



Pre-K Parent Information for 2020-21

Pre-K Round-Up

**Mustang Educational Resource Center
909 S. Mustang Road * Mustang, OK 73064**

March 31, 2020 last name beginning in A - L

April 1, 2020 last name beginning in M - Z

April 2, 2020 make up day

11:00am - 7:00pm

This upcoming school year, MPS will be offering both full day and half day Pre-K options. Your attendance at Pre-K Round-Up is required to ensure that your child is included in the drawing for a spot in one of our full day classes. **All completed packets accepted on the dates above will be entered in the full day Pre-K drawing.**

Here are a few frequently asked questions that will help guide your enrollment process:

Is Pre-K Round-Up Required ?

Yes, Pre-K Round-Up is required for all families who wish to be included in the drawing for a spot in a Pre-K class. While we have many open spots, we aren't sure how many students will be enrolling. Spots will be filled by a random drawing of all students whose **completed** enrollment packets are turned in on the appropriate date of Pre-K Round Up. The only way to ensure that your child is included in the initial drawing for a full day class is to make sure you turn in a **completed enrollment packet including all required documents** at Round Up. ***Incomplete packets will not be accepted.***

Students who aren't selected in the drawing for a spot in one of our Pre-K classes may be placed on a waiting list.

How do I enroll my child in Pre-K?

- You can fill out the Pre-K Enrollment Packet on our district website and print it off, or pick up a packet at our district office or at your local elementary school. The packets for the 2020-21 school year will be available on February 28th.
- Take your completed packet and ALL REQUIRED DOCUMENTS to Pre-K Round-Up on the dates listed above. A packet will not be accepted until it is complete.
 - **Your child's packet, along with all required documents must be complete and up-to-date for enrollment in Mustang Public Schools. Required documents include:**
 - Photo ID from Parent/Guardian
 - Copy of Official Birth Certificate
 - Copy of Immunization Records
 - Two Current Proofs of Residency (Water, Gas, or Electric Bill, Realtor's Contract, Lease Agreement)
 - **If you are not listed on the bill**, a residency verification by affidavit may be necessary - please see page 5.
 - Complete Enrollment Packet
- Students who have turned in completed enrollment packets (with all required documents) will be entered into a drawing to determine placement for the upcoming school year. Spots for full day Pre-K may be limited.
- You will be notified by email no later than April 24th.

***Round-Up is a parent only event, we ask that you make childcare arrangements for your children.**

After I have turned in my child's packet, what do I need to do?

All of our MPS parents/guardians of elementary aged students (Pre-K through 4th Grade) will need to verify their enrollment in August. We will have a Residency Verification Day at each of our elementary schools in August. Please check our district website for exact dates and times. You will need to take your most recent utility bill from July or August to your child's school during these hours to verify your current residency for the school year. After residency is verified your child will be assigned to a teacher. You will receive your child's teacher assignment the day or two before school starts.

How old does my child need to be for Pre-K?

Students must be 4 years of age on or before September 1, 2020 to be enrolled in Pre-K.

Students who are kindergarten age (5 years old on or before Sept. 1, 2020) may be considered for Pre-K enrollment. Pre-K enrollment for 5 year old students (on or before Sept. 1) will require approval under special circumstances. If your child falls in the kindergarten age range, but you would like for him/her to be considered for Pre-K, please take your completed enrollment packet and all required documents to the “exceptions” table during Pre-K Round-Up for more information.

What if my child is attending Pre-K this year? Can they be in the drawing to attend Pre-K again next year?

Our spots for both full day and half day general education Pre-K are limited and will be reserved for those students who are attending MPS Pre-K for the first time.

What if I can't attend Round-Up?

In order to be entered in the drawing for a spot in Pre-K, your attendance at Round-Up is required. Only completed enrollment packets received will be entered in the drawing to determine placement for Pre-K Students.

