



## Lago Vista Independent School District “Vikings Row Together” Tuition-Based, Full-Day Pre-K Program

Lago Vista ISD strives to create structures at all levels that maximize the potential of all students through rigorous curriculum and instruction. A commitment to early childhood education is critical in strengthening the foundation for future successes of our students. As a part of this commitment, the District has three Pre-K pathways: State-Funded Pre-K, Early Childhood Special Education, and our new “Vikings Row Together” tuition-based program.

**Lago Vista ISD is excited to offer the “Vikings Row Together” program as a part of our early childhood Pre-K pathways.**

### What are the Pre-K options in Lago Vista ISD?

Lago Vista ISD offers three Pre-K pathways:

1. **State-Funded Pre-K:** Students in this pathway are age 4 by September 1<sup>st</sup> and meet at least one of the state’s Pre-K eligibility criteria. State-funded Pre-K is provided at no cost to eligible students.
2. **Early Childhood Special Education (ECSE):** Students in this pathway are ages 3-5, identified with a disability, and demonstrate a need for special education. 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.
3. **“Vikings Row Together” (VRT) Tuition-Based Pre-K:** Students in this pathway are age 4 by September 1<sup>st</sup>, are not eligible for State-funded Pre-K or ECSE, and submit an application to participate as a tuition-based student. VRT students serve as peer models in the ECSE classroom for students with disabilities while receiving instruction based on the TEA Pre-Kindergarten Guidelines.

### Why does Lago Vista ISD offer the “Vikings Row Together” program?

The purpose of the “Vikings Row Together”, or VRT, program is to partner with our Early Childhood Special Education (ECSE) program to provide age-appropriate learning experiences for students in both programs. Students from the VRT program and the ECSE program are served in the same classroom, which provides a diverse, accepting environment where students serve as role models for one another. This blended model provides a highly-impactful setting for student learning for both VRT and ECSE students.

In the VRT program, our tuition-based students learn in an environment where they serve as peer models for students with disabilities while receiving instruction based on the TEA Pre-Kindergarten Guidelines. The role of a VRT student is to be a role model for the ECSE students by modeling age appropriate communication, social, and self-help skills.

### Who can apply for enrollment in the “Vikings Row Together” Tuition-Based Pre-K Program?

The opportunity to apply for this program is open to parents with a child who meets the following criteria:

- Will be four (4) years old by September 1<sup>st</sup>;
- Resides within the Lago Vista ISD attendance boundaries;
- Does not meet the eligibility requirements to enroll in the State-funded Pre-K or ECSE programs; AND
- Is toilet trained.

# Policies & Procedures for the “Vikings Row Together” Tuition-Based Pre-Kindergarten Program

## Application Procedures

- A finite number of seats will be opened to District residents who meet eligibility requirements for the VRT Tuition-Based Pre-K Program.
- Available seats for the VRT 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 for VRT Tuition-Based Pre-K Program seats are considered on a first come, first served basis and require a deposit in the amount of \$665, which will be used for the first’s month’s tuition. Deposits must be paid by check or money order made payable to Lago Vista ISD. *Note: Applications are only considered complete when a deposit payment for the first’s month’s tuition is received.*
- **The priority deadline for open seats in the VRT Tuition-Based Pre-K Program is by at 4:00pm on June 1<sup>st</sup> (or following Monday, if the 1<sup>st</sup> falls on a weekend). Completed applications and deposits must be submitted to the Lago Vista Elementary School front office.**
- After the tuition-based spaces are filled, all other applicants will be placed on a waiting list pending space.
- **For completed applications received BEFORE 4:00pm on June 1<sup>st</sup> (or the following Monday, if the 1<sup>st</sup> falls on a weekend):**  
Official placement notifications (approval, denial, or waitlist) will be sent by the close of business on the last Friday 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.
- **For applications received AFTER 4:00pm on June 1<sup>st</sup> (or the following Monday, if the 1<sup>st</sup> falls on a weekend):**  
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. There are no guarantees that a spot will become available. Deposits are not accepted for the waiting list.
- 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 \$665.00, which will be used for the first month’s tuition.
- Those accepted into the VRT Tuition-Based Pre-K Program will have five business days to complete the enrollment and registration process and provide all required registration documents.
- Immunizations must be up to date in order for registration to be complete.
- If registration is not completed within the timeline, the spot will be forfeited to the next person on the waiting list.

