

Hamilton County Schools



Hamilton County Voluntary Pre-K Program

2019-2020

Pre-Kindergarten Family Information and Application

3074 Hickory Valley Road
Chattanooga, TN 37421
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www.hcde.org

Hamilton County Department of Education
Pre-K Program
3074 Hickory Valley Road
Chattanooga, TN 37421
(423) 498-7131

Thank you for your interest in the Hamilton County Department of Education Voluntary Pre-Kindergarten program. Our program is designed to serve our most at-risk student populations and is funded by Title I and/or State funds. State and federal guidelines must be followed for enrollment in the program. Unfortunately, not every child who applies for the Pre-Kindergarten program will be accepted.

Students who are accepted for enrollment must meet the eligibility guidelines in order to fulfill federal and state criteria. Administrators and teachers will review information related to your child's school attendance zone, screening assessment results, and family income level to determine if he/she meets the criteria for enrollment.

Families are encouraged to register at their zoned school if a Pre-K class is available at that location. This will allow your child a seamless transition into kindergarten and his/her remaining elementary years. Please note: If you register and are accepted at a school that is NOT your zoned school, your child must register at his zoned school upon entrance into kindergarten.

Hamilton County's Pre-K program is an all day program. Students are to attend 7 hours, one hour for rest time and 6 hours of instruction. We are NOT a drop-in, part time program. Students are expected to arrive on time and be in attendance everyday. Our program follows the school calendar for Hamilton County Schools.

Again, thank you for your interest in our Pre-K program. You will receive a letter informing you of your child's enrollment status after all information is reviewed and required documentation is submitted.

Sincerely,
Becky W. Covington
Director of Pre-K Programs

Requirements for Students Applying for Pre-Kindergarten
Hamilton County Department of Education
2019-2020

All Pre-Kindergarten students who apply to Hamilton County's Voluntary Pre-K Program are required to have the five (5) documents listed below at registration time:

1. An Original CERTIFIED COPY OF BIRTH CERTIFICATE (Child must be 4 years old by August 15, 2019)

2. SOCIAL SECURITY CARD (We will make a copy of your original)

3. PROOF OF INCOME

4. TWO PROOF'S OF RESIDENCY

(Examples: lease or mortgage statement, any utility bill's (electric, gas, water, phone, cable), insurance or government documents in the parent(s) or guardian's name). If the parent or guardian is unable to produce two (2) of either of these documents, they must contact our Student Services Department at 498-7104 for assistance.

5. TENNESSEE IMMUNIZATION CERTIFICATE WITH CURRENT PHYSICAL EXAM

(This certificate has Both immunization and physical exam information) or Proof of Appointment for the physical exam (If student is entering Hamilton County Schools for the first time, the physical exam must have been completed within the last 12 months.)

Children entering Pre-School or Pre-Kindergarten:

Current immunization requirements:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)
- Hepatitis B (HBV)
- Haemophilus influenza type B (Hib): age younger than 5 years only
- Pneumococcal conjugate vaccine (PCV): age younger than 5 years old.
- Hepatitis A (1 dose by 18 months of age)

If your child is in need of any immunizations listed above or in need of a physical exam, please contact your child's medical provider. You may contact the Hamilton County Health Department for a certified copy of your child's birth certificate. Please do not wait to obtain any of these documents. Taking time now to obtain these documents will help decrease the waiting time during the application process. Please present the school with all five (5) of these documents when your child applies. Thank you in advance for your cooperation.

Los requisitos para estudiantes que van a empezar Pre-Kinder
DEPARTAMENTO DE EDUCACIÓN DEL CONDADO DE HAMILTON
2019-2020

Todos los estudiantes de Pre-Kinder que se inscriban al Programa Voluntario de Pre-Kinder del Condado de Hamilton **se les requieren tener los cinco (5) documentos enumerados a continuación al inscribirse:**

1. Una copia original del CERTIFICADO DE NACIMIENTO (El niño debe haber cumplido los 4 años el 15 de agosto o antes)

2. TARJETA DE SEGURO SOCIAL (Le haremos copia a la tarjeta original)

3. COMPROBANTE DE INGRESOS

4. COMPROBANTE DE DOMICILIO (Ejemplos: un acuerdo de arriendo, cuenta de servicios públicos-electricidad, agua o gas, que estén a nombre del padre de familia o guardián)

5. EL NUEVO CERTIFICADO DE VACUNACIÓN DE TENNESSEE CON EXÁMEN FÍSICO RECIENTE

El Departamento de Salud de Tennessee (TDOH, por sus siglas en inglés) ha emitido nuevas reglas de vacunación y está emitiendo nuevos Certificados de Vacunación que se requiere para inscribirse en la escuela efectivo el 1 de julio del 2010. Las nuevas vacunas que se requieren son rutinariamente recomendadas para todos los niños. Casi todos los niños deberían haber recibido ya estas vacunas.

