

LITTLE BADGER PRE-KINDERGARTEN APPLICATION PROCEDURES

2019/2020

- Complete each page of the application.
- Provide copies of additional documents (see next page).
- **WEDNESDAY, FEBRUARY 6, 2019** will be the **FIRST** day that we will accept applications for the **2019/2020** School Year.
- Completed applications (along with copies of required documents) may be returned to Beebe Public Schools-Central Office (1201 West Center St., Beebe AR) or Beebe Elementary School's Main Office **ON or AFTER 2/6/19**.

Procedure for processing completed/submitted packets:

*Enrollment procedures are **STRICTLY** followed and apply to both ABC and tuition classes.

*Each potential student's submitted paperwork is placed in a folder with the following information noted by our Pre-K Staff: Date Application was received by Pre-K, Date of completed application AND ALL documents received.

*ALL folders are stored **IN THE ORDER** they were received.

*ALL CLASSES ARE FILLED ON A **FIRST COME/FIRST SERVED** BASIS; the sooner a child's enrollment packet is COMPLETE, the better their chance of getting a spot in the program. As applications arrive, they will be checked by our staff to ensure that all items are present and accurate.

Communication to the parent(s) will be made by a representative of our staff to inform that:

- An application is COMPLETE and ALL documents are present and that their child is OFFICIALLY enrolled in our program
 - An application is lacking correct documents and/or information
(After missing documents are supplied, parent will receive ANOTHER phone call to inform that the child's folder has OFFICIALLY been moved to the "COMPLETE" stack and OFFICIALLY enrolled IF we still have spots available)
 - That classes are full and the option of being placed on a "waiting list" is available.

****It is the responsibility of the enrolling parent to inform Badger Pre-K's ADMINISTRATOR/DIRECTOR of phone number and 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) of Badger PreK or Beebe Schools will be relayed and/or noted with our director.****

***If parent/guardians are not available at the time of contact, a message will be left (if available). If, after two (2) business days from time of initial call, return correspondence FROM the parent has NOT been made, it is noted on the folder, and that folder goes to the bottom of the stack and the next folder is contacted.**

All folders are kept for the remainder of the school year.

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

We truly appreciate your interest in our Pre-K Program! We hope to see you and your little one soon! ☺