## **VRT Tuition-Based Pre-K Enrollment Requirements**

- A student **must** be 4-years of age by September 1<sup>st</sup> of the school year of enrollment.
- A student **must not** be eligible for the State-funded Pre-K or ECSE programs, which are offered at no cost.
- A student **must** meet all of Lago Vista ISD student enrollment requirements, and parents must provide required registration documents at the time of registration. Required documents:
  - ◆ Child's Certified Birth certificate
  - ◆ Child's Social Security card
  - ◆ Child's updated immunization record
  - ◆ Proof of residency (gas, water or electric bill or lease/mortgage statement if leasing)
  - ◆ Parent's photo ID (valid Texas driver's license, Texas photo ID card, or other government-issued photo ID)
- Residency verification **must** show that the child resides within the Lago Vista ISD attendance zone. Transfer requests for Pre-K will not be accepted.
- An electronic draft authorization form for automated tuition payments must be completed and signed by the holder of the account at the time of enrollment. Cash, checks, or credit cards are not accepted for monthly payments.
- A student must be toilet trained. Lago Vista ISD defines toilet trained as wearing underwear (not pull-ups) and able to request to use the restroom. If an accident occurs, a student must be able to change clothing and clean up with minimal adult assistance.
- Parents must be aware that all VRT Tuition-Based Pre-K students must adhere to the Lago Vista ISD Student Code of Conduct and the agreements in this document.

## **Tuition & Payment**

- Tuition for all Pre-K programs must be approved by the Texas Education Agency Commissioner's Office yearly. The District may not adopt a tuition rate for the Pre-K program that is higher than necessary to cover the added costs to the District of providing the program, including any costs associated with collecting, reporting, and analyzing data under Section 29.1532(c).
- The approved annual tuition rate is \$5,985.00, which is divided into 9 equal payments (a deposit and 8 monthly payments). Payments are equal, regardless of the number of days school is in session during a given month.
- Tuition payments for the VRT Tuition-Based Pre-K Program must be paid through automatic, electronic draft each month. The electronic draft authorization form must be completed and signed by the holder of the account at the time of enrollment. Although every effort is made to keep the schedule for bank drafts, it is expected that sufficient funds will be available if the account is drafted at a later date. Cash, checks, or credit cards are not accepted for monthly payments.
  - ◆ Tuition payments are \$665.00 and the first payment is required to place a student in an available seat.
  - ◆ After the deposit, tuition is collected through automatic bank draft on the first school day of each month from September through May. Should the 1<sup>st</sup> of the month fall on a weekend or holiday, the payment will be collected through automatic bank draft first school day after the 1<sup>st</sup> of the month.
  - ◆ VRT Pre-K tuition payments are due on the 1<sup>st</sup> school day of the month.
  - ◆ A late fee of \$10 per business day will be collected for payments that are not received by this date.
  - ◆ A fee of \$35 is collected for any declined payments/returned checks.
  - ◆ The parent/guardian is responsible for the cost of any and all expenses related to collection for delinquent payments. Students may be removed from the program for non-payment after one late or missed payment.
- Parents/guardian who wish to pay tuition for the year may do so by check or money order (payable to Lago Vista ISD).

- Breakfast and lunch are NOT included in the cost of tuition. Parents/guardians may choose to provide these meals or purchase may the standard tray breakfast and/or lunch in the campus cafeteria.
- If a child is withdrawn from the program for any reason after attending one day of class in a month, no refund will be given for that month.
- Parents/guardians must communicate the decision to withdraw a child from the VRT Tuition-Based Pre-K Program to the campus principal, in writing, at least one month in advance. If a child is withdrawn from the program after attending one day of class in a month, no refund will be given for that month.
- Parents/guardians who make the decision to withdraw a child from the Tuition-Based Pre-K Program are required to cancel the authorization agreement for preauthorized payments (electronic bank draft) by notifying the Lago Vista ISD Business office, in writing, at least one month in advance.
- Students may be removed from the program for non-payment after one late or missed payment.
- Lago Vista ISD employees' children who do not meet State-funded Pre-K or ECSE eligibility requirements are not exempt from paying the tuition fee.

