

SILSBEE ISD TUITION-BASED  
**Pre-K Program 2018-19**



\*This program is for students who do not qualify for the non-tuition based program.



Dear Prospective Pre-K Parents/Legal Guardians:

Thank you for your interest in the Silsbee ISD Pre-K Program. We hope you will find the information in this letter helpful. The cost for this program is \$3,000 for the school year and is payable based on 170 calendar school days, regardless of the number of school days of service in any particular month. Payment can be made in full or in nine (9) monthly installments to the Silsbee ISD Finance Office.

The enrollment documents are attached. They can also be downloaded from the Silsbee ISD website. Completed packets must be submitted to Laura Reeves Elementary.

Letters of acceptance for students selected for placement into the program or a letter to students placed on the wait list will be mailed to Parents/Legal Guardians after selection. Parents/Legal Guardians of selected students will be required to pay a \$336 deposit at the time of placement, to reserve their spot for the 2018-2019 school year. This deposit will be applied to the first month's tuition.

Our teachers will be highly qualified and trained in order to meet the needs of your preschool child. We hope you will find the program a wonderful learning experience for your little one.

If you have any questions, please contact Laura Reeves Associate Principal, Darlene Watson.

Thank you,

Richard Bain, Jr.  
Superintendent  
Silsbee ISD

# Tuition Pre-K Questions & Answers

**Q: Where may I obtain an application?**

**A:** Applications will be available to download on the Silsbee ISD Website or for pick up at Laura Reeves Elementary. You may contact the office at 409-980-7800.

**Q: What documents are required for placement into the Pre-K program?**

**A:** A completed application, enrollment agreement, Agreement of Attendance for Pre-K, a copy of birth certificate, immunization record or affidavit, social security card if available, copy of parent(s)/legal guardian(s) driver's license.

Silsbee ISD residents must provide proof of current residence, if applicable. (Either a current utility bill or mortgage/lease agreement with name and address of parent or legal guardian. Phone bills will not be accepted.)

**Q: How much is tuition for 2018-2019?**

**A:** Yearly tuition is \$3,000, payable as follows: \$336 for the first payment, due on September 4, followed by monthly payments of \$333 for the remaining eight months (October through May), due on the first school day of each month. The Silsbee ISD start date is August 27, 2018. A \$336 non-refundable deposit is required upon acceptance into the program. Payment may be mailed or hand-delivered to the SISD Administration Building at:

Silsbee ISD  
Attention: Karen Powell  
415 HWY 327 W  
Silsbee TX 77656

**Q: When is enrollment for the Tuition Pre-K Program for 2018-2019?**

**A:** Enrollment is taking place now. Twenty students for the tuition program will be initially accepted on a first come/first serve basis, and all others will be put on a waiting list. In September, the decision on how many more can be accepted, due to space limitations, will be made.

**Q: What are school day hours?**

**A:** Regular school hours will be observed with drop off as early as 7:20 a.m.

**Q: Are meals provided?**

**A:** Breakfast and lunch can be purchased for an additional fee or the child may bring a sack lunch. Parents/Legal Guardians are welcome to send a nutritious snack for snack time.

**Q: What curriculum will be used?**

**A:** The Pre-K program provides a detailed outline of knowledge and competencies young children need in order to build a solid, coherent foundation for later learning. A complete version of the Texas State Pre-K Guidelines can be found at <http://tea.texas.gov/pkg.aspx> .

**Q: How many students will be in the class?**

**A:** The Pre-K program can have up to 22 children per class.

**Q: How will children be chosen for the Pre-K program?**

**A:** The selection of students will be on a first come, first serve basis. The only exception will be children of SISD employees, who will be given priority.



**Enrollment  
Parent/Legal Guardian Checklist  
2018-2019**

- Application \_\_\_\_\_
- Enrollment Agreement \_\_\_\_\_
- Agreement of Attendance for PK \_\_\_\_\_
- Birth Certificate \_\_\_\_\_
- Immunization Record or Affidavit \_\_\_\_\_
- Social Security Card \_\_\_\_\_
- Parent(s)/Legal Guardian(s) Driver's License \_\_\_\_\_
- Proof of Silsbee ISD Residence (if applicable) \_\_\_\_\_
  - Current utility bill (telephone bill will not be accepted)
  - Current mortgage/lease agreement with name and address
- Proof of Silsbee ISD Employee \_\_\_\_\_
- SISD Enrollment Packet Enrollment Form \_\_\_\_\_
- Privacy Option \_\_\_\_\_
- Home Language Survey \_\_\_\_\_
- Non-refundable Deposit of \$336 to SISD \_\_\_\_\_  
(\$333 if deposit is made after September)

**Important Note:**

***The above documents must be complete to qualify for Pre-K. Incomplete packets will not be considered for placement in the program.***

# Silsbee ISD Pre-K Program Handbook

## **AGE LIMITS AND ELIGIBILITY**

Students entering the tuition-based program must be 4 years of age on or before September 1, 2018.

