



P.O. Box 1336
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PRESCHOOL

Dear Parent/Guardian,

We are pleased to inform you that the preschool classroom at East Clayton Elementary School has limited space available for enrollment in the Fee For Service Program for the 19-20 school year. The Fee For Service Preschool Program is designed to provide a high-quality early childhood experience. To be eligible for this program, children must be four years old on or before August 31st. Children who turn 5 years old on or before August 31st are age-eligible for Kindergarten; therefore, they are not eligible for the Fee for Service Preschool Program.

Historically, the Fee For Service Program has been available only to parents who are government employees, however, **for the 2019-2020 school year only**, this requirement is being waived.

Completing and Submitting an Application:

- Complete the attached application in its entirety.
- Read the Program and Financial Acknowledgements carefully. Initial next to each statement then sign and date on the designated line to indicate that you have read, understand, and agree to all program and financial requirements.
- Collect the required supporting documents to submit with your application:
 - Proof of Age (e.g. Copy of Child's Birth Certificate, Hospital or Religious Record, Family Bible)
 - Proof of Residence (e.g. utility bill, land contract, rental/lease agreement, etc.)
- Return the application and signed Parent Agreement to the Johnston County Public Schools Preschool Office.
- To be considered for enrollment, applications must be submitted via fax, e-mail (with scanned attachment), or hand-delivery to the Preschool Office.
 - Fax: 919-934-1530 (Attn: Caroline Lang, Director of Preschool Programs)
 - Email: carolinelang@johnston.k12.nc.us
 - Drop Off: JCPS Preschool Office (West Campus) 518 S 3rd St, Smithfield, NC 27577

Selection:

- Fee for Service slots are limited. **Placement decisions are made in the order that applications are received.**
- Applicants will be contacted via email and notified of their acceptance status within two weeks of receipt of their completed application.

Important Information about the Fee For Service Program:

- All of the preschool classrooms in JCPS serve children with special needs. In our blended classroom, up to 50% of the children can be a child with special needs.
- Before and after school care is not available for preschoolers.
- Bus transportation can be provided to an address within the attendance district of the school. A responsible person must be present to meet your child at the door of the bus.
- Tuition for the program is \$140/week. You are not required to pay for teacher workdays or holidays. Full payment is required for early release days.
- The Fee For Service program is not available for part-time enrollment.

Please contact the JCPS Preschool Office at 919-934-1697 ext. 1053 if you have any questions about this information or the JCPS Fee for Service Preschool Program.



**2019-2020
JCPS Fee for Service Application**

Child Information

Full Name (First Middle Last):				
Date of Birth:	Gender:	Race:	Ethnicity:	Primary Language:
Does your child have an active IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have any concerns about your child's development (hearing, vision, learning, speech, or behavior)? <input type="checkbox"/> Yes – Please Explain: _____ <input type="checkbox"/> No				
Does your child have a chronic health condition and/or a significant health concerns? (Include Known Allergies) <input type="checkbox"/> Yes-Explain: _____ ○ If yes, will your child need to take medicine/receive treatment during the school day? _____ <input type="checkbox"/> No				

Parent Information

Parent 1 - Full Name:	Parent 2 - Full Name:
Physical Address (Child's Domicile):	
Primary Mailing Address (If Different from Above):	
Parent 1 - Phone Numbers: ● Cell Phone: _____ ● Home Phone: _____ ● Work Phone: _____	Parent 2 - Phone Numbers: ● Cell Phone: _____ ● Home Phone: _____ ● Work Phone: _____
Parent 1 - Email Address:	Parent 2 - Email Address:

Preschool Office Use Only

Date Received:	Received By:
Placement Offered (Yes/No):	Parent Notification Date:



**2019-2020
JCPS Fee for Service
Program and Financial Acknowledgements**

Initial	I understand that...
	Applying and being considered eligible for the program does not guarantee placement in the program.
	If my child is accepted, I must complete all JCPS enrollment paperwork in accordance with school policies.
	If my child is accepted, I must submit a current Health Assessment and Immunization record within 30 days of enrollment. Failure to provide these documents in a timely manner may result in my child's dismissal from the program.
	My child will be screened as a part of their enrollment in the program, and I consent to my child participating in developmental, vision, dental, hearing, and/or speech screenings.
	Transportation <i>may</i> not be offered as a part of the Fee for Service program and in such cases I will be responsible for providing or arranging my child's transportation to and from school.
	Fee for Service children may enter the preschool classroom at the first bell or according to staff/child arrival procedures. A parent/guardian, designated adult, or JCPS staff member needs to be present for arrival and dismissal. Preschool students are not allowed to be left unattended at any time and will need to be signed in and out at arrival and departure. The dismissal will be at bell time or according to staff/child dismissal procedures.
	The weekly rate for enrollment is <u>\$140</u> per child.
	Fee for Service rates include breakfast, lunch, snack, and any fees related to field trips.
	Payment is due on Monday of each week. Payments can also be made monthly, in advance. Monthly payments are due on the first Monday of the month.
	Payment not received on the Monday of the week/month will be considered delinquent and will be subject to a \$10.00 late fee.
	JCPS has the right to interrupt service if payment is not received by the end of the second day of the week.
	JCPS has the right to terminate service if weekly payments are missed for two weeks during the school year.
	In cases of payment delinquency, the Director of Preschool Programs will discuss this matter with the parent.
	Payment will not be collected during breaks from school or on teacher workdays. Payment will be collected on early release days.
	All payments are made per child and are nonrefundable. There are no discounts for multiple children.
	Payments are not prorated for weeks containing inclement weather days.
	Payments are still due if the child is out sick or on family vacation.
	Payments are to be given to the teacher or designee at your child's school site. Payments will be receipted according to JCPS policies.
	Checks should be made payable to the elementary school where your Fee for Service child attends. Cash payments are accepted but checks or money orders are preferred methods of payment.
	If you wish to withdraw from the program, a two-week written notice must be given to the Director of Preschool Programs. If you choose to withdraw your child prior to the end of the two-week period, you are still responsible for the full two-week payment up to and including your child's last day.
	Your child's school site will provide you with a tax statement detailing payments received from you for the Fee for Service program.

My signature below certifies that: 1) I am the parent/legal guardian of the child whose name appears on this application, 2) all of the information contained in this application is true, accurate, and complete to the best of my knowledge, and 3) I have read, initialed, and agree with all of the understandings listed above.

Parent Signature

Date

Parent Printed Name