## **VRT Tuition-Based Pre-K Program Information**

### **Program Overview**

- The Vikings Row Together (VRT) Program is in partnership with Early Childhood Special Education (ECSE). The VRT classroom is staffed by one certified Special Education teacher and two paraprofessionals. The goal is to maintain a 50/50 ratio of children. However, ratios fluctuate throughout the school year based on ECSE enrollment.
- The Pre-K curriculum in Lago Vista ISD is developed using the research-based Frog Street curriculum and is fully aligned with the Texas Pre-K Guidelines. The Frogstreet curriculum is a comprehensive curriculum that covers all domains of early learning, such as language and literacy, mathematics, science and social studies, arts, physical development, and social and emotional development.
- Learning activities include, but are not limited to, circle time, centers, math and literacy instruction, lunchtime, and physical activity time (indoor and/or outdoor).

### **Schedule**

- All Pre-K students begin school on the first day of instruction of the school year. They follow the same Lago Vista ISD Academic Calendar, transportation routes, and instructional time as all other grade levels at Lago Vista Elementary School.
- No VRT classes are available on school holidays and/or teacher in-service days.
- The instructional day begins promptly at 7:45am and ends at 3:20pm.
- Parents/guardians are strongly encouraged to have their child at school by 7:45am each day. Students who arrive late to the classroom cause a disruption to instruction and daily routines.
- School hours will be strictly followed and daily attendance will be taken every morning.

### **Arrival & Dismissal**

- VRT students may be dropped off in the car rider line starting at 7:15am. If parents arrive after 7:45am, they will need to park and walk their child up to the front doors, where a staff member will escort them to the ECSE/VRT classroom.
- VRT students may be picked up in the car rider line with the other elementary students at the Elementary dismissal time of 3:20pm.
- A parent/guardian needing to check a child out early must check in at the front office and a member of the office staff will go to the classroom to get the student. Parents/guardians may not go directly to the ECSE/VRT classroom to check out their child.

## **Classroom Materials**

- A VRT school supply list is provided upon registration and can also be found on the District website.
- Parents/guardians will need to provide a backpack, extra change of clothes for their child, a nap mat and blanket for their child, and daily snacks.
- The ECSE/VRT teacher may request additional supply items throughout the year as supplies run out or for a special activity
- Jackets, lunchboxes, backpacks, nap mats, and blankets should be labeled with student's name.
- The ECSE/VRT classroom supplies plenty of age-appropriate and fun learning materials to help students build positive peer relationships, so we ask that toys from home not be sent to school.

## **Classroom Visits**

- It is important to remember that this is an educational program and is not to be considered a daycare setting. During the instructional day, parents/guardians must follow campus visitor procedures and check in at the front office to obtain a visitor's badge before entering the school.
- In order to minimize disruptions to instruction and routine, visits to the ECSE/VRT classroom during instruction times must follow Lago Vista ISD policy in the Student Handbook and be prearranged with the teacher and principal at least 24-hours in advance.
- The campus principal reserves the right to limit visits if the visits become too frequent during instructional times.
- Parents/guardians who wish to conference with the ECSE/VRT teacher regarding their child will need to contact the teacher to set up a conference.
- Parents/guardians are encouraged to volunteer in the classroom for school events or field trips. Those who wish to assist with school events and activities must complete a required background check and be approved prior to volunteering. Parents/guardians may obtain the background check from the front office.

