

BADGER PREK GENERAL REGISTRATION INFORMATION

Children are eligible for Pre-Kindergarten if they have attained the age of four (4) years on or before August 1 of the year in which they are seeking initial enrollment.

Pre-K Registration Applications can be accessed online or at the Beebe Elementary School Office. Here's how to find online: go to "beebebadgers.org". Click "Schools" on the top, right corner of the webpage. Select "Pre-K". On that page, open "Menu" (top, left); then "Documents". You will be given a choice of "ABC Student Application" and "Tuition Student Application". The "ABC..." selection includes income eligibility guidelines to determine the program for which your child qualifies. Completed applications can be returned to the school.

PROCEDURE FOR PROCESSING COMPLETED/SUBMITTED PACKETS

*Each potential student's submitted paperwork is placed in a folder with these labels:

Date received-the date in which paperwork was received by Badger PreK; Date Completed-the date in which ALL paperwork was deemed complete and present by designated staff member and/or registration administrator; Communication Log-notes (including dates/times) of ANY correspondence with parent/guardian(s) initiated by our registration administrator or designated staff member.

*ALL CLASSES ARE FILLED ON A FIRST COME/FIRST SERVED BASIS; bottom line: the sooner a child's paperwork is submitted, the better their chance to get a spot in a class... in a nutshell: the 1st 80 abc folders and the 1st 30 tuition folders. As classes are forming and folders arrive, our administrator will personally call parents to relay that their child was either officially enrolled in the program or that they have the option of being placed on a "waiting list".

WAITING LIST PROCEDURES:

*ALL folders of students that are not immediately placed in a PreK classroom are stored IN THE ORDER they were received.

*Waiting list procedures are STRICTLY followed and apply to both abc and tuition classes.

*In the event that a spot becomes available after initial class was formed, the director will start with the folder that has been in Badger PreK's possession the longest. He/she will attempt to contact that parent to see if interest remains. If so, the spot is filled... if not, director will move on to the next folder and so on until either the spot is filled or there are no remaining folders.

*If parent/guardians are not available at the time of contact, a message will be left. If, after 24 business hours from time of initial call, return correspondence from the parent has NOT been made, it is noted on the folder, folder goes to the bottom of the stack and the parent listed in the next folder is called. All folders are kept for the remainder of the school year, so it is possible to "make the loop" and be called again should more spots open.

It is the responsibility of the enrolling parent to inform Badger PreK's ADMINISTRATOR/DIRECTOR of phone number/other contact changes! Liability of contact accuracy relies solely on the parent! Please do not assume that sharing a new phone # with other staff member(s) will be relayed and/or noted with our director.

*If parents receive the "open spot" call but have made other plans for their child causing the forfeit of their spot, their folder is placed at the back of the stack and kept for the remainder of the school year. Again, it is possible for this folder to make it back to the top of the stack should spots become available.

Ideally, we would be able to serve every child in our community. In reality, however, we have limited spots and we strive to fill them in the most fair manner possible. Thank you for your patience and understanding on these matters!

MISCELLANEOUS

Kiddos attending our campus day care DO NOT automatically roll over to Badger PreK! They are two different programs! Day care parents interested in PreK must go through the registration process.

2018/2019 PreK Application Information:

Packets will be updated and available starting Tuesday, January 16, 2018.

These will be available:

On School Webpage (<http://www.beebebadgers.org/o/pre-k>)

OR at the following locations:

Beebe Public Schools-Central Office

Beebe Elementary School (Grades 2 & 3) Building Office

Interested parents of children turning four (4) years-old on or before August 1, 2018 are urged to submit a completed application packet ASAP (slots are limited & will be filled on a first come, first served basis). As of now, we house six (6) Pre-Kindergarten classrooms and serve 110 students.

Completed packets will be accepted starting Wednesday, February 7, 2018 @ Beebe Elementary School (Grades 2 & 3) Building Office ONLY (the other locations will ONLY be distributing, not accepting).

Our community is blessed to offer this opportunity for our youngsters! We have many previous Pre-K families as Friends on Facebook, please share if you know anyone that might have a child eligible for next year's classes! We'd love to have them as part of our PreK FAMILY!