## **ATTENDANCE**

Silsbee ISD is not considered a daycare establishment. It considers the Pre-K program to be an integral part of the PK-12 educational programming. Because the available slots are limited in the Pre-K program, **it is an expectation for Parents/Legal Guardians to have their child arrive to school on time daily**. This will avoid disruptions for the classroom. We want your child's teacher to have the best opportunity to maximize the learning environment. If you know your child is going to be absent for an extended time, please contact the school office.

## **CONTACTS**

Please contact Mrs. Darlene Watson, Associate Principal of Laura Reeves Elementary, at 409-980-7800 if you have general questions about the Silsbee ISD PK Program.

## **CURRICULUM**

The Pre-K program provides a detailed outline of knowledge and competencies young children need in order to build a solid, coherent foundation for later learning. Texas State Pre-K Guidelines can be found at <http://tea.texas.gov/pkg.aspx>.

This is **NOT** a Special Education program. Children who have special needs may be served through other placements in early childhood programs. Due to the differing needs of the preschoolers, some students will be at the beginning of the learning continuum while others may be further along. **ALL** students, however, will be provided instruction that is differentiated in order to ensure they master their appropriate learning objectives as set forth by our Preschool curriculum.

## **ENROLLMENT**

Registration will be held until all spots are filled. A waiting list will be created for spots made vacant throughout the school year. Silsbee ISD residents must provide either a current utility bill (no phone bills) or mortgage/lease agreement with name and address for verification. Children of Silsbee ISD employees will be given priority on selection, and SISD residency will be waived for those children.

## **HEALTH and MEDICATION**

Laura Reeves Elementary has a full time nurse. Please contact the nurse if your child has any health or medical issues or if you have questions about health services. Medications may not be sent to school with the child. Parents/Legal Guardians need to deliver all medications to the nurse's office and must be accompanied with a doctor's prescription in the original container.

## **MEALS**

Breakfast and lunch are available at extra charge through the Silsbee ISD Nutrition Program or a child may bring a sack lunch from home.

## **POTTY TRAINING**

All tuition based students **must** be potty trained prior to admission into a class placement.

## **SCHOOL DAY AND CALENDAR**

The Pre-K program will follow the Silsbee ISD student school calendar.

## **CLASS SIZE**

Classes will have no more than 22 students.

## **SUPPLIES**

A school supply list can be found on the school website or one can be obtained in the school office.

## **TRANSPORTATION**

Students may ride the bus if needed. The elementary staff will assist in determining the correct bus and putting Parents/Legal Guardians in contact with the Transportation Department if needed.

## **FEES/TUITION**

Yearly tuition is \$3,000, payable as follows: \$336 for the first payment, due on September 4, followed by monthly payments of \$333 for the remaining eight months (October through May), due on the first school day of each month. Tuition may be paid in full if so desired. A \$336 non-refundable deposit is required upon acceptance into the program. (If accepted after September, the

non-refundable amount will be \$333.) Payment is not to be sent with student to the elementary school. Silsbee ISD will not prorate tuition for the first month of school for late registrants.

Failure to make payments will result in the withdrawal of your child from the program.

A daily late fee of \$20 will be assessed for payments received after the close of business (4PM) on the day payment is due. Prompt tuition payment is required each month to maintain your child's placement.

Payment may be mailed or hand-delivered to the SISD Administration Building at:

Silsbee ISD  
Attention: Karen Powell  
415 HWY 327 W  
Silsbee TX 77656





## Agreement of Attendance for Pre-K

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The Pre-K Program at Silsbee ISD is limited in the number of openings; therefore, the following must be agreed to on a continuous basis:

\_\_\_\_\_ I agree to have my child to school on time.  
Initial

\_\_\_\_\_ I agree to have my child picked up from school on time.  
Initial

\_\_\_\_\_ I agree to notify the elementary office if my child is going to be absent for an extended  
Initial period of time.