## **Meals & Snacks**

- Breakfast is available daily in the Lago Vista Elementary School cafeteria beginning at 7:10am. Students who wish to eat breakfast at school may purchase breakfast through the school cafeteria program.
- VRT students will eat lunch in the cafeteria. Lunch may be brought from home or purchased through the school cafeteria program.
- Parents/guardians should provide two nutritious snacks from home each day.

## **Student Attendance**

- This is an educational program and children are expected to remain at school for the full school day.
- Students with ten absences/and or tardies may be dropped from the program at the discretion of the campus principal.

## **Student Behavior**

- VRT students are expected to model safe, respectful, and responsible behavior and follow Lago Vista ISD Student Code of Conduct.
- The ECSE/VRT teacher will follow the campus discipline policies and procedures in regards to behavior infractions and consequence and are expected to work with campus principal to address ongoing behavior concerns.
- The appropriate staff member will notify parents/guardians of any discipline issues.



## Lago Vista Independent School District “Vikings Row Together” Tuition-Based Pre-K Program Parent Agreement

Please read each statement below carefully, and initial each statement.

- \_\_\_\_\_ I understand that the role of the "Vikings Row Together" Tuition-Based Pre-K Program is to provide a classroom environment with typically developing peers for the Early Childhood Special Education (ECSE) students who are able to model age appropriate communication, social, and self-help skills.
- \_\_\_\_\_ **I understand that VRT students are served in the same classroom and by the same staff as the Early Childhood Special Education (ECSE) students.**
- \_\_\_\_\_ I understand that my child is not eligible to participate in the VRT program if he/she is eligible for State-funded Pre-K or for Early Childhood Special Education (ECSE), which are provided at no cost.
- \_\_\_\_\_ I understand that enrollment in the Lago Vista ISD “Vikings Row Together” Tuition-Based Pre-K program is considered a benefit to my child. I agree to work collaboratively and positively with the ECSE/VRT teacher and campus staff. I agree to the terms of the VRT Tuition-Based Prekindergarten Program Agreement.
- \_\_\_\_\_ I understand that Lago Vista ISD reserves the right to cancel the VRT Tuition-Based Pre-K Program if there is not sufficient enrollment in this program. Should the program be cancelled, I will be refunded all fees.
- \_\_\_\_\_ I understand that tuition payments for the VRT Tuition-Based Pre-K Program must be paid through automatic, electronic draft each month and that, although every effort is made to keep the schedule for bank drafts, it is expected that sufficient funds will be available if the account is drafted at a later date.
- \_\_\_\_\_ I understand that this is an educational program, and that my child must remain at the school for the full school day (7:45am to 3:20pm) in accordance with the Lago Vista ISD school calendar.
- \_\_\_\_\_ I understand that no VRT classes are available on school holidays and/or teacher in-service days.
- \_\_\_\_\_ I understand that my student must be independently toilet trained and that continued incontinence may lead to dismissal from the VRT Program.
- \_\_\_\_\_ I understand that my child must follow the policies and procedures outlined in the Lago Vista ISD Student Handbook and the Lago Vista ISD Student Code of Conduct and that if my child has persistent behavior problems that interfere with the general welfare of others, my child may be temporarily or permanently removed from the program.
- \_\_\_\_\_ I understand that the decision to withdraw my child from the Tuition-Based Pre-K Program must be communicated to the campus principal, in writing, one month in advance.
- \_\_\_\_\_ I understand that if I decide to withdraw my child from the Tuition-Based Pre-Kindergarten Program, it is my responsibility to cancel the authorization agreement for preauthorized payments (electronic bank draft) by notifying the Lago Vista ISD Business office, in writing, one month in advance.
- \_\_\_\_\_ I understand that students may be removed from the program for non-payment after one late or missed payment.
- \_\_\_\_\_ I understand that the parent/guardian is responsible for the cost of any and all expenses related to collection for delinquent payments.
- \_\_\_\_\_ I understand that if a child is withdrawn from the program for any reason after attending one day of class in a month, no refund will be given for that month.
- \_\_\_\_\_ I understand that students with ten absences/and or tardies may be dropped from the program at the discretion of the campus principal.

\_\_\_\_\_  
Child's Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date