

**DEER CREEK SCHOOLS
PRE-KINDERGARTEN ENROLLMENT PROCEDURES
2012-2013**

A free Pre-Kindergarten program will be offered on a space available basis for the 2012-2013 school year at the following sites: Deer Creek Elementary, Prairie Vale Elementary, Rose Union and Grove Valley Elementary. The Pre-Kindergarten program enrollment will be open across the district. If more applications are received than spaces available at each site, class rosters will be determined by random drawings. At the completion of the Pre-Kindergarten year, students attending Pre-Kindergarten at a site other than their neighborhood school should expect to attend their neighborhood school for Kindergarten unless a transfer is granted for the Kindergarten year.

ELIGIBILITY:

- ⊙ Student must be at least four years of age on or before September 1, 2012, or not five years of age before June 1, 2012. **(Born between June 1, 2007 and September 1, 2008)**
- ⊙ Parent or legal guardian must be a **resident of the Deer Creek Public School District.**

APPLICATION PROCEDURES:

- ⊙ Beginning no later than Tuesday, February 1, 2012, parents who are interested in having their child in one of the Pre- Kindergarten classes may go to any Elementary School or the Administrative Center at 20701 N. MacArthur to ask for an application for the Pre-Kindergarten Program. Patrons will be given an application on which they may indicate their Pre-Kindergarten school choices. Parents will be allowed to name two school sites, a first and a second choice. Morning or afternoon preference can be noted at the time of enrollment, not on the application.
- ⊙ Applications will **ONLY** be accepted on **February 9 and 10, 2012 for initial Pre-Kindergarten placement. Completed applications can be submitted at the Old Gym (20701 N. MacArthur, Edmond, OK 73012) adjacent to the Deer Creek Administrative Center between 7:30 a.m. and 6:00 p.m. on February 9 and 10, 2012. ONLY ONE APPLICATION PER CHILD MAY BE SUBMITTED. IF MORE THAN ONE APPLICATION FOR A CHILD IS SUBMITTED, ALL APPLICATIONS FOR THAT CHILD WILL BE WITHHELD FROM THE DRAWING AND THE CHILD'S NAME WILL BE ADDED TO THE BOTTOM OF THE WAITING LIST.**

CHILDREN WHO HAVE PREVIOUSLY BEEN SERVED IN A DCPS PRE- KINDERGARTEN PROGRAM MAY NOT MAKE APPLICATION FOR AN ADDITIONAL YEAR.

SPECIAL NOTE: THE NAMES OF TWINS OR TRIPLETS SHOULD BE SUBMITTED ON ONE APPLICATION.

SELECTION PROCEDURES:

- ⊙ Monday, February 13, applications will be separated by “first choice” sites and placed in separate boxes. The applications will be drawn at random, one at a time, to determine the enrollment list for each of the Pre-Kindergarten schools. When the classes at a specific site are full (20 per session), the remainder of the applications will be saved until the drawing for each site is completed. If there are openings after the first round of drawings, those applicants that were not drawn during the first round will be separated by “second choice” sites. If more applications exist for a “second choice site” than openings remain on the class roster, a second round of drawings will be held to fill the class roster. Finally, all of the remaining applications that have yet to be drawn for a space on a class roster at either a first or second choice site, will be placed in a box and a third drawing will take place to establish the District waiting list. The drawing is not open to the public, but will be witnessed by parent and administrative representatives.

NOTIFICATION PROCEDURES:

- ⊙ Lists of the students' names in the order drawn will be posted on the district website, at all Elementary Schools and the Administrative Center on or before 3:00 p.m., February 16, 2012. Lists will be posted by site. The District waiting list will also be posted. **THIS IS THE ONLY NOTIFICATION OF THE RESULTS OF THE DRAWING(S). PARENTS ARE RESPONSIBLE FOR CHECKING THE POSTINGS TO LEARN THE STATUS OF THEIR CHILD'S APPLICATION. IF THEIR CHILD IS ON A CLASS ROSTER, IT IS THE PARENT'S (GUARDIAN'S) RESPONSIBILITY TO FOLLOW THROUGH WITH THE ENROLLMENT PROCEDURES BEGINNING AT 8:30 A.M. ON FEBRUARY 20 AND ENDING AT 3:45 P.M. ON MARCH 9, 2012.**

ENROLLMENT PROCEDURES:

- ⊙ Beginning Wednesday, February 20, the parent/guardian should go to the school where their child is on the class roster to begin enrollment procedures. Initial enrollments resulting from the drawing(s) **must be completed by March 9, 2012.** All required documents must be presented and all paper work completed to ensure the child's placement in the class. **If enrollment is not completed by 3:45 p.m., Friday, March 9, 2012, the child's place in the class will be forfeited and the parent/guardian of the next child on the waiting list will be contacted to complete the enrollment process.**
- ⊙ If an opening occurs at any of the Pre-Kindergarten sites, applicants on the waiting list will be contacted by telephone, in the order of their place on the waiting list, to determine if they remain interested in placement for their child. If a parent is interested in the opening, **three** school days will be allowed to complete the enrollment process before the next applicant on the waiting list is called. If a parent/guardian is interested only in a particular site, a note will be made of that preference. The child will retain their place on the waiting list until a space in the school of their preference is offered.
- ⊙ After the initial enrollment process has been completed, waiting-list cards will be available at the Administrative Center, located at 20701 N. MacArthur throughout the school year and summer. The cards will be date and time stamped. These students will be offered a space as openings occur, after all students on the original waiting list have been offered spaces in the Pre-Kindergarten Program.
- ⊙ Should all students be placed, openings in Pre-Kindergarten Programs will be posted as they occur throughout the year on the Deer Creek Public Schools website.

TRANSPORTATION:

- ⊙ The district **will not** provide transportation.

REQUIRED DOCUMENTS: (Must be provided at the time that the actual enrollment process is completed at the school site)

- ⊙ **Legal Birth Certificate** (not a hospital certificate)
- ⊙ **Proof of Residence**
 - Documents vary dependent upon status: 1.) New to district; 2.) Sibling(s) currently attending a Deer Creek School
- ⊙ **Current Immunization Record** (Immunizations must be completed or proof provided that the series is "in process" before the child will be allowed to enter school):
 - 4 doses of DTP/DTaP
 - 3 doses of IPV/OPV
 - 1 dose MMR
 - 3 doses Hep B
 - 2 doses Hep A
 - 1 dose Varicella (chicken pox) or history of disease

