

# Pre-Kindergarten Q & A

## Frequently Asked Questions about the Pre-Kindergarten Program

The West Hartford Public School community is excited to offer NAEYC accredited school day Pre-Kindergarten programs for West Hartford residents at the following locations:

Charter Oak International Academy  
425 Oakwood Avenue  
West Hartford, CT 06110  
(860) 233-8506

Florence E. Smith STEM School  
64 St. James Street  
West Hartford, CT 06119  
(860) 236-3315

Webster Hill School  
125 Webster Hill Boulevard  
West Hartford, CT 06107  
(860) 521-0320

### **What is a NAEYC Accredited Program?**

As a program accredited by the National Association for the Education of Young Children (NAEYC), we have demonstrated that our program meets the high standards this association sets for its members and guarantees we are providing a high quality educational experience.

### **What is the curriculum?**

Teachers implement the Creative Curriculum® for Preschool. This curriculum is strongly aligned with the State of Connecticut Early Learning and Development standards. These standards are designed to assure that children engage in developmentally appropriate experiences that prepare them for a successful transition to Kindergarten.

### **How old does my child have to be to attend a Pre-Kindergarten program in the West Hartford Public Schools?**

Smith and Webster Hill programs: **4 year old program only.** Will accept students with birthdays from 1/2/2014 to 1/1/2015. (Must be 4 years old on or before January 1, 2019).

Charter Oak programs: **Mixed 3 and 4 year old program.** Will accept students born between 1/2/2014 and 1/1/2016.

We do not currently accept children that are age-eligible for Kindergarten.

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## **What is the program schedule?**

The Pre-Kindergarten program follows a school day schedule. School hours on Monday, Tuesday, Thursday and Friday are 8:35 a.m. – 3:20 p.m. On Wednesdays, children are dismissed at 2:00 p.m. for teacher professional development. Pre-Kindergarten programs follow the West Hartford Public School calendar. We do not have programming over school vacations or summer vacation.

## **Are there before and after school programs available at school?**

Before and after care is provided by independent agencies at each elementary school. Please contact the program directly.

- Charter Oak School: Family Resource Center (860) 929-5573
- Webster Hill School: YW Kidslink (860) 525-1163

## **Will transportation be provided for my child?**

According to state statutes, children, including Pre-Kindergarteners, who live within a mile of school, are not eligible for bus transportation and, therefore, walk to school if their families cannot provide their own transportation. If you are unsure as to whether your house is within the one-mile mark, contact the Office of Transportation at (860) 561-6647.

## **Where can I apply for the PreKindergarten program?**

Paper applications will be available beginning January 11, 2018 at

- All West Hartford elementary schools
- Residency Office West Hartford Town Hall, Room 154,  
50 South Main Street, West Hartford
- [www.whps.org](http://www.whps.org)

**You can also apply online at [www.whps.org](http://www.whps.org)**

## **May I apply to more than one Pre-Kindergarten program?**

No.

## **Do I have to be a resident of West Hartford to apply for Pre-Kindergarten?**

Yes.

All West Hartford residents may apply to Charter Oak International Academy or Smith STEM School. You must live in the Webster Hill neighborhood to apply for pre-kindergarten at Webster Hill School.

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## How much does the Pre-Kindergarten program cost for the school year?

Tuition for the 2018-2019 school year will be between \$3,492 and \$4,284 based on family size.

## Is financial aid available?

Yes, parents may apply for financial aid, based on their income. Proof of income will be required following acceptance into the program.

Once you have been accepted in the lottery, you will be asked to submit a \$50 deposit and complete an income verification form. If you choose not to submit an income verification form, your tuition will be between \$3,492 and \$4,284 based on family size.

Tuition will be due in 10 equal monthly payments with the first payment due on August 1, 2018 and the last payment due on May 1, 2018. Non-payment of tuition will result in dismissal of the student.

These tuitions are consistent with State of CT regulations as of 1/1/2018 and are subject to change as State of CT regulations change.

## 2018-19 Tuition Rates for West Hartford Pre-K located at Charter Oak, Smith, Webster Hill

Step 1 Pick your Family Size

Step 2 Look down the table until you find your family's income Please see the back side of this form for a description of the sources of income

Step 3 Look in the green cell under your income to find your annual tuition

Step 4 Look to the far right column to find your Lottery Group

Example: Family of 4 with an annual income of \$50,000  
Look in the family size 4 column, read down for \$50,000  
Annual Tuition is \$1,980 and you are Lottery Group A