Los niños iniciando Pre-Escolar o Pre-Kinder:

Las vacunaciones actualmente requeridas:

- Difteria-Tétano-Tosferina (DTaP, o DT si aplica)
- Poliomielitis (IPV o OPV)
- Sarampión, Paperas, Rubeola (1 dosis de cada una, regularmente a la vez: MMR)
- Varicela (1 dosis o haber tenido la enfermedad)
- Hepatitis B (HBV)
- Haemophilus influenza tipo B (Hib): solo para menores de 5 años
- Vacuna neumocócica conjugada (PCV): para menores de 5 años.
- Hepatitis A (1 dosis antes de los 18 meses de edad)

Si su niño/a necesita cualquiera de las vacunas enumeradas arriba o necesita un examen físico, por favor contactar al proveedor de cuidados médicos de su hijo/a. Usted puede contactar al Departamento de Salud del Condado de Hamilton para obtener una copia certificada del certificado de nacimiento de su hijo/a. Por favor no espere para obtener estos documentos. Tómese el tiempo para hacerlo ya para reducir el tiempo de espera durante el proceso de inscripción. Por favor presentarse a la escuela con todos los cinco (5) documentos en mano para inscribir a su hijo/a.

De antemano, gracias por su cooperación.

Pre-Kindergarten Eligibility Criteria 2019-2020

The following criteria determine eligibility into the pre-kindergarten program for the 2019-2020 school year. All programs are designed to serve “at risk” children. Eligibility requirement for ALL Pre-K students is they **MUST BE 4 YEARS OLD ON OR BEFORE AUGUST 15, 2019**. Pre-K classes located in HCDE schools, at least half of the students should be zoned for that school.

Title I Funded Pre-K Sites Child MUST be zoned for a Hamilton County Title I Elementary School

Students who are automatically eligible include:

- Children who participated in Head Start or a Title I preschool program at any time in the past two years
- Children who received services under Part C or Title I (migrant education) in the past two years
- Homeless preschool-age children
- Children who are in a local institution for neglected or delinquent children and youth or attend a community-day program (Ex. Bethel, Tennessee Baptist Children's Home)
- Other preference criteria include (determined by a rubric which includes points for each criteria):
- Completion of application and parent/guardian interview
- Results of student's screening scores
- Children who are zoned for Opportunity Zone, priority or focused schools
- Children who meet federal income guidelines for free or reduced meals
- Children with other at-risk factors such as ELL, speech and language, and/or foster care

State and Lottery Funded Pre-K Sites

Children who **meet the income guidelines** and have had a military parent killed in action, declared missing in action or declared a prisoner of war have first priority.

The first at-risk factor for consideration must be qualification for Free and Reduced Lunch program as determined by the family income. No child over income should be enrolled without prior approval.

Children must be zoned for a Hamilton County Department of Education elementary school.

Other criteria to be considered after at-risk children are enrolled are children who are closest to qualifying for free or reduced meals. Children who are within the \$5,000 range of qualifying for free or reduced meals or increments of \$5,000 thereafter.

Other criteria include but are not limited to children who are ELL or in state custody.

After all these criteria have been satisfied other children may be considered.

Head Start Sites

Children must be income eligible first and meet Head Start criteria.

Attendance Requirements

Pre-Kindergarten enrollment is limited at this time due to funding. Full-time enrollment is **required for entry** into this program because it was not designed to be a drop-in or part-time program. All children are enrolled on a full time basis only and **are expected to attend everyday, all day**. Participation in the TN-VPK is voluntary and parents may withdraw their child at any time. **Excessive unexcused absences, late arrivals and /or early dismissals could result in dismissal from the program.**

The following guidelines/procedures will be implemented in Hamilton County Voluntary Pre-Kindergarten Programs:

When a student reaches **five (5) unexcused absences OR tardies/early dismissals**, the teacher is responsible for sending the HCDE approved Attendance Notification Letter. The teacher is required to keep a copy of this letter in a designated notebook or file. A copy of this letter is to be sent to the office of Pre-K programs.

Upon receipt of the Attendance Notification Letter, if the parent disagrees with the number of absences, it is their responsibility to contact the teacher for an attendance meeting and to provide documentation to support claims.