*If you have an extenuating circumstance and are not able to attend, please contact Sandi Johnson at our administrative office (405) 376-2461.

We will still accept enrollment packets after April 9th, however those students may be placed on a waiting list if all spots have been filled.

Drawing Information:

The drawing will be fair and impartial. Each student enrolling, regardless of the date or time the enrollment paperwork was received, will have an equal opportunity to be selected to attend Pre-K.

Will my child get to attend his/her home school? I have other children that attend school and I need them to be placed together at one elementary school.

Unfortunately we are not able to guarantee that your child will be placed at his/her home school. The number of Pre-K spots at each of our schools may be limited due to classroom availability, number of students enrolled, etc.

What should I do if my child isn't selected for full-day prek?

If your child isn't selected for one of the full-day Pre-K spots, and you selected half day as the second option, your child will be enrolled for half day Prek @ MEC (Mustang Education Center), and your child's name will be placed on the waitlist for your home site for a full-day spot.

If you choose not to accept a half day spot, your child's name will be placed on the waitlist for your home site for a full-day spot.

What if I need a full-day Pre-K class due to transportation or childcare issues?

Unfortunately many families in our community have these same challenges. We are not able to prioritize the needs of all of our families, therefore we will not give priority enrollment to students based on transportation and/or childcare needs.

What if I prefer for my child to attend half-day Pre-K?

We will still offer the option for students to attend half day Pre-K.

- Complete the Enrollment Packet
- Mark the box indicating that you wish for your child to be enrolled in a half-day pre-k class.
- Turn in your child's completed packet with all required documents in at Pre-K Round-Up.

Can my Pre-K student ride the bus?

We do not provide transportation for Pre-K students.

Will the Bronco Club/After School Program be offered to Pre-K Students?

Yes, Bronco Club will be offered at all of our elementary schools and will be open to Pre-K aged children.

If you have questions regarding your child's Pre-K enrollment, you may contact:

Sandi Johnson

Administrative Assistant / (405) 376-7396 / mpsprek@mustangps.org

RESIDENCY VERIFICATION BY AFFIDAVIT

If a parent/guardian does not have two proofs of residency in their name because they live full time and exclusively with another MPS Resident, a Residency Verification by Affidavit may be necessary and will need to be completed at the time of enrollment.

The Residency Verification by Affidavit is a sworn affidavit and will be treated as such.

Per State Law: Any person who willfully makes a statement in an affidavit which the person knows to be false shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than Five Hundred Dollars (\$500.00) or both such fine and imprisonment. Using a false address for school placement may result in the parent being charged tuition based on a prorated cost of \$5,500 per year per student. Home visits may be made by MPS Administrators or designee.

Both the parent/guardian and the MPS resident must be present at the time of enrollment to complete the Residency Verification by Affidavit. The following documents will need to be provided at the time of enrollment.

Documentation Required by the MPS Resident:

1. Two proofs of residency:
 - Acceptable proofs include current gas, water, electric bills, warranty deed statement, ad-valorem tax statement, mortgage statement, or lease agreement. Lease agreements MUST list all occupants of residence, including children. If utility billings are not available, the district will accept a statement from the utility company that service has been established. The letter must be on letterhead and signed by an appropriate official. Utility cut-off notices, telephone, internet, cable bills and driver's licenses will not be accepted as proof of residency. The name on the Residency Verification by Affidavit must match the name on the proofs of residence.
 - Valid driver's license or state issued ID card

Documentation Required by the Parent/Legal Guardian:

1. Birth Certificate with the name of the parent that is enrolling the student or guardianship/legal custody documentation if not listed on the birth certificate.
2. Two proofs of residency:

- Mail (such as bank statements, medical bills, insurance papers, but not personal letters or junk mail) either addressed to the parent at the address claimed as the residence or forwarded by the United States Postal Service to the address claimed as the residence.
- Updated lease showing parent/guardian and student(s) name(s) as occupant(s)