



ADMISSION AND ENROLLMENT POLICIES AND PROCEDURES FOR PRE-KINDERGARTEN STUDENTS

Harmony School of Excellence Offers ½ Day Pre-Kindergarten Program

Eligibility Requirements for Pre-Kindergarten

To be eligible for Pre-Kindergarten your child must be at least four years of age by September 1st of the any given school year and meet at least one of the following criteria listed below. The child must also reside within the District's Geographic Boundary.

- Be unable to speak and comprehend the English language and are Limited English Proficiency (LEP) students.
- Be educationally disadvantaged
- Be homeless, as defined by 42 United States Code (U. S. C.) Section 1143a
- Military Member's Child
- Meet eligibility criteria for Head Start
- Foster Care Child

Approval Based On:

Limited English Proficient

- Home Language Survey must indicate child hears/speaks a language other than English at home.
- Child has been tested with oral Language assessment (Attach proof of assessment and scores. A score of Non-English Speaking OR Limited English Speaking indicates eligibility as LEP.)
- Parent must sign Notification of Enrollment in Bilingual/ESL Program.

Homeless

- Child lacks a fixed, regular, and adequate residence.
- Primary nighttime residence is a supervised public or private shelter designed to provide temporary living accommodations, or an institution that provides temporary residence for individuals intended to be institutionalized.
- Primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings

Proof of Income Eligibility

- Current paycheck stub, current pay envelope, letter from employer stating gross wages paid and how often they are paid, unemployment, worker's comp.
- or disability payment stub, current SNAP, or TNAF case number for free meals
- Acceptable documentation for self-employment income include: business or farming documents (ex. Ledgers and/or self-issued pay stub, 2015 tax return)

Military Member's Child

- Be the child of an active duty member of the U.S. military or one who has been killed, injured, or missing in action while on active duty.

Foster Care

- Be in, or have been in, the conservatorship of the Department of Family and Protective Services (DFPS) following an adversary hearing held as provided by Section 262.201, Family Code.

NSLP to include all children who meet any eligibility criteria for Head Start

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Documentation Requirements:

- Certified copy of child's birth certificate
- Current Immunization Record
- Social Security Card for the child (if available)
- Photo ID of Parent or Guardian
- Proof of Residency (Current Utility Bill, Lease Agreement)
- Proof of Income (Tax Return, Current Paystubs, Letter of Employer, etc.), if applying on the basis of being economically disadvantaged.
- Court Documentation or Letter from Child Protective Services (CPS) establishing foster care, if applying on the basis of conservatorship.

Applicants are required to provide the following information:

Applicants must submit a completed application form in order to be considered for admission. The application form must be signed and dated by the parent(s). The application form must include the following items:

- Applicant's name (first, last, and middle names)
- Applicant's birth date
- Applicant's current grade level and grade applied for
- Applicant's residential address
- Phone numbers
- Applicant's parents' name and signature
- Whether the applicant has a sibling already admitted to attending the school

Beginning and Ending Dates of Application Periods

Harmony Schools require applicants to submit a complete application form in order to be considered for admission. For the first year of operation of a campus, application period starts on January 10th (beginning date) and ends on March 15th (closing date). For the following years, the beginning and ending dates of the application period shall be November 1st and February 10th of each year, respectively.

Lottery Procedures and Date when a Grade or Class is oversubscribed

A lottery is to be conducted if the number of applicants exceeds the maximum enrollment. The lottery shall take place by the end of February of that school year. The lottery will be conducted via lottery selection software under the supervision of the campus principal or his/her designee and the Area Superintendent for that geographical region or his/her designee. This ensures that the winner list and the waiting list are selected randomly. Results of the lottery shall be certified by a notary public.

Development of a Waiting List

The lottery will be paused momentarily after the computerized lottery fills all available seats allowed by the enrollment cap. The drawing will then continue, and the randomly-selected numbers will be used to create a waiting list. As space becomes available, applicants will be called from the waiting list beginning with applicants in the lowest number assignment.



Admission Process of Returning Students

Returning students (students who currently attend the school and intend to return the next school year) are given priority in admission, **if they notify the school of their intent to return for the next school year by the second Friday of January of each school year.**

Children of the School's Founders, Board Members, Employees and Siblings Policy

Children of the school's founders, governing board members, teachers, and staff^(*) as well as siblings of returning students (who timely notify the school of their intent to return for the next school year) are exempt from lottery requirements. If there are more children of school founders, governing board members, teachers and staff and sibling applicants than spaces available, they will be entered into a separate lottery and either admitted if space allows or placed on the waiting list in the order that they are drawn.

Another separate lottery will be held for applicants who do not fall into either of the two abovementioned categories, and who submit applications prior to the deadline. These students will be admitted if there is space or will be placed on the waiting list in the order drawn.

For this policy "sibling" shall mean a biological or legally adopted brother or sister residing in the same household as the applicant. Cousins, nieces, nephews and unrelated children sharing an address with the applicant are not siblings. Sibling enrollment is dependent on available space and does not guarantee enrollment of each listed sibling.

()As long as the total number of students allowed constitutes only a small percentage of the total enrollment, as permitted by federal guidance on the Charter Schools Program.*

Reporting Transfer Students Pursuant to Civil Action 5281

Civil Action 5281 requires that TEA not approve student transfers where the effect of such transfers changes the majority or minority percentage of the school population by more than one percent in either the sending or receiving district.

Harmony Schools comply with reporting transfer students pursuant to Civil Action 5281 by using the student transfer system provided on the Texas Education Agency website under PEIMS section.

Non-discrimination Statement as Part of the School's Admission Policy

It is the policy of Harmony Schools to comply with all state and federal regulations regarding admission and not to discriminate during the admission and the lottery process on the basis of gender, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend.