



Pegasus Preschool

2010-2011

**Parent Handbook/
Registration Packet**



Pegasus General Description 2010-2011

A collaborative preschool/inclusion program for children of Comal ISD staff & children in PPCD

Purpose

The purpose of the Pegasus Program is to provide on-site preschool for children ages 3 to 5 of Comal ISD staff members while also providing preschoolers with disabilities an instructional setting in which they may interact with typically developing peers.

General Description

The Pegasus Program consists of a maximum of 10 children of staff members in preschool together with children who have been identified through the Preschool Program for Children with Disabilities (PPCD) as eligible for special education services.

The program is staffed by a PPCD teacher, a preschool (Pegasus) teacher, and educational assistant(s). The programs are anticipated to be at Freiheit Elementary, Rebecca Creek Elementary, Startzville Elementary, and Rahe Bulverde Elementary. The program will “make” at these campuses if at least 6 children enroll in the Pegasus program at the campus.

Classes serve children who are 3 Or 4 by September 1 of the school year. **Children who are 5 years old by Sept 1, 2010 will not be able to participate in the Pegasus program per district policy.**

Goals of the Program

- To provide an inclusive instructional environment for children with disabilities
- To recruit and maintain skilled staff by providing them with a high-quality, enriching preschool environment for their young children
- To build a strong school community by supporting early cooperative interactions among children with and without disabilities and their families

Cost of the Program

Tuition is charged to the parents of the children enrolled in the preschool Pegasus program and defrays costs of hiring a preschool teacher and the provision of breakfast. **This tuition is divided into 10 or 12 payments (parent option): the initial registration paid by check due at registration (deposited in May) and 9 or 11 payroll deductions.**

There will be a one-time supply fee of \$25 at the time of registration.

Pegasus Program Parent Agreement 2010-2011



A collaborative preschool/inclusion program for children of Comal ISD staff & children in PPCD

Purpose

- The purpose of the Pegasus Program is to provide onsite preschool for children of district staff members while also providing preschoolers with disabilities an instructional setting in which they have the opportunity to interact with typically developing peers.

General Description

- The Pegasus Program consists of a maximum of 10 children of CISD employees in preschool together with children who have been identified through the Preschool Program for Children with Disabilities (PPCD) as needing special education services.
- The program is staffed by a PPCD teacher, a preschool (Pegasus) teacher, and educational assistants.

Pegasus Philosophy

- Children in Pegasus learn through developmentally appropriate activities and play. A literacy-rich environment and positive interactions with peers and adults facilitate language enrichment, social skills, emotional intelligence, self-help skills, pre-reading skills, and cognitive skills.
- The Program follows a district-adopted curriculum for Pre-K call "We Can", which is based on thematic unit topics. The goal is to introduce concepts and vocabulary; not to take to mastery.

Enrollment Requirements

- Child must be 3 or 4 years of age by September 1 of the school year.
- Child must not display any consistent negative behaviors that would interfere with the classroom rules and procedures or excessive self-help needs and must be able to function in the program with the 1-10 preschool teacher-child ratio.
- Parent/guardian must be a regular, benefits-eligible employee of Comal ISD.
- Child must not be receiving or qualify for any services that would be provided by PPCD unit.
- Child must be fully potty trained. We have a "No Pull-Up" policy.

Enrollment Information

- Parents/grandparents will attend an Orientation Meeting each year prior to signature.
- Parents/grandparents will make a one-time non-refundable deposit of one month's tuition at time of registration. This deposit will be used as the first month's tuition. Should the parents/grandparents choose not to enroll the child, or subsequently to withdraw their child from the program, the deposit is non-refundable and will be used to defray Program costs.
- A minimum of six children of staff members must be enrolled in the preschool program in order to establish a Pegasus Program on a campus. If six children are not enrolled at the time of planning for classes in the spring, the staff accountant for the district will calculate whether the program costs can be met with tuition from other campuses. If they can be met, the class with less than six children can be planned and efforts to recruit additional staff children to the campus, or to move children from other campuses will be made.
- After the Pegasus application period has ended, any applications of children who did not receive a Pegasus slot will be refunded the initial tuition and notified should openings occur on any Pegasus campus.

Selection Process

- First selection for the Program is
 - Children/grandchildren of employees on the campus where Pegasus is located
 - Children/grandchildren whose siblings were previously or are currently enrolled in Pegasus.
- Second selection is children/grandchildren of any other CISD employee

Enrollment Process

- Enrollment for Pegasus will be held at each of the Pegasus campuses on the following dates.
 - STZES – April 12 @ **3:00 for STZES staff**; 3:30 to 5:00 for any CISD staff
 - RCES – April 13 @ **3:00 for RCES staff**; 3:30 to 5:00 for any CISD staff
 - FES – April 19 @ **3:00 for FES staff**; 3:30 to 5:00 for any CISD staff
 - RBES – April 20 @ **3:00 for RBES staff**; 3:30 to 5:00 for any CISD staff
- Registration will occur on a first come basis with campus staff registration starting 30 minutes before it is open to the rest of the district (see dates and times listed above). Children will be enrolled when applications are reviewed and are verified as complete according to the registration checklist – including signatures and a check for the August tuition. (Registration checklist is the last page of this packet.)

