

Hickman County Pre-Kindergarten



2024-2025

Registration
Packet

Centerville Elementary
East Hickman Elementary



For Office Use Only
Please Circle One
Income Eligible: Yes / No
If yes, and enrolled, student should be classified as (L) in student information system

2024-2025

Application to Determine Income Eligibility for the Voluntary Pre-K Program

Completion of this form DOES NOT qualify your child for the Free or Reduced Meal Program. Submission of this application is not a guarantee of acceptance into the VPK program.

Name of Student: _____ Date of Application: _____

SSN of Student: _____ Date of Birth of Student: _____

Name of Applicant: _____ Relationship to Student: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: () _____ Work Phone #: () _____ Cell Phone #: () _____

Part A - Family Information
Please list information for all other household members

Section 1
Table with 4 columns: Name(s) of ALL OTHER CHILDREN in the Household, Date of Birth, School, Grade. Rows 1-5.

Section 2
Table with 2 columns: Name(s) of ALL OTHER ADULTS in the Household, Relationship to Student. Rows 1-5.

Total # of household members: _____

Part B - Program Participation

Please check (v) if Child /Family /Household member provides documentation of participation, in one or more of the following programs, currently or during past school year (*Documentation required-See Part D).

Table with 7 columns: (v), Early Head Start, (v), Foster Care, (v), Migrant, (v), Families First (TANF), Case #. Row 2 includes Head Start, Homeless, Food Stamps / EBT.

Part C - Total Household Income

Please list ALL INCOME of all household family members and how often income is received.

Any falsification of information concerning income, residence, birth certificate and/or completion of this application and other forms may be reason for dismissal.

Income Instructions

From the list below, please write the Source of Income Code in the space provided to indicate the source(s) of income for each earning individual in the household. Also, please write the Monthly Payment or Wage Amount. Multiply the Payment or Wage amount by the number months you received the income and then calculate the Amount and the Total Annual Income.

Source of Income Codes

A. GROSS work income	D. Pension(s)	G. Veteran's Benefits	J. SSI Disability
B. Unemployment	E. Retirement	H. Child Support	K. Other - please list ↓
C. Workman's Comp	F. Social Security	I. Alimony	

Name of Adult	Employer (if applicable)	Source of Income Code (See list above)	Monthly Payment or Wage Amount	Multiplied by (X)	How many months did you receive this income in the last year?	Total Amount
			\$ -	X		\$ -
			\$ -	X		\$ -
			\$ -	X		\$ -
			\$ -	X		\$ -
			\$ -	X		\$ -
Total Annual (Yearly) Income						\$ -

Part D - INCOME VERIFICATION

Please check (✓) all documents submitted as Proof of Income or Program Participation.			
Pay Stub / Verification of pay by employer	Retirement Documentation	Foster Care Reimbursement	
W-2 Form	Social Security	SSI Documentation	
Income Tax Form 1040A or 1040	Veteran's Benefit Letter	TANF Documentation	
Unemployment Compensation	Child Support	AFDC / Public Assistance Payment	
Workman's Compensation Documentation	Alimony Documentation	TennCare Verification	
Pension Stubs	Other (Specify): →		

I certify that the above information in this application is correct. I further understand that any falsification of information concerning income, residence, birth certificate and/or completion of this application and other forms may be reason for dismissal from Tennessee's Voluntary Pre-K Program.

Printed Name of Applicant: _____ SSN #: _____
Signature of Applicant: _____ Date: _____

Name and Signature of LEA employee reviewing this application
**I certify that I have examined the above income documentation and verification information.
Completed forms must be maintained in accordance with FERPA.**

Printed Name / Title of LEA employee: _____
Signature of LEA employee: _____
Date Reviewed by LEA employee: _____



2024 US Health and Human Services Poverty Guidelines

*Annual income levels reflect 185% of the 2024 US Health and Human Services Poverty Guidelines

Household Size	*Annual Income	Monthly	Month	Every two weeks	Weekly
1	\$27,861.00	\$2,321.75	\$1,160.88	\$1,071.58	\$535.79
2	\$37,814.00	\$3,151.17	\$1,575.58	\$1,454.38	\$727.19
3	\$47,767.00	\$3,980.58	\$1,990.29	\$1,837.19	\$918.60
4	\$57,720.00	\$4,810.00	\$2,405.00	\$2,220.00	\$1,110.00
5	\$67,673.00	\$5,639.42	\$2,819.71	\$2,602.81	\$1,301.40
6	\$77,626.00	\$6,468.83	\$3,234.42	\$2,985.62	\$1,492.81
7	\$87,579.00	\$7,298.25	\$3,649.13	\$3,368.42	\$1,684.21
8	\$97,532.00	\$8,127.67	\$4,063.83	\$3,751.23	\$1,875.62
For each additional person, add:	\$9,953.00	\$829.42	\$414.71	\$382.81	\$191.40

This chart is to be used when reviewing the VPK Income Eligibility application to determine if family meets income qualifications for "economically disadvantaged". Families making at or below the annual income amount, based on household size, meet the income eligibility criteria for participation in the Voluntary Pre-k program for the 2024-2025 school year. Verification must include total income of all household family members as indicated

THIS CHART MAY NOT BE USED FOR ELIGIBILITY FOR FREE or REDUCED PRICED LUNCH PROGRAM.

