submitted in writing to the Board of Education within ten (10) calendar days of the date of the denial or the postmark date, whichever is later. The Rules of Procedure in Appeals and Hearings pursuant to Calvert County Public Schools' Policy #1600 Regarding Appeals will be followed.