

Andy Woods Elementary



Ms. Georgeanna Jones, Principal

Mr. Steven Young, Assistant Principal

Ms. Lindsey Lott, Assistant Principal

3131 Fry Ave. Tyler, Texas 75701 (903)262-1280 FAX (903)262-1281

February 1, 2017

Dear Prospective Pre-K Parent:

Thank you for your interest in the Tyler ISD Pre-K Tuition Based Program. We hope you will find the information in this letter helpful. The cost for this program is \$4,250 for the school year and is payable based on 176 calendar school days, regardless of the number of school days of service in any particular month. Payment can be made in full or in 10 monthly installments.

Public enrollment for 2017 -2018 will begin on Monday, February 13. Enrollment is first-come, first-served. Completed packets will be date stamped when received.

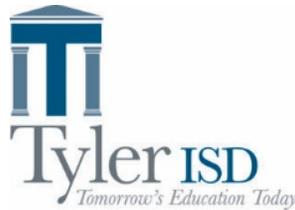
Letters of acceptance for students selected for placement into the program or a letter to students placed on the wait list will be mailed to parents after selection. Parents of selected students will be required to pay the first month's tuition (\$425) at the time of placement to reserve their spot for the 2017-2018 school year.

Our teacher is highly qualified and trained in order to meet the needs of your preschool child. We hope you will find the program a wonderful learning experience for your little one!

If you have any questions, please contact Georgeanna Jones, Principal at Andy Woods Elementary School at 903-262-1280.

Thank you,

Shauna Hittle
Executive Director of Teaching and Learning
Tyler ISD
903-262-1007

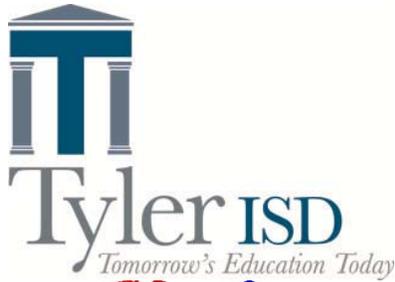


**Enrollment (Tuition Pre-K)
Parent Checklist
2017-2018**

Tuition Based Educational Program Student Information Form	_____
Enrollment Agreement	_____
Agreement of Attendance for PK	_____
Tyler ISD Student Enrollment Form	_____
TEA Ethnicity and Race Questionnaire	_____
Blue Home Language Survey	_____
Authorization of Emergency Medical Treatment	_____
Birth Certificate	_____
Immunization Record	_____
Social Security Card	_____
Parent(s) Driver's License	_____
Proof of Tyler ISD resident (if applicable)	_____
– Current utility bill (telephone bills will not be accepted)	
– Current mortgage or lease agreement with name and address	
Proof of Tyler ISD employee (copy of ID badge, if applicable)	_____

Important Note

The above documents must be complete to qualify for pre-k. Incomplete packets will **not** be considered for placement in the program.



**Tyler ISD Pre-K
Tuition-Based Educational Program
2017-2018**

Dear Parents,

Thank you for your interest in the Tyler ISD Pre-K Tuition Based Program. We hope you will find the information in this handout helpful. We are aware, however, that you may have questions or concerns that are not addressed, so we ask that you please contact our office, 903-262-1007 in order for us to address your concerns or to direct you to the person who may be more helpful. Our staff are highly qualified and trained in order to meet the needs of your preschool child. We hope you will find the program a wonderful learning experience for your little one!

Sincerely,

Shauna Hittle
Executive Director of Area 1 Schools
903-262-1007
shauna.hittle@tylerisd.org

Valerie Ford
Administrative Assistant
903-262-1007
valerie.ford@tylerisd.org

Tyler ISD Pre-K Program Parent Handbook

AGE LIMITS AND ELIGIBILITY

Students entering the tuition-based program must be 4 years of age by September 1, 2017.

“ALL DAY PROGRAM” DEFINITION

School days hours are 8:00 am – 3:00 pm, with drop-off at 7:15 a.m. Extended Day Prime Time Care is available at extra charge, from 3:00 pm – 6:00 pm, on campus. (Office: 903-262-1280) Many local daycares offer after school care options as well.

ATTENDANCE

Tyler ISD is not considered a daycare establishment. It considers the PK program to be an integral part of the PK-12 educational programming. Because the number of openings are limited in the PK, **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.

