

Admissions Policy

Enrollment

STEP 1

- Submit an application for Calcasieu Parish School Board online at www.calcasieu4all.com.
- Enrollment opens in April prior to the start of each school year and remains open until the end of the school year

Application Windows



May 1 – May 16

Placement begins in May.



May 17 – June 20

Placement begins in June with remaining seats.



June 21 – End of School Year

Placement begins in July and continues throughout the school year with available seats.

Verification of Online Documentation

STEP 2

- After submitting your application, an email will be sent to let you know if all documentation has been received or if additional documentation is needed.
- All documentation must be accurate and verifiable. If a student is selected for admission based on application information that is later determined to be false, the student may lose admission into the program.

Placement of Seats

STEP 3

- Eligibility for placement occurs when verification is complete and reviewed. Parents will be notified via email.

Capacity: Seats are limited, up to 1032 students

Placement is determined by school zones and availability. Priority is given to students who reside in the school's attendance zone. Look up your school zone now by clicking [here](#) and entering your address.

Seat Acceptance

STEP 4

- Once placement occurs, the parent must login to their portal and accept the seat.

Early Childhood Special Education

Beginning at age 3 an educational evaluation is available to children with concerns of continuous delays in meeting developmental milestones. Contact Pupil Appraisal for evaluation information: 337-217- 4300 ext. 3695

Speech ONLY IEP students **must** meet the grant-funded income guidelines for PK placement in an Early Childhood Program

Policies and Requirements

Please read the information below before completing the application process.

Eligible Residents: Any student residing within the Calcasieu Parish School System may apply.

Entrance Requirements: Student must be 4 years old by September 30, of the enrolling school year. Students **do not** have to be potty trained.

Policies

Acceptance: Pre-Kindergarten is not a universal or mandatory program. Seats are limited and acceptance is based on the number of seats available.

Attendance/Tardiness: The Early Childhood Program is funded by LA4, Title I, 8(g), and Special Education funds. Funding is based on student's attendance. If your child has excessive absences your child may be at risk of losing his/her position in the program. Tardiness should be kept to a minimum. Teachers are actively engaged in opening activities at the beginning of the school day and it is important that every child is exposed to a structured, learning routine. A doctor's excuse is required for an excused absence. We follow the CPSB Attendance Policy for excused and unexcused absences. A child is considered habitually absent or tardy after the 5th unexcused absence or fifth unexcused check-in or check out within any school semester. A habitually truant child can be found delinquent and subject to intervention.

Dress Code: The Early Childhood Program follows the dress code established by the Calcasieu Parish School Board. The specifics can be found on the CPSB website. Belts do not have to be worn by preschool students. Students are not allowed to wear open toe shoes. Please check with your individual school for more details.

Emergency School Closure: The Early Childhood Program abides by the same rules as the Calcasieu Parish School System. When school closures are announced, the program will close as well.

Special Education: There are variety of classroom settings to meet individual needs of students with varying abilities. Each students individualized education plan will assist in this determination of placement. Please contact Tiffany Broussard at 337.217.4980 ext. 3637.

Parental Involvement: Calcasieu Parish School Board encourages parental involvement. Several parental involvement activities will take place throughout the school year. Near the end of the school year, preschool students and their parents will have an opportunity to participate in transition activities. We value the importance of working together to meet the needs of your child. Please check with your school for the policies and procedures to follow concerning visits to the school and/or classroom.

Immunizations: If your child takes additional shots during the school year, please send a copy of the updated shot record to school with your child. The record will be placed in his or her file.

Vison and Hearing: All Early Childhood students will have their vision and hearing screened. If a child is referred for further vision or hearing screening(s), a referral letter will be sent home requesting a follow-up appointment with a physician. A copy of the completed physician's form needs to be returned to school for your child's records.

Is my child eligible for Pre-K?

Please read the information below before completing the application process.

Entrance Requirements: Student must be 4 years old by September 30, of the enrolling school year. Students **do not** have to be potty trained.

- **Birth Certificate:** A copy of the child's birth certificate must be uploaded. You can obtain a copy of your child's birth certificate at the West Calcasieu Clerk of Court Office.

West Calcasieu/Sulphur Annex office (Old City Hall)
500A North Huntington Street
Sulphur, LA
337-313-1140
Hours: 8:30 AM to 3:30 PM Monday - Friday
Cost: \$34

- **Social Security Card:** A copy of the child's social security card must be uploaded. You can apply for your child's social security card at the local Social Security Office.

Social Security Administration
149 W 18th St. B
Lake Charles, LA 70601
Hours: 9 AM to 4 PM Monday – Friday

NOTE: You may upload the letter you received from the Social Security Administration office.

Income Eligibility: Your child is considered eligible for PK, if they receive any of the following:

- SNAP/Food Stamps (**upload document that includes the child's name and valid effective dates**)
- Social Security Benefits (**upload letter from Social Security Administration**)
- Foster Care Placement (**upload the child's placement letter – must be scanned due to the number of pages**)
- Homeless, using the LEA-defined procedures for verifying homeless status

PLEASE READ: If your child receives any of the **above** listed income eligibility benefits, no other income documentation is needed.

NOTE: If your child **does not** receive any of the benefits listed above, two (2) consecutive check stubs for each parent or caregiver in the household for the current year will be needed along with your 2019 1040 Tax Documents.

PARENTS: Calcasieu Parish School System no longer offers a tuition-based program.

Eligible Residents: Any student residing within the Calcasieu Parish School System may apply.

- **Proof of Residence:** A copy of one current utility bill – electricity bill (full page) or lease agreement, if utilities are included. A copy of the Parent ID is also required.

NOTE: The electricity bill does **NOT** have to be in the parent or legal guardian's name for PK.

Immunizations: Students must receive his/her 4 year old immunizations in order to enter school. A copy must be provided at the time of registration, if the child is already 4 years old. If the child turns 4 after you complete your registration process, the parent is still responsible for uploading a copy of the updated immunization record to his/her child's online application.

Frequent Asked Questions (FAQ):

- My child was in Head Start last year, do I need to complete an online application for Pre-K? **Yes, you must update your child's application and upload all required documents.**
- What if I do not have access to a computer? **Any electronic device with internet access will be acceptable. The Early Childhood Department located at 1618 Mill St. will have computers available Monday – Friday from 8:00 AM to 4:30 PM (closed from noon – 12:45)**
- Can I change my first choice selection even though my application has already been submitted? **Changes to an application can be made by logging into the website.**
- I don't remember how to log-in to my account, should I set up another account? **No, you may use the link to reset your password through email or call the EC Department at 337-217-4210 ext. 2806**