\_\_\_\_\_ I agree to conference with my child's teacher when requested.  
Initial

\_\_\_\_\_ I certify that my child is completely potty trained.  
Initial

\_\_\_\_\_ I understand that once my child is enrolled in the Pre-K Program, he/she is expected to  
Initial follow the attendance rules set forth by the contract agreement.

*Failure to adhere to above statements may result in withdrawal of student from the Pre-K program.*

I, \_\_\_\_\_, have read, understand and agree to the statements above.

Child's Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



2018-2019

**ENROLLMENT AGREEMENT**

The Parent(s)/Legal Guardian(s) of \_\_\_\_\_ (“Student”) hereby enroll the student in the Silsbee Independent School District (“Silsbee ISD”) Pre-Kindergarten Program (Pre-K Program), for the 2018-2019 school year, subject to the provisions below. In consideration of the acceptance by the Pre-K Program of this agreement, the Parent(s)/Legal Guardian(s) agree, jointly and severally, to pay the Tuition and Fees as set forth in this Enrollment Agreement (“Agreement”). Tuition and fees include payment for a full-day pre-kindergarten program, on student school days designated by the Silsbee ISD 2018-2019 School Calendar.

**I. Tuition**

The Parent/Legal Guardian agrees to pay the required Tuition and Fees, as specified below.

**A. Summary of Tuition**

**Non-refundable Deposit** \$ 336.00

Annual Tuition (9 months based on school days) \$3,000.00

**Tuition is due based on the following schedule of dates with a non-refundable deposit due with this application. This will be applied to the first payment. Checks should be payable to Silsbee ISD.**

\_\_\_\_\_  
**Initials**

**B. Non-refundable Fees**

A non-refundable deposit of \$336.00 (or \$333.00 if after September) must be submitted at time of acceptance. If the student is accepted in the Pre-K Program and fails to attend or is withdrawn, this deposit will not be returned to the Parent/Legal Guardian. In addition, if the student is withdrawn from the Pre-K Program for any reason and is accepted back into the Pre-K Program at a later date, the Parent/Legal Guardian must submit a new deposit.

\_\_\_\_\_  
**Initials**

**C. Tuition Payments**

The \$3,000 annual tuition is payable based on 170 calendar school days, regardless of the number of school days of service in any particular month.

\_\_\_\_\_  
**Initials**

Based on the 2018-2019 yearly/school calendar, monthly tuition payments must be received for each month as follows:

<b>TUITION FOR MONTH OF:</b>	<b>PAYMENT DUE</b>
August/September (\$336)	September 4, 2018
October (\$333)	October 1, 2018
November (\$333)	November 1, 2018
December (\$333)	December 3, 2018
January (\$333)	January 8, 2019
February (\$333)	February 1, 2019
March (\$333)	March 1, 2019
April (\$333)	April 1, 2019
May (\$333)	May 1, 2019

\_\_\_\_\_  
**Initials**

## II. Delinquent Accounts

The Parent/Legal Guardian understands and agrees that the timely payment of tuition and fees in accordance with this Agreement is important to the operating budget of the Pre-K Program. Accordingly, the Parent/Legal Guardian agrees as follows:

**A.** Monthly tuition is due on the **1st day of the month, except months when the 1st falls on a weekend or when students are observing holidays. See schedule above.** There is a daily **\$20.00** late payment fee for tuitions received after the close of business on the due date. (Example: Tuition due August 1. Payments received after 4:00 p.m. will be considered late. A daily late fee will be added to the tuition fee.)

**B.** Any account which is delinquent as of the last school day of the month in which the payment is due will result in automatic withdrawal of the student from the PK program on the first school day of the following month the payment was due. Such suspension, dismissal, or refusal by Silsbee ISD to allow the student to attend shall not be considered a breach of this Agreement by Silsbee ISD and shall be without prejudice to any other rights Silsbee ISD may have under this Agreement.

**C.** A student who re-applies to the Pre-K Program after being automatically withdrawn for a delinquent account must reapply to the program as a new student, pay all past due Tuition and Fees, and pay a new deposit, before being considered for re-enrollment.

**D.** Any student who is automatically withdrawn twice (2 times) for a delinquent account **will not** be eligible to apply for re-enrollment in the Pre-K Program.

**E.** Student progress reports, certificates of completion, and/or any other school records may be withheld for any student for whom Tuition and Fees are delinquent, until tuition and fees are paid in full.