CONTACTS

Please contact Georgeanna Jones, Principal of Andy Woods Elementary, at 903-262-1280 if you have general questions about the Tyler ISD Tuition PK Program.

CURRICULUM

The PK program provides a detailed outline of knowledge and competencies young children need in order to build a solid, coherent foundation for later learning. Texas State Pre-K Guidelines can be found at <http://tea.texas.gov/pkg.aspx>.

This is **NOT** a Special Education program-the child must fit the “regular education profile,” with no outstanding exceptionalities. 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 is differentiated in order to ensure they master their appropriate learning objectives as set forth by our Preschool curriculum.

ENROLLMENT

Enrollment is determined on a first come first serve basis with completed enrollment packets from applicants (parent or legal guardian) who are District residents and/or Tyler ISD District employees. District employees will have the first opportunity to enroll. Tyler ISD residents must provide either current utility bill (no phone bills) or mortgage /lease agreement with name and address for verification. Tyler ISD employees must provide a copy of employee ID badge. The District will notify parents by letter 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.

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

FIELD TRIPS

The PK teacher will determine the number of chaperones to accompany students on school sponsored field trips. However, it will be necessary to have a minimum of 10-1 ratio 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 tickets. 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 Tyler ISD.

HEALTH and MEDICATION

Andy Woods has a full time RN. 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 and must be accompanied with a doctor's prescription in its original container.

LOCATION OF PROGRAM

For the 2016-2017 school year, the Tuition PK class will be offered at:
Woods Elementary School
3131 Fry Avenue
Tyler, TX 75701

MEALS

Breakfast is free of charge and lunch is available at extra charge through the Tyler ISD Nutrition Program or a child may bring a sack lunch from home.

POTTY TRAINING

All students paying tuition **must** be potty trained prior to admission into a class placement.

SCHOOL DAY AND CALENDAR

The PK program will follow the Tyler ISD student school calendar.

STUDENT/TEACHER RATIO

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

SUPPLIES

A school supply list can be obtained in the school office or found on the school website: <http://woods.tylerisd.org/site/default.aspx?PageID=45>

TRANSPORTATION

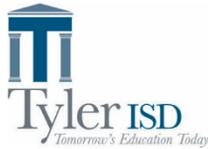
No district transportation is provided.

TUITION

A \$150 non-refundable deposit (paid through payroll deduction for employees or School Pay for non-employees) is required upon acceptance into the program. This deposit will be applied to the first month's tuition. The \$4,250 annual tuition is payable based on 176 calendar school days, 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 10 monthly payments (\$425) by School Pay Online Payment. Tyler ISD District 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.

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



Tyler ISD Pre-K
Tuition Based Educational Program Student Information
2017-2018



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-the child must fit the "regular education profile," with no outstanding exceptionalities. Children who have special needs should be served through appropriate placements in other early childhood programs.

Please complete all information on this application form.

Child's Name as it appears on the Birth certificate:

_____ (First) _____ (M) _____ (Last)

Student's Preferred Name: _____

Birth Date: _____ **Male** _____ **Female** _____

Home Address: _____ **City, State,** _____

Zip: _____

Neighborhood Elementary School and district: _____

School/Daycare child currently attending: _____

Previous school/daycare child attended: _____

Parent/Guardian Information:

Student lives with: ___Both Parents ___Father ___Mother ___Mother & Stepfather ___Father & Stepmother

___Legal Guardian (please list the relationship to student) _____

Mother/Legal Guardian Information:

Name: _____

Address: _____ City, State, Zip: _____

Home Phone: () _____ Cell Phone: () _____

Employer: _____ Work Phone: () _____

Occupation: _____ Email address: _____

Father/Legal Guardian Information:

Name: _____

Address: _____ City, State, Zip: _____

Home Phone: () _____ Cell Phone: () _____

Employer: _____ Work Phone: () _____

Occupation: _____ Email address: _____

List any siblings currently attending Tyler ISD schools:

Name	Brother/Sister	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Information

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) and nature of 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-K Program? ____ Yes ____ No If yes, please describe: _____

Please describe any illness, diseases, or disabilities that may affect your child's health or schoolwork.
(Please include any medications that your child is taking).

