

## File R: JCA-B -~~2021-22~~ PRESCHOOL ASSIGNMENT POLICY<sup>1</sup>

### Preschool Programs

Lowell Public Schools offers full-day and half-day Preschool Programs to children four years old by September 1st.

### Students with Individual Education Plans (IEPs):

Three and four-year-old students with IEPs are assigned to preschool based on IEP, required services, residency, and available space. Children with IEPs are **not included in the lottery**. ~~provided~~ Preschool programming **will begin on** ~~on or after before~~ their third birthday in accordance with Part B of the Individuals with Disabilities Education Act.

### Pre-Registration Period for Preschool Lottery:

Lowell Public Schools **holds a registration period for preschool** lottery during the months of February through **April** each year. At the time of registration, parent(s)/guardian(s) will be asked to indicate three (3) **different** school choices. A student's preschool placement is for one year and has no bearing on a student's kindergarten placement. There are a limited number of full-day preschool placements in select schools (Bartlett Community Partnership, Cardinal O'Connell Early Learning Center, Frederic T. Greenhalge Elementary and Murkland Elementary).

**Families must register on-line or at the Family Resource Center. Families can access computers and support to submit the on-line application, as needed.** ~~Families in need of support with the on-line application should contact the District's Family Resource Center.~~

To be included in the **preschool lottery**, families must register **by completing on-line application** and provide the following documentation (unless the student qualifies for McKinney-Vento services) ~~before the deadline before the deadline~~ **at the time of registration**:

- proof of residency,
- child's birth certificate,
- current immunization/health records, and
- photo ID of parent/guardian(s) registering the child.

Given **the fact that no** transportation is **not** provided to preschoolers, we strongly encourage families to consider selecting schools where the family can ensure on-time, regular attendance by the student. **Regular attendance is required and children missing more than 10% of total days of attendance may be unenrolled in the program given the scarcity of preschool seats in the community.** ¶

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<sup>1</sup> Draft First Reading

## Preschool Lottery:

Families registering before the deadline are entered into the preschool lottery. ~~The Early Childhood Department diligently considers gender and minority status in adherence with a child's lottery status.~~

A random and blindly generated five-digit number is assigned to each student at the conclusion of the registration period (no later than May 3rd), and recorded against their registration number.

Any family registering **after the lottery pre-registration** deadline will automatically be **placed** on the preschool waitlist by date of registration. The Early Childhood Department will maintain the preschool waitlist.

**Pre-**registered families will receive written notification (an E-mail) providing the student's lottery number and their **proposed school assignment before by May 31st.** - Families **must** respond in writing to the **letter email**, selecting from one of the following options upon receiving notification of preschool assignment:

- Accept placement
- Accept placement and remain on waitlist at preferred school **until October 15.**
- Reject placement and remain on waitlist at preferred school **until October 15.**
- Reject placement and seek alternative preschool programming

Families **must** return the proposed placement offer **response via email** within ~~45~~**7** **business** days to the Early Childhood Department indicating one of the selections above. Families not responding to the preregistration placement offer within ~~45~~ **7** days will be placed on the waitlist in the order of their lottery numbers. Upon receipt of acceptance of the proposed placement offer, the Early Childhood Department will generate an official assignment letter by June 30th.

Students accepting and receiving **assignments** must attend school or contact their child's assigned school within five days from the start of preschool to maintain enrollment. After five school days, if the family has not contacted the school or the child has not attended, the child will be unenrolled and their seat will be filled by a student on the waitlist. Students with IEPs in foster care or covered under McKinney-Vento Homeless Assistance Act are exempt from this policy.

## Attendance:

It is the parent(s)/guardian(s)' responsibility to ensure regular attendance. Regular attendance matters. Given that there ~~is~~ are limited **seats in preschool**

classrooms ~~space~~ available in Lowell Public Schools for preschool-age children and high demand, the district has established an attendance policy.

Children with unexcused absences of more than 10% of the total number of days of school will be provided written notice of attendance concerns. Families not meeting the conditions of the written attendance notice may be unenrolled by the school. Schools must notify the Early Childhood Department about any child that is unenrolled.

~~If families would like to withdraw a preschooler, parent(s)/guardian(s) must provide a written request to the school to withdraw a student. School must forward the request to the Early Childhood Department.~~