**F.** Silsbee ISD shall be entitled to reimbursement for all collection costs associated with collecting delinquent accounts, including any court costs and attorney's fees.

\_\_\_\_\_  
Initials

## III. Silsbee ISD Authority

Silsbee ISD reserves the following rights:

**A.** To require the immediate withdrawal of any student whose presence is considered detrimental to either the student's or the Pre-K Program's best interest or who the Pre-K Program determines is not benefiting from or adjusting to the Pre-K Program;

**B.** To reject, for any reason, an enrollment application in the Pre-K Program for any subsequent year;

**C.** To withdraw a student after 10 unexcused absences

and

**D.** To immediately suspend or dismiss any child whose Parent(s)/Legal Guardian(s) fail to comply with the rules and/or procedures of the Pre-K Program and/or the provisions of this Agreement.

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Initials

#### **IV. Parent Acknowledgments**

**A.** Registration will be on a first come, first serve basis. Silsbee ISD Employees will have the first option to enroll. Remaining openings will be given to district residents on a first come, first serve basis. Completed enrollment packets will be stamped with the date of receipt. (District residents must provide either current utility bill (phone bills will not be accepted) or mortgage/lease agreement with name and address for verification). Incomplete enrollment packets will not be considered for enrollment.

**B.** The Parent/Legal Guardian acknowledges that the Pre-K Program is solely a self-funded tuition-based program, which **is not** supported by state or school district funds. **TIMELY PAYMENT OF TUITION AND FEES IS, THEREFORE, A REQUIREMENT FOR ATTENDANCE.**

**C.** The Parent/Legal Guardian agrees that if the Pre-K Program is not deemed appropriate for the student's ability and needs, Silsbee ISD may require the student's withdrawal from the Pre-K Program.

**D.** Silsbee ISD is not considered a daycare establishment. It considers the Pre-K program to be an integral part of the PK-12 educational programming. Because the available slots are limited in the Pre-K Program, **it is an expectation for Parents/Legal Guardians to have their child arrive to school on time daily.** This will avoid disruptions for the classroom. We want your child's teacher to have the best opportunity to maximize the learning environment.

**E.** If you know your child is going to be absent for an extended time, please contact the school office.

**F.** The Parent/Legal Guardian acknowledges that Silsbee ISD may deny access to any child believed to be suffering from an illness which could endanger the health of other students and/or faculty, including, but not limited to, communicable diseases, fever, flu, chicken pox, etc.

**G.** The Parent/Legal Guardian acknowledges that the Pre-K Program **is not** a special education program under the Individuals with Disabilities Education Act ("IDEA") and that any pre-kindergarten student who is eligible for special education services under the IDEA may be served through other placements in early childhood programs.

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Initials

**V. Termination**

It is agreed that enrollment of the Student, as specified in this Agreement, may be cancelled by the Parent/Legal Guardian, without penalty (except forfeiture of the registration and/or activity fee and the remainder of the month's Tuition and Fees) with ten (10) days' written notice. However, if a Student is withdrawn or removed by either the Parent/Legal Guardian or by Silsbee ISD from the Pre-K Program during any calendar month, the Parent/Legal Guardian **is not** entitled to any refund of tuition and fees already paid.

\_\_\_\_\_  
Initials

**PLEASE READ THE ENTIRE CONTRACT BEFORE SIGNING AND DATING IT IN THE SPACES PROVIDED BELOW.**

*Is Parent(s)/Legal Guardian(s) a Silsbee ISD Resident? \_\_\_Yes \_\_\_No*

*Is Parent(s)/Legal Guardian(s) a Silsbee ISD Employee? \_\_\_Yes \_\_\_No*

*If yes, must provide one of the following for district verification: current utility bill (telephone bill will not be accepted), current mortgage or lease agreement with name and address.*

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**Child's Name**

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**Parent(s)/Legal Guardian(s) Name**

**THIS DOCUMENT IS A CONTRACT WHICH SHALL BE INTERPRETED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS.**

**I certify that I am financially responsible for my child's enrollment in the Silsbee ISD Pre-Kindergarten program. I certify that all information on this application is true and correct. I understand that school district officials may verify the information on the application/contract. If investigation indicates false information has been provided, my child may be withdrawn from the program.**

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**Signature of Parent/Legal Guardian**

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**Date**

SILSBEE ISD TUITION-BASED  
**Pre-K Program 2018-19**



**Enrollment packet complete - deposit payable to Silsbee ISD**