Is Parent a Tyler ISD District Resident? ___Yes ___No

If yes, must provide one of the following for district verification: current utility bill (telephone bill will not be accepted), current mortgage or lease agreement with name and address.

Is Parent a Tyler ISD District Employee? ___Yes ___No

If yes, Employee Name: _____

Employee Number: _____

Campus: _____

Tyler 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. Employee must provide a copy of employee ID badge for verification.

Person financially responsible for paying tuition: _____

Relationship to student: _____

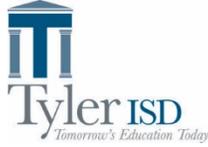
I certify that all of information above is true and correct. I understand that school district officials may verify the information on the application. If investigation indicates false information has been provided, my child may be withdrawn from the program.

Parent/Legal Guardian's Signature **Date**

Return this application along with required documents to:

**Woods Elementary
3131 Fry Avenue
Tyler, TX 75701**

Once all documents have been submitted, they become the property of Tyler ISD



Agreement of Attendance for PK

The Tuition Pre-K Program at Andy Woods Elementary is limited in the number of openings; 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 the Woods Elementary Office, if my child is going to be
Initial absent for an extended period.

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

Q - Are children who are enrolled for the PreK program required to attend?

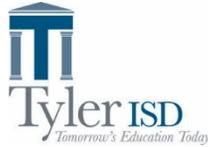
A- Yes. Once the child is enrolled, they are expected to follow the attendance rules as set forth by the contract agreement.

Failure to adhere to above statements may result in withdrawal of student from the Pre-K program.

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

Child's Name: _____

Parent Signature: _____ Date: _____



2017-2018
ENROLLMENT AGREEMENT

The parent(s)/guardian(s) of _____ (“Student”) hereby enroll the student in the Tyler Independent School District (“Tyler ISD”) Pre-Kindergarten Program (PK Program), for the 2017-2018 school year, subject to the provisions below. In consideration of the acceptance by the Pre-K 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 Tyler ISD 2017-2018 School Calendar.

I. Tuition

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

A. Summary of Tuition

Non-refundable Deposit (This deposit will be applied to the first month’s tuition.) \$ 150.00

Annual Tuition (10 months/pro-rated based on school days) \$ 4,250.00

Tuition is due the 1st of each month, starting August 1, 2017.

(Employees are required to use payroll deduction at each pay period)

Initials

B. Non-refundable Fees

A non-refundable deposit of \$150.00 must be submitted at time of acceptance. If the student is accepted in the PK 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 PK Program for any reason and is accepted back into the PK Program at a later date, the parent must submit a new deposit of \$150.00

Initials

C. Tuition Payments

The \$4,250 annual tuition is payable based on 176 calendar school days, regardless of the number of school days of service in any particular month. The first payment is due August 1, 2017 and the last payment on May 1, 2018. First month’s tuition can be paid between April 30, 2017 and July 30, 2017. A monthly payment schedule is available. If the 1st falls on a weekend or holiday, payment must be received by the last school day before the 1st. Prompt tuition payment is required each month to maintain your child’s placement. Employees will utilize payroll deduction. All other parents and/or guardians will be required to utilize the School Pay Online Payment system.

Based on the 2017-2018 yearly/school calendar, monthly tuition payments must be received for each month as follows (unless payroll deducted):

TUITION FOR MONTH OF:	PAYMENT DUE
August	August 1,2017
September	September 1, 2017
October	September 29 2017
November	November 1, 2017
December	December 1, 2017
January	Note: December 15, 2017 (Fri.)
February	February 1, 2018
March	March 1, 2018
April	March 30, 2018
May	May 1, 2018

Initials

D. Payroll Deduction

Tyler 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.

Initials

E. School Pay

Non – Tyler ISD Employees will be required to utilize the School Pay online payment system.

Initials

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 PK Program. Accordingly, the Parent agrees as follows:

- A. Monthly tuition is due on the **1st day of the month, except** December's tuition (see schedule). There is a daily **\$50.00** late payment fee for tuitions received after the close of business on the due date. (Example: Tuition due August 1. Payments received after 4:00 p.m. will be considered late. A daily late fee will be added to the tuition fee.)
- 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 Tyler ISD to allow the student to attend shall not be considered a breach of this Agreement by Tyler ISD and shall be without prejudice to any other rights Tyler ISD may have under this Agreement.
- C. A student who reapplies to the Pre-K 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 re-enrollment.

