

Primary/Preprimary Education

(Admission of Children Who Wish to Enroll on Tuition Basis)

The following criteria have been established for the admission of students to the district's preschools.

Classroom membership

Because there are not enough preschool slots to serve every student who wishes to attend preschool, the following admission criteria apply to ensure compliance with applicable law and district policy.

1. Students are admitted according to these priorities:
 - a. Children identified as disabled pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (the IDEIA).
 - b. Three and four year olds who qualify for the Colorado Preschool and Kindergarten Program (CPP). Families on the CPP waiting list will be offered a tuition slot, and if they choose to pay, shall be given priority over children who do not qualify for CPP.
 - c. Four year olds who wish to attend their home school as determined by the Board (space available only, subject to disenrollment at any time during the school year due to maximum enrollment limits).
 - d. Three year olds who wish to attend their home school as determined by the Board (space available only, subject to disenrollment at any time during the school year due to maximum enrollment limits).
 - e. Three and four year olds who are district residents, but do not want to attend their home school (per Board policy, space available only, subject to disenrollment at any time during the school year due to maximum enrollment limits).
 - f. Five year olds who are eligible for kindergarten and are district residents, but for whom another year of preschool is desired.
2. Eligible children will be added to a waiting list and served according to the priorities above. In limited instances the district may make exceptions to the waiting list in accordance with applicable law and in the district's sole discretion.

3. Preschool students will attend the district school determined by their residence unless a request to attend another school or program is approved. No student will be enrolled in a school or program outside his/her attendance area without prior approval per board policy regarding intra/inter-district choice and open enrollment.
4. Open enrollments and transfer student enrollments may be contingent upon a student providing his/her own transportation and valid for no more than the current academic year. Parents and/or guardians seeking to enroll students in schools other than their school of residence should be aware that priority shall be given to students within each school's attendance area and maximum enrollment limits may necessitate disenrollment of non-resident students at any time during the school year.

Tuition

Tuition will be charged for preschool students who have not been identified as disabled pursuant to the IDEIA or who do not meet the eligibility criteria under the CPKP on a sliding scale.

In an effort to facilitate communication and to include non-disabled preschoolers with as little disruption as possible, the following process will be followed in enrolling tuition-paying preschoolers:

1. The preschool teacher and the special education coordinator will make a file for each preschooler who wishes to be registered. This will include all information necessary for school enrollment, including the free and reduced price meal application form.
2. The parents/guardians will complete and return all forms to the special education coordinator. The file then will be forwarded to the school secretary.
3. The school secretary will submit the free and reduced price meal application form to the school principal.
4. Using the income guidelines for free and reduced price meals, the principal will determine the tuition rate.
5. The principal will submit the name of the family and the tuition rate to be charged to the special education secretary. This information will be maintained on a confidential list.
6. The preschool teacher and special education coordinator will advise the special education secretary of the number of preschool sessions in each month. The special education secretary will calculate the total tuition for that month.
7. The special education secretary will send each family an invoice for tuition each month.

8. Upon collection, the funds will be deposited in the preschool activity account to cover the cost of snacks and/or materials.

Approval date: August 26, 2008

CROSS REF.: [EFC](#), Free and Reduced Price Food Services

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