Household Income	Family Size					Lottery Group
	3 or less	4	5	6	7 or more	
Up to \$11,103	\$13,218	\$15,333	\$17,448	\$17,844		
	\$180	\$180	\$180	\$180	\$180	A
Up to \$13,879	\$16,522	\$19,166	\$21,810	\$22,305		
	\$360	\$360	\$360	\$360	\$360	A
Up to \$15,729	\$18,725	\$21,721	\$24,717	\$25,279		
	\$540	\$540	\$540	\$540	\$540	A
Up to \$18,505	\$22,030	\$25,555	\$29,079	\$29,740		
	\$720	\$720	\$720	\$720	\$720	A
Up to \$21,281	\$25,334	\$29,388	\$33,441	\$34,201		
	\$900	\$900	\$900	\$900	\$900	A
Up to \$24,057	\$28,639	\$33,221	\$37,803	\$38,662		
	\$1,080	\$1,080	\$1,080	\$1,080	\$1,080	A
Up to \$26,832	\$31,943	\$37,054	\$42,165	\$43,123		
	\$1,260	\$1,260	\$1,260	\$1,260	\$1,260	A
Up to \$29,608	\$35,248	\$40,887	\$46,527	\$47,584		
	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	A
Up to \$32,384	\$38,552	\$44,720	\$50,889	\$52,045		
	\$1,620	\$1,620	\$1,620	\$1,620	\$1,620	A
Up to \$35,160	\$41,857	\$48,554	\$55,251	\$56,506		
	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	A
Up to \$46,263	\$55,075	\$63,886	\$72,698	\$74,351		
	\$1,980	\$1,980	\$1,980	\$1,980	\$1,980	A
Up to \$69,394	\$82,612	\$95,830	\$109,048	\$111,526		
	\$2,160	\$2,160	\$2,160	\$2,160	\$2,160	A
Up to \$73,095	\$87,018	\$100,941	\$114,863	\$117,474		
	\$2,844	\$3,096	\$3,348	\$3,600	\$3,636	B
Up to \$74,945	\$89,221	\$103,496	\$117,771	\$120,448		
	\$2,916	\$3,168	\$3,420	\$3,672	\$3,708	B
Up to \$77,721	\$92,525	\$107,329	\$122,133	\$124,909		
	\$3,024	\$3,276	\$3,528	\$3,780	\$3,816	B
Up to \$80,497	\$95,830	\$111,162	\$126,495	\$129,370		
	\$3,096	\$3,348	\$3,600	\$3,852	\$3,888	B
Up to \$84,198	\$100,236	\$116,273	\$132,311	\$135,318		
	\$3,204	\$3,456	\$3,708	\$3,960	\$3,996	B
Up to \$86,974	\$103,540	\$120,106	\$136,673	\$139,779		
	\$3,312	\$3,564	\$3,816	\$4,068	\$4,104	B
Up to \$89,749	\$106,845	\$123,940	\$141,035	\$144,240		
	\$3,384	\$3,636	\$3,888	\$4,140	\$4,176	B
Up to \$92,525	\$110,149	\$127,773	\$145,397	\$148,701		
	\$3,492	\$3,744	\$3,996	\$4,248	\$4,284	B

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## Definition of Household Income

Household income includes income for employment, self employment income and all other

Income excluded includes:

- TFA Cash Assistance
- Child support payments
- Earned income credit payment
- Cash contributiosn from non-profit charitable organizations
- Income tax refunds
- Grants, loans and scholarships paid to students
- State or federal government rental subsidies

For a complete list visit: [http://www.ct.gov/oec/lib/oec/earlycare/gps/gp\\_b\\_02\\_fee\\_guidance.pdf](http://www.ct.gov/oec/lib/oec/earlycare/gps/gp_b_02_fee_guidance.pdf)

## What if my child is not toilet trained?

It is the policy of the West Hartford Public School Pre-Kindergarten Program that children registered for school are strongly encouraged to become toilet trained before entering the program. For children who have not completed their training, a planned approach will be developed for both school and home, collaboratively implemented by the child's family and the teacher to ensure consistency.

## What are the health requirements for school entry?

All students entering West Hartford Public Schools Pre-K – Grade 12 must have an up-to-date physical examination and immunizations prior to attending school. No student will be admitted to class without these requirements. It is the parent/guardian's responsibility to provide all information necessary for school entrance.

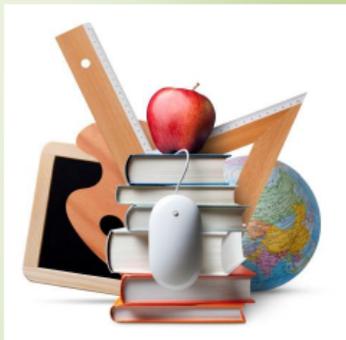
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**Do I have to register my child before I complete the application for Pre-Kindergarten?**

Yes. All students must register in the Residency Office before they are admitted to or evaluated by the West Hartford Public Schools. Please refer to the information below regarding necessary documentation and contact information.