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

Initials

III. Tyler ISD Authority

Tyler 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 PK Program's best interest or who the PK Program determines is not benefiting from or adjusting to the Pre-K Program;
- B. In the PK Program's or Tyler ISD's sole discretion, to reject, for any reason, an enrollment application in the PK Program for any subsequent year;
- C. To immediately suspend or dismiss any child from the PK Program that the faculty or administration of the PK Program or Tyler ISD may determine needs additional educational and/or special education services that cannot be provided by the PK Program; and
- D. To immediately suspend or dismiss any child whose parents fail to comply with the rules and/or procedures of the PK Program and/or the provisions of this Agreement.

Initials

IV. Parent Acknowledgments

- A. Registration will be on a first come, first serve basis. Tyler ISD Employees will have the first option to enroll. Remaining openings will be given to district residents on a first come-first serve basis. Completed enrollment packets will be stamped with the date of receipt. (District residents must provide either current utility bill (phone bills will not be accepted) or mortgage/lease agreement with name and address for verification). Incomplete enrollment packets will not be eligible to be considered for enrollment.
- B. The Parent acknowledges that the PK 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 PK Program is not deemed appropriate for the student's ability and needs, Tyler ISD may require the student's withdrawal from the Pre-K Program.
- D. The Parent agrees to provide all transportation to and from the PK Program for the student.
- E. Tyler ISD is not considered a daycare establishment. It considers the PK program to be an integral part of the PK -12 educational programming. Because the number of openings are

limited in PK, **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 Tyler 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 PK 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.

Initials

V. Termination

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 registration and/or activity fee 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 Tyler ISD from the Pre-K Program during any calendar month, the Parent **is not** entitled to any refund of tuition and fees already paid.

Initials

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 Smith County, Texas. Exclusive jurisdiction and venue for any legal proceeding under this Agreement shall be in state district court in Smith, County, Texas.

Initials

Child's Name: _____

PLEASE READ THE ENTIRE CONTRACT AND FULLY UNDERSTAND IT BEFORE SIGNING AND DATING IT IN THE SPACES PROVIDED BELOW.

Is Parent(s)/Legal Guardian a Tyler ISD District Resident? ___ Yes ___ No
If yes, must provide one of the following for district verification: current utility bill (telephone bill will not be accepted), current mortgage or lease agreement with name and address.

Is Parent(s)/Legal Guardian a Tyler ISD Employee? ___ Yes ___ No Employee Number/Campus _____
If yes, must provide a copy of employee ID for verification. _____

Parent/Guardian Financially Responsible for Student:

Child's Name

Parent(s) Name

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.

Signature of Parent/Guardian

Date

YMCA Prime Time

Located at the Andy Woods Campus

3:00 p.m. - 6:00 p.m.

Marie Hicks - Site Director

Olga.hicks@tylerisd.org

Paperwork can be picked up in the front office of Andy Woods.

Tiny Town

903-526-7505

111 West 5th Street

Tyler, Texas 75701

(Offers soccer & basketball after school)

USA Planet

903-561-3551

5330 New Copeland Rd

Tyler, Texas 75703

Shiloh Road Learning Center

903-561-1559

1201 Shiloh Rd

Tyler, Texas 75703

Trinity Lutheran

903-593-7465

2001 Hunter

Tyler, Texas 75701

Creative Kids

903-561-3120

420 W. Reick Rd

Tyler, Texas 75703

Cozy Kidz

903-705-6543

1000 Augusta Ave

Tyler, TX 01

Green Acres Early Ed. Center

903-525-1100

1607 Troup Street

Tyler, Texas 75701

Tyler Christian

903-534-9987

714 Shelley Drive

Tyler, Texas 75701

Growing Stick

903-534-0601

2700 Willard St.

Tyler, Texas 07

(Offers soccer & computer class after school)

Faithful Care

903-596-8220

1910 Bellwood Rd

Tyler, Texas 01

Keisha's Learning Academy

903-526-6849

3108 Bellwood

Tyler, Texas 01

New Life Learning Center

903-526-7676

1201 N Northwest Loop 323

Tyler, Texas 02

Tyler Metro Center

903-939-9618

P.O. Box 131510

Tyler, Texas 13