Meeting Income eligibility requirements does not guarantee acceptance into the VPK program due to limited space and the possibility of more students applying than seats available.



WHAT DO WE DO IN PRESCHOOL?



Circle time is a group gathering during which we share our ideas, plans, and observations. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.

Gross-motor activities give children the opportunity to use their muscles—as well as their imaginations—as they engage in fun, healthy exercises, such as running, jumping, and climbing.

Fine-motor activities help improve small-muscle development and eye-and coordination. Some common items found in the fine-motor/manipulative area include puzzles, beads and laces, pegboards, crayons, and scissors.

Art activities help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.

Dramatic-play activities help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems. And, well, dramatic play is just plain fun!

Music activities promote youngsters' listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.

Science activities offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.

Sand and water activities allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.

Block play gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills problem solving, and creativity are also promoted in block play.

Storytime is designed to help youngsters develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills, and also expand their knowledge base.

Criteria for Admittance into Pre-K

The Hickman County School System has four Pre-K classes funded through the Tennessee Voluntary Pre-K (VPK) Program: two at Centerville Elementary and two at East Hickman Elementary. All children must be four years of age by August 15, 2024, to qualify for attendance. Space is limited to 20 in each class. No transportation is provided in Hickman County for Pre-K students.

Pre-K Enrollment Guidelines

- **1st criteria**--students must qualify as "economically disadvantaged" for participation in the VPK program. The VPK application will identify children/families who meet the US Department of Health and Human Services (HHS) federal income poverty guidelines equal to the income guidelines defined by TCA 49-6-101 for VPK eligibility purposes or have had a parent to die during or from injury sustained while serving in the armed forces
- **2nd criteria**--students with disabilities, students identified as ELL, students in state custody, or those students identified as educationally at-risk for failure due to circumstances of abuse or neglect are admitted next if space is available.
- **3rd criteria**-- students who meet local at-risk criteria as established by our Pre-K Advisory Council are admitted next if space is available.
 1. Child with a parent who did not complete high school,
 2. Child whose mother gave birth before the age of 18,
 3. Child who has a parent that is incarcerated or diagnosed with a mental illness,
 4. Child who has experienced the death of an immediate family member in the past year,
 5. Child who has a parent on activity military duty,
 6. Child who lives with a legal guardian instead of a parent, and/or
 7. Child who lives in a single parent household.

Children Who Do Not Meet the Above Criteria

Children who are not considered Economically Disadvantaged by the Federal Income Guidelines may not be admitted to the Voluntary Pre-K Program unless there are vacancies that cannot be filled by children classified as at-risk. Children on the waiting list who qualify as Economically Disadvantaged will be admitted before children not considered to be at-risk.

Beginning Pre-K

Pre-K teachers have the responsibility of identifying the child's needs in language, cognition, gross motor, fine motor, and social skills. During the first two weeks of school, only a small group of students will attend each day. The small numbers will provide teachers with time to personalize their relationship with the students so they can acclimate to the school in a small group setting. Pre-testing of skills and literacy will also be completed during these limited class days.

The Importance of Pre-Kindergarten Parental Involvement

Parental involvement can strengthen the parents' ability to support their children and reinforce the learning that occurs in the classroom. The following family engagement components will be implemented for the parents of Pre-K students:

- Teachers will be required to request a home visit at the beginning of the year. If the parents would prefer, a neutral meeting site will be substituted.
- Two parent teacher conferences will be required; additional conferences will be scheduled as needed.
- Volunteer opportunities will also be available throughout the school year.

Free and Reduced Lunches

Eligibility for the VPK program does not automatically qualify the family for the Free or Reduced Price Meal (FRPL) program. If the family chooses to participate in the FRPL program, unless they are direct certified, they should be encouraged to complete the official application to determine eligibility for the FRPL program. This application is available after July 1 through the Office of School Nutrition.

TN Voluntary Pre-K in Tennessee Frequently Asked Questions

1. What are the entrance requirements for Pre-K?

First priority for enrollment is all children who meet the criteria for **economically disadvantaged or have a parent to die during or from injury sustained while serving in the armed forces**, and are four years old by August 15th. If space is available after enrolling children who qualify as economically disadvantaged, the program may enroll children who have disabilities, are English Language Learners, are in state custody, or who are at risk due to abuse or neglect, regardless of income. If space is still available after the end of the first week of school, we may enroll children who do not meet any of the criteria set by the state or the local Pre-K Advisory Council.