Tuition

- Tuition for the 2010-11 school year will be \$4500 paid in 9 equal payroll deductions (Sept – May) of \$450 or 11 equal payroll deductions (Sept – July) of \$375, beginning with your September paycheck. (**August is paid for through the non-refundable deposit of \$375 paid with the registration.**) A Payroll Deduction Authorization Form is attached to this Program Agreement. The Payroll Deduction Authorization form should be completed and given to the Principal along with the Program Agreement. **Please make sure you select the correct form.**
- In the event that the parent is not receiving a paycheck for the month, they should make a check payable to Comal ISD and give it to the preschool teacher no later than the 15th of the month.

Income Tax Credit

- The Pegasus program does not qualify as a pretax deduction (cafeteria plan) because it is not a registered day care. However, a portion of the cost of Pegasus tuition may be claimed as a tax credit for income tax purposes. Specifically, it may be claimed as a “Credit for Child and Dependent Care Expenses” on the income tax return. To claim the credit, parents complete an IRS form 2441 if they itemize and file their income tax return on form 1040A. Pay stubs serve as tuition receipts for tax filing purposes.

Class Hours/Procedures (*Times may vary based on school start/end times. Notification will be given prior to the first day of school.*)

- Pegasus is provided every day that teachers are required to report to work, including professional development and teacher workdays.
- Children may be brought to school no earlier than **7:00 a.m.** and must be picked up by a designated adult no later than **5:00 p.m.**
- **Children MUST be at school No Later Than 8:00** so not to interrupt the routines of the classroom.
- A late penalty of \$1.00 for every minute after **5:00 p.m.** will be charged and is due the same day to the principal. Parents will receive one warning letter. Consistent failure to pick up on time could result in dismissal from the program.
- Pegasus established hours will be strictly followed. District employees who are unable to follow the established schedule because of work responsibilities should seek another preschool with the necessary hours and flexibility.
- Pegasus established hours are consistent among Pegasus campuses. Hours may be changed on individual campuses only with agreement of all parents of children in the program, and with the permission of the principal.
- Parents will sign their children in and out.
- **Parents must complete an “Authorization for Pegasus Child Pick-up” form.**

Siblings

- Only children enrolled in the Pegasus Program are allowed in the classroom. Siblings may not come into the classroom without a parent at any time, including before and after school, and on professional development and teacher workdays.

Parent Visits to the Pegasus Classroom

- Parents are asked to honor the Pegasus classroom routines and to visit the Pegasus classroom respectfully and not excessively. The Principal reserves the right to limit visits if visits become too frequent, or result in the parent requesting class coverage for his/her own classroom in order to make visits to Pegasus.

Daily Activities (times may vary based on school start/end times)

- From 7:45 to 2:45, children in the Pegasus Program will be provided with small and large group activities designed to promote growth in all areas of early childhood development. These activities will be developed and cooperatively implemented by the preschool (Pegasus) teacher, PPCD teacher and the Educational Assistant(s).
- Afternoon activities after 2:45 p.m. are supervised by the preschool (Pegasus) teacher and consist primarily of unstructured play time.

Snacks and Classroom Materials

- Nutritious snacks are provided daily. Snacks may include graham crackers, goldfish crackers, fruit, granola bars, pretzels, juice, etc.
- For children on special diets, parents are asked to provide a daily snack.
- A one-time fee of \$25 will be paid for supplies at the time of registration. Parents will be asked to provide children with items for individual use such as a backpack, extra set of clothing, rest mat and blanket, notebook, folder and tissues.

Lunch

- Staff children are not enrolled in public school, and are not counted in the school's numbers, even though their parents do complete a Registration process, including AGR Cards. Since the staff children are not considered enrolled in public school, they are not eligible for free or reduced lunches. The Pegasus children will have a cafeteria card, and the Cafeteria Manager will put in a false, or dummy number, instead of a student ID number.
- Lunch can either be sent with the child as a "sack lunch" or money can be put into the child's lunch account so the child can eat from the regular cafeteria line.