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## West Hartford Board of Education\*Town Hall Building Registration & Residency Information Sheet



### Registration and Residency Office

Town Hall Building  
50 South Main Street  
Room# 154  
West Hartford, CT 06107

**Tel#** (860) 561-6620

### Office Hours:

Monday-Friday:  
8:30AM to 4:30PM

**Fax #** (860) 561- 6928

Grisselle H. Alvarez

[grisselle\\_alvarez@whps.org](mailto:grisselle_alvarez@whps.org)

West Hartford Web Link:

<http://www.whps.org/whps/primary-offices/registration-and-residency>

### **DOCUMENTATION TO VERIFY YOUR CHILD'S AGE**

Please provide documentation from one of the following that applies to your *child's place of birth*:

If your child was born in the U.S:

Child's **FULL-SIZE birth certificate (original copy)**

If your child was NOT born in the U.S:

**Child's passport or permanent resident alien card.**

**If the child resides with a legal guardian other than the parent. The legal guardian must provide:**

State of Connecticut issued documentation that they are the student's legal guardian. *(A notarized letter from a biological parent is not acceptable)*

Valid photo ID.

AND the child's **FULL-SIZE** birth certificate (original copy)

### **PROOF OF RESIDENCY DOCUMENTATION FOR WEST HARTFORD**

#### **HOMEOWNERS:**

1. Valid Photo ID.
2. Current mortgage statement OR Homeowner's property tax statement OR Homeowner's insurance policy
3. AND A CURRENT UTILITY BILL

If you have not received a utility bill yet, you may call **CNG at (860) 727-3034** or **Eversource at 860-947-2000** and have them fax a Service Verification Form to our office.

#### **RENTERS:**

1. Valid Photo ID.
2. Current rental agreement (original copy)
3. AND A CURRENT UTILITY BILL

If you have not received a utility bill yet, you may call **CNG at (860) 727-3034** or **Eversource at 860-947-2000** and have them fax a Service Verification Form to our office.

If you do not own or rent a home but are residing with a West Hartford resident, then both parties must be present and sign a Certification of Residency and both parties must provide: Valid Photo ID and the West Hartford resident must provide the proof of residency.

### **What is the application timeline?**

January 11, 2018

Applications will be available at

- All West Hartford elementary schools
- Residency Office West Hartford Town Hall, Room 154,

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50 South Main Street, West Hartford

- [www.whps.org](http://www.whps.org)

January 18, 2018 6:00pm	Open house for Webster Hill Pre-Kindergarten program
Feb. 8 & Feb. 22, 2018 6:30pm	Open house for Charter Oak Pre-Kindergarten program
February 15, 2018 6:30pm	Open house for Smith School Pre-Kindergarten program
March 8, 2018 by 4:00pm	Pre-Kindergarten applications due
March 22, 2018	Results of lottery mailed to parents
April 19, 2018	\$50 deposit for all students accepted by lottery
August 1, 2018	First tuition payment due (monthly, bi-annually or annually)
August 29, 2018	First day of school

## How does the lottery work?

Students will be admitted into a Pre-Kindergarten class through a lottery process. Applications will be available on January 11, 2018. **While early applications are appreciated, no preference will be given to those received in advance of the deadline of March 8, 2018.** All applications received on or before March 8, 2018, will be included in the lottery. Applications received after 4:00 pm on March 8, 2018 will be placed on a wait list.

Charter Oak International Academy has 5 Pre-Kindergarten classrooms accommodating 80 three and four year old students. Smith Pre-Kindergarten program has 1 classroom for 16 four year old students. Webster Hill has 1 classroom for 16 four year old students.

Once all applications have been received and the lottery numbers assigned, we will select the first round of students to be accepted to the Pre-Kindergarten programs and place other students on the waiting list. Parents/guardians in the first round must commit by April 19, 2018 with a \$50.00 deposit, after which we will take students off the waiting list to fill any vacancies that occur.

## Is there a waiting list if my child does not get admitted into the Pre-Kindergarten program?

Yes, after the lottery is held, you will receive a letter stating whether your child will be offered a spot in the program or will be placed on the waiting list. As students who are admitted decide not to attend or move out of West Hartford, vacancies will be filled from the waiting list.

## If my child is not accepted into one of the public school Pre-Kindergarten programs, is there a list of private programs available in West Hartford?

Yes, please call the Office of Curriculum, Instruction and Assessment at (860) 561-6671 and ask for a list of preschool programs.

## Whom do I call if I still have questions about Pre-Kindergarten in West Hartford?

Call Irene Garneau, Department Supervisor for Early Childhood at (860) 929-5552.