2. If my child is not ready for kindergarten can my child stay in Pre-K?

If a child is of kindergarten age, then kindergarten must be the first consideration for placement. Many children who may not seem ready for kindergarten do very well there. *A child who is kindergarten age is not eligible for Voluntary Pre-K in Hickman County.*

3. What are the attendance requirements for Pre-kindergarten programs?

Full-time enrollment is required for admission into this program. It was not meant to be a drop-in or part-time program. Students in VPK cannot be enrolled in VPK and attend another child care program during the school day. Parents will need to choose which program their child will attend. Participation in the TN VPK is voluntary and parents may withdraw their child at any time.

Excessive unexcused absences could result in dismissal from the program.

4. My first child was in a Pre-K program. Will my other children be able to attend?

All children must meet entrance requirements, even if they had siblings in certain programs. Check with the elementary principal in your zone.

5. What will my child learn in pre-kindergarten?

All Tennessee VPK programs provide learning environments that support development of the whole child across all developmental domains. These standards are listed in the Tennessee's Early Learning Developmental Standards, which can be viewed on line at:

<https://www.tn.gov/education/early-learning/voluntary-pre-k.html>

These standards describe age-appropriate developmental skills for children from birth to age 5.

6. Is transportation provided to the preschool?

The VPK program does not transport or arrange for transportation for any child enrolled in our program. Transportation to and from school is strictly the responsibility of the parent/guardian of the VPK child. Parents or a designated adult must sign the log in the morning and in the afternoon at the appointed time for dismissal.

7. What do I do if my child is having difficulty in preschool?

First talk to the child's teacher. Remember, young children learn many different skills at different times. If the issue is not resolved, schedule a conference with the principal, which might include the pre-k teacher and/or supervisor. If concerns persist, a referral for an evaluation of your child may be recommended. Call your elementary school or the special education department in the school system in which you live to make a referral.

8. How is discipline handled in preschool?

Behaviors that interfere with a child's learning or the learning of others need to be addressed. There are many ways to support children who have difficult behavior, and individual programs may have specific rules to address this issue. The preschool program and the family should work together to collect data to identify the cause of the behavior and to develop a plan for changing the behavior. Behavior plans should be developed on the principles of research-based positive behavioral supports with an understanding that negative behaviors must be replaced by appropriate positive behaviors. It is important to teach appropriate positive behaviors and to reinforce and reward the child for using those behaviors. Positive supports and consequences are determined on an individual basis. It is important for everyone to follow the agreed upon plan consistently for a period of time before evaluating the effectiveness of the plan, usually for two to three weeks. A child's behaviors usually get worse instead of better right after a plan is put into place; the child is often trying to "test" or get around the plan.

9. Can a child in preschool be dismissed because of inappropriate behavior?

Participation in the TN VPK program is voluntary. Parents can withdraw their child at any time. The TN VPK programs cannot dismiss a child due to inappropriate behavior **without** submitting documentation of the attempted behavioral interventions to the TN Department of Education Office of Early Learning. Any suspensions or expulsions of preschool children with disabilities in special education programs must follow IDEA regulations.

10. Does a child need to be potty trained to be enrolled in the Pre-K program?

The Hickman County Voluntary Pre-K Program requires children who are four (4) years old to be potty-trained prior to entrance into the VPK program. However, we recognize that children who are 4 years of age may occasionally have 'accidents.' When an 'accident' occurs, you will be called to pick up your child.

Required Items for Enrollment

The following items are requested in order for your child to be enrolled in the Pre-K Program:

1. A current Tennessee School Immunization Certificate
All doctors' offices and county health departments have these forms which must be signed and dated by a physician. This will serve as proof your child had a physical and is up-to-date on immunizations.
2. A *Certified Copy* of the Child's Birth Certificate
3. Proof of Income (W2 forms)
4. Proof of Residency in Hickman County (a current utility bill)
5. Custody papers (where applicable)

Enrollment information and forms can also be printed from the system website

www.hickmank12.org Click on **Departments**, then **Pre-Kindergarten**.

Emergency Early Dismissal Form

Child's Name: _____ Teacher _____

Due to inclement weather and the possibility of emergency situations we are sometimes dismissed from school early. Please complete the following information so we can make sure your child is dismissed from school and in a safe location for the remainder of the school day. Please list two (2) emergency phone numbers:

(_____) _____ - _____ (_____) _____ - _____

In the event of early dismissal, we will call the above emergency numbers to locate you.

Please list two other people we could contact to pick up your child should we not be able to reach you at either of the emergency numbers.

_____ at (_____) _____ - _____

_____ at (_____) _____ - _____

Please return to your child's teacher.

Parent/Guardian signature

Date

Information and Release Form

Child's Name: _____

I agree to the following:

- I will have my child at school by 8:00 a.m.
- I will allow my child to attend school until 2:00 p.m.
- I will maintain regular attendance.
- I will read at least two books a week to my child including weeks when school is not in session.

I understand that failure to meet these requirements will result in my child no longer being able to attend the program.

My child can be picked up by the following people: (please print)

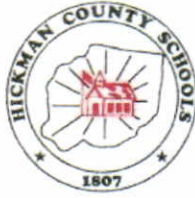
Name	Phone Number	Relationship
1.