



Instructions for the Lago Vista ISD “Vikings Row Together” Tuition-Based Pre-K Program Application Process

Children who will be four years old by September 1st of the upcoming school year and who live within the Lago Vista ISD boundaries, but who do not meet the requirements to enroll in the State-funded Pre-K or ECSE programs, have the opportunity to apply for the full-day “Vikings Row Together” Tuition-Based Pre-K Program. The instructions below are provided to help guide parents/guardians through the application process.

STEP 1: DETERMINE ELIGIBILITY

To be eligible to apply or be considered for enrollment in the Lago Vista ISD “Vikings Row Together” Tuition-Based Pre-K Program, your child must be 4 years of age on September 1st of the year of enrollment and **must not be eligible** for the State-funded Pre-K or ECSE programs, which are offered at no cost. Parents interested in the tuition-based program should first determine if their child qualifies for State-funded Pre-K or ECSE programs at no cost.

To be eligible for enrollment in the State-funded Pre-K program, a child must be four years of age on or before September 1st of the current school year, live in the District, and must be:

- Unable to speak and/or comprehend the English language; or
- Educationally disadvantaged (qualify for free/reduced lunch); or
- Homeless, as defined by 42 U.S.C. §11434a, regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child; or
- The child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority; or
- The child of a member of the armed forces of the United States who was injured or killed while serving on active duty; or
- Currently or has ever been in the conservatorship of the Department of Family and Protective Services (foster care) following an adversary hearing held as provided by Family Code §262.201, or
- Is the child of a person eligible for the Star of Texas Award as:
 - ◆ a peace officer under Texas Government Code §3106.002,
 - ◆ a firefighter under Texas Government Code §3106.003
 - ◆ an emergency medical first responder under Texas Government Code §3106.004.

The Early Childhood Special Education (ECSE) program serves children between the ages of three and five who have delays in the areas of speech, language, physical, social and/or emotional development. If you believe your child may be eligible to attend the Early Childhood Special Education (ECSE) program at no cost, please contact the Lago Vista ISD Special Education Director.

If your child will be five years old before September 1st of the year of enrollment, he/she is eligible to enroll in Kindergarten and is **not eligible for Pre-K**.

STEP 2: COMPLETE THE APPLICATION

Children who will be four years old on or before September 1st of the year of enrollment and who DO NOT qualify for either the State-funded Pre-K or ECSE programs, as described above, are eligible to apply for the “Vikings Row Together” Tuition-Based Pre-K program.

A finite number of seats will be opened to District residents who meet eligibility requirements for the “Vikings Row Together” Tuition-Based Pre-K program. Available seats for the “Vikings Row Together” Tuition-Based

Pre-K Program will be filled through an application process. Receipt of a completed application is required to place a student on the list to fill the number of available tuition-based seats determined by the District.

Applications must be filled out completely and be submitted in person to the Lago Vista Elementary School front office. **The priority deadline for open seats in the VRT Tuition-Based Pre-K Program is 4:00pm on the last day of school for current school year.**

STEP 3: SUBMIT THE APPLICATION & DEPOSIT BY 4:00PM

Completed applications and deposits must be submitted to the front office at Lago Vista Elementary. The priority deadline for open seats in the “Vikings Row Together” Tuition-Based Pre-K Program is 4:00pm on the last day of school for current school year. Completed applications will be time stamped. Applications are only considered complete upon receipt of a deposit in the amount of \$800.00, which will be used for the first month’s tuition. Deposits should be paid by check or money order made payable to Lago Vista ISD.

STEP 4: RECEIVE PLACEMENT NOTIFICATION

For completed applications received by 4:00pm on the last day of school for current school year, official “Vikings Row Together” Tuition-Based Pre-K placement notifications (approval, denial, or waitlist) will be sent by the close of business on the first work day in June. Notifications will be sent to the email address provided on the application, so it is extremely important that this address be legibly written. If a student is placed on the waiting list, the deposit will be returned.

Applications received after the deadline will be time stamped and reviewed. The District will communicate placement notifications (approval, denial, or waitlist) in a timely manner. If a student is placed on the waiting list, the deposit will be returned.

Once the available tuition-based seats are filled, applications that meet program entry criteria will be placed on the waiting list in the order that they were received. There are no guarantees that a spot will become available. If available, applicants on the waiting list for the “Vikings Row Together” Tuition-Based Pre-K Program will be notified of any available spaces in the District’s on-site daycare, the Little Vikings Learning Center. Enrolling in the Little Viking Learning Center will remove an applicant from the “Vikings Row Together” Tuition-Based Pre-K Program waiting list. Due to the high volume of administrative work required to prepare for the school year, applicants placed on the waiting list should not contact the campus to inquire about the waiting list.

If a space in the “Vikings Row Together” Tuition-Based Pre-K Program becomes available, the District will contact each applicant on the waiting list until the available opening is filled. In order to confirm acceptance into the program, an approved applicant on the waiting list must deliver a deposit in the amount of \$800.00, which will be used for the first month’s tuition.

STEP 5: COMPLETE ENROLLMENT & REGISTRATION PROCESSES

Once a child is accepted into the “Vikings Row Together” Tuition-Based Pre-K Program, the campus registrar will contact the parent/guardian to complete the required enrollment and registration paperwork, including a signed authorization agreement for preauthorized payments (electronic bank draft).

Those accepted into the “Vikings Row Together” Tuition-Based Pre-K Program have five business days to complete the enrollment and registration processes and provide all required documents. Immunizations must be up to date in order for registration to be complete.

If enrollment and registration are not completed within the timeline, the spot will be forfeited to the next person on the waiting list.

For more information on Lago Vista ISD student enrollment and registration, required forms, immunization requirements, and eligibility State-funded Pre-K Programs, please visit our website at www.lagovistaisd.net.