When the student reaches **ten (10) or more unexcused absences OR tardies/early dismissals**, the student will be referred to the PreK Social Worker. The teacher will need to fully complete the referral and attach a copy of the Student Registration Form, a copy of the signed Attendance Contract, and a copy of the Attendance Notification Letter. The referral must have the signature of the Principal or Principal designee.

If absences continue after the signed referral, the Social Worker may initiate interventions and/or dismissal procedures. If dismissal procedures are necessary, a letter will be mailed by the social worker to the parent guardian. This notice shall serve as intent to provide final supports to help family with attendance issues. If the attendance continues to be an issue, the Director of Pre-Kindergarten Programs will contact the State Department of Early Learning for assistance in dismissal procedures.

I have read the Attendance Policy for Hamilton County Pre-Kindergarten Programs and understand if my child has chronic unexcused absences, tardies and/or early dismissals, dismissal from the Pre-Kindergarten program is a possible consequence for not adhering to attendance requirements.

Hamilton County Voluntary Pre-Kindergarten Sites (42)

2019-2020

State/Title 1 Funded Pre-Kindergarten Sites (12)

Criteria: Students must be zoned for a Title 1 school and meet Title 1 eligibility requirements (see page 4).

Battle Academy
Brown International Academy (2 classes)
East Brainerd Elementary
East Lake Elementary (2 classes)
Lakeside Academy of Math, Science and Technology (2 classes)
Lookout Valley Elementary
North Hamilton County Elementary School
Orchard Knob Elementary
Red Bank Elementary

Title 1 Funded Pre-Kindergarten Sites (7)

Criteria: Students must be zoned for a Title 1 school and meet Title 1 eligibility requirements (see page 4).

Hardy Elementary (2 classes)
Hillcrest Elementary (2 classes)
Rivermont Elementary (2 classes)
Woodmore Elementary

State and Head Start Collaboration Sites (9)

Criteria: Students must be income eligible first by Head Start guidelines and meet additional Head Start criteria

Avondale Head Start Center (3 classes)
Cedar Hill Head Start Center
East Brainerd Elementary
East Ridge Elementary
Middle Valley Elementary
Orchard Knob Elementary
Woodmore Elementary

State Funded Sites (14)

Criteria: Students must meet income criteria & meet other eligibility requirements

Chambliss Center for Children (2 classes)
Daisy Elementary
Calvin Donaldson Environmental Science Academy (2 classes)
East Ridge Elementary
Middle Valley Elementary
Ooltewah Elementary (2 classes)
Snow Hill Elementary
Soddy Elementary
Spring Creek Elementary
Wolftever Creek Elementary (2 classes)

<p><u>Battle Academy for Teaching and Learning (1)</u> <u>*State/*Title I</u> 1604 Market Street Chattanooga, TN 37402 Phone (423) 498-6860</p>	<p><u>Hardy Elementary School (2) *Title I</u> 2100 Glass Street Chattanooga, TN 37406 Phone (423) 493-0301</p>
<p><u>Brown International Academy (2)</u> <u>State/*Title I</u> 718 E. 8th Street Chattanooga, TN 37403 Phone (423) 498-6870</p>	<p><u>Hillcrest Elementary School (2) *Title I</u> 4302 Bonny Oaks Drive Chattanooga, TN 37416 Phone (423) 855-2602</p>
<p><u>Daisy Elementary School (1)*State</u> 620 Sequoyah Road Soddy-Daisy, TN 37379 Phone (423) 332-8815</p>	<p><u>Lakeside Academy of Math, Science, and Technology (2) *State*Title</u> 4850 Jersey Pike Chattanooga, TN 37416 Phone (423) 855-2605</p>
<p><u>Calvin Donaldson Environmental Science Academy (2) *State</u> 927 West 37th Street Chattanooga, TN 37410 Phone (423) 825-7337</p>	<p><u>Middle Valley Elementary School (2) Head Start/State/Title 1</u> 1609 Thrasher Pike Hixson, TN 37343 Phone (423) 843-4700</p>
<p><u>East Brainerd Elementary School (2) *Head Start/*State/*Title I</u> 7660 Goodwin Road Chattanooga, TN 37421 Phone (423) 855-2600</p>	<p><u>North Hamilton County Elementary School (1) *State</u> 601 Industrial Boulevard Sale Creek, TN 37373 Phone (423) 332-8848</p>
<p><u>East Lake Elementary School (2) *Title I</u> 3600 13th Avenue Chattanooga, TN 37407 Phone (423) 493-0366</p>	<p><u>Ooltewah Elementary School (2) *State</u> 8890 Snowy Owl Road Ooltewah, TN 37404 (423)498-6900</p>
<p><u>East Ridge Elementary School (2) *Head Start/State</u> 1014 John Ross Road Chattanooga, TN 37412 Phone (423) 493-9296</p>	<p><u>Orchard Knob Elementary School (2)*Head Start/*State/*Title I</u> 400 Orchard Knob Avenue Chattanooga, TN 37404 Phone (423) 493-0385</p>
<p><u>Lookout Valley Elementary School (1) *State</u> 701 Brown's Ferry Road Chattanooga, TN 37419 Phone (423) 825-7370</p>	<p><u>Red Bank Elementary School (1) *State/*Title 1</u> 1100 Mountain Creek Road Chattanooga, TN 37405 Phone (423) 874-1917</p>