Campus Pegasus Program Disputes and Resolutions

- Any concerns of the parent should initially be addressed to the preschool (Pegasus) teacher and PPCD teacher.
- Any additional concerns should be addressed with the campus administration.
- Should a child exhibit disruptive behaviors that consistently interfere with classroom rules and procedures, the campus administration may recommend an appropriate course of action which might include specific behavioral interventions or, if necessary, de-enrollment from the program.

District Pegasus Representative(s)

- A district-level representative(s) establishes policy for all Pegasus programs in the district and handles any Pegasus disputes that are not resolved at the campus level. Any policy appeals or recommended dismissals from the program are approved by the Pegasus District representative(s).

Field Trips

- May be arranged by PPCD teacher and taken with the PPCD students.
- Will use CISD Transportation system.
- Parents will be provided information about when and where the field trip will occur.
- If Pegasus children require a car seat (child is under 40 pounds) the parent must provide one on the day of the field trip.
- Parents will be required to provide written permission (sign permission slip) for the Pegasus child to attend each field trip.



Pegasus Application 2010-2011

Children of Comal ISD staff who are ages 3 or 4 by September 1st of 2010 are eligible for application to Pegasus.

*Pegasus Campus: _____ Child's Home Campus: _____

Child's Name _____ Child's DOB: _____

Parent(s) or Guardian's Name(s): _____

Parent's District Employment Assignment: _____
(Position and location)

Home Address: _____
(As of August 2010)

Contact phone numbers:

_____ Home _____ Work (mom/dad)

_____ Mom's Cell _____ Dad's Cell

Is your child potty trained? Yes No
(We require all students to be fully potty trained for enrollment.)

Does your child currently receive any special education services? Yes No

*Anticipated Pegasus campuses for 2010 - 2011:

Rebecca Creek Elementary
Rahe Bulverde Elementary

Startzville Elementary
Freiheit Elementary

I have read and agree to all the terms of the Pegasus program as outlined in the Pegasus Program Parent Agreement:

Parent/Guardian Signature

Date

***CISD Nurse Signature**

Date

CISD Nurse: Please review the shot record of the potential Pegasus student and verify that all shots are current as per CISD standards.



Authorization for Pegasus Child Pick-up 2010-2011

I, _____ give my permission for the following people to pick up my
child _____ from the Pegasus program.

Name: _____

Phone number: _____

Name: _____

Phone number: _____

Name: _____

Phone number: _____



Pegasus Payroll Deduction Authorization
September 2010 – May 2011
(9 month)

I, _____, authorize Comal ISD payroll department to deduct **\$450.00** from my monthly paycheck for the following **9-month pay period: September 2010 – May 2011**. (August tuition will not be a payroll deduction; it will be paid by check at the time of registration.)

This is payment for tuition for the Pegasus Program.

Child enrolled in Program (campus): _____

Program start date: August 16, 2010 (first day for Returning Staff)

Employee Social Security Number: _____

Parent/Guardian's District Employment Assignment: _____
(position, location)

Employee Signature: _____ Date _____

Pegasus Coordinator's Signature: _____ Date _____



Pegasus Payroll Deduction Authorization
September 2010 – July 2011
(11 month)

I, _____, authorize Comal ISD payroll department to deduct **\$375.00** from my monthly paycheck for the following **11-month pay period: September 2010 – July 2011**. (August tuition will not be a payroll deduction; it will be paid by check at the time of registration.)

This is payment for tuition for the Pegasus Program.

Child enrolled in Program (campus): _____

Program start date: August 16, 2010 (first day for Returning Staff)

Employee Social Security Number: _____

Parent/Guardian's District Employment Assignment: _____
(position, location)

Employee Signature: _____ Date _____

Pegasus Coordinator's Signature: _____ Date _____



Pegasus Registration Checklist 2010-2011

(form to be checked off at time of registration)

Name of Child _____

Date of Birth _____

The following must be turned in at the time of registration for a packet to be considered complete and the child to be registered.

1. ___ Pegasus Program Application signed by Parents **and CISD Nurse**
2. ___ Completed Payroll Deduction Authorization Form
(which will be given to Janice Sanders in the business office)
3. ___ Authorization for Pegasus Child Pick-up
4. ___ Check for \$375 made out to Comal ISD for first month's tuition
(to be deposited May 2010)
5. ___ Check for \$25 for General Supplies made out to Comal ISD
(One check can be written for tuition and supplies = \$400)

All forms listed below will be filed in the 'cumulative folder' that will be kept on the student's campus.

Pegasus Application & Authorization for Pegasus Child Pick-up

- ___ Copy of Birth Certificate (verify birth date)
- ___ Copy of Social Security Card of the child
- ___ Copy of Current immunization records (CISD nurse must sign registration form to verify shots are current with CISD standards.)

The following must be obtained from a CISD campus

- ___ Nurse's card (Obtained from any CISD campus)