<p><u>Rivermont Elementary School (2)*Title I</u> 3330 Hixson Pike Chattanooga, TN 37415 Phone (423) 870-0610</p>	<p><u>Spring Creek Elementary School (1)*State</u> 1100 Spring Creek Road Chattanooga, TN 37412 Phone (423) 855-6138</p>
<p><u>Snow Hill Elementary School (1)*State</u> 9042 Career Lane Chattanooga, TN 37363 Phone (423) 344-1456</p>	<p><u>Wolftever Creek Elementary School (2) *State</u> 5080 Ooltewah-Ringgold Road Ooltewah, TN 37363 Phone (423) 933-3671</p>
<p><u>Soddy Elementary School (1)*State</u> 260 School Street Soddy-Daisy, TN 37379 Phone (423) 332-8823</p>	<p><u>Woodmore Elementary School (2)*Head Start/*State/*Title I</u> 800 Woodmore Lane Chattanooga, TN 37411 Phone (423) 493-0394</p>

Community Based Centers

<p><u>Avondale Head Start Center (3) *Head Start/*State</u> 2302 Ocoee Street Chattanooga, TN 37406 Phone (423) 643-6500</p>	<p><u>Chambliss Center for Children (2) *State</u> 315 Gillespie Road Chattanooga, TN 37411 Phone (423) 698-2456</p>
<p><u>Cedar Hill Head Start Center (1) *Head Start/State</u> 4701 Divine Avenue Chattanooga, TN 37407 Phone (423) 867-3236</p>	

**Hamilton County Elementary Title 1 Schools
2019-2020**

School	Address	Phone
Alpine Crest Elementary	4700 Stagg Rd. 37415	874-1921
Barger Academy	4808 Brainerd Rd. 37411	493-0348
*Battle Academy	1601 Market St. 37402	498-6860
*Brown Academy	718 E. 8 th St. 37403	498-6870
*Clifton Hills Elementary	1815 E. 32 nd St. 37407	493-0357
*Daisy Elementary	620 Sequoyah Rd. 37379	332-8815
*Donaldson Academy	927 West 37 th St. 37410	825-7337
Dupont Elementary	4134 Hixson Pk 37415	870-0615
*East Brainerd Elementary	7660 Goodwin Rd. 37421	855-2600
*East Lake Elementary	3600 13 th Ave. 37407	493-0366
*East Ridge Elementary	1014 John Ross Rd. 37412	493-9296
East Side Elementary	1603 S. Lyerly St. 37404	493-7780
*Hardy Elementary	2100 Glass St. 37406	493-0301
Harrison Elementary	5637 Highway 58 37341	344-1428
*Hillcrest Elementary	4302 Bonny Oaks Dr. 37416	855-2602
Hixson Elementary	5950 Winding Lane 37343	870-0621
*Lakeside Academy	4850 Jersey Pike 37416	855-2605
*Lookout Valley Elementary	701 Brown's Ferry Rd. 37419	825-7352
*North Hamilton County Elementary	601 Industrial Boulevard 37343	332-8848
*Orchard Knob Elementary	400 N. Orchard Knob Ave. 37404	493-0385
*Red Bank Elementary	1100 Mountain Creek Rd. 37405	874-1900
*Rivermont Elementary	3330 Hixson Pike 37415	870-0610
Shepherd, Bess T.	7126 Tyner Rd. 37421	855-2611
*Soddy Elementary	260 School St. 37379	332-8810
*Spring Creek Elementary	1100 Spring Creek Rd. 37412	855-6138
*Wolftever Creek Elementary	5080 Ooltewah-Ringgold Rd. 37363	933-3671
*Woodmore Elementary	800 Woodmore Lane 37411	493-0394

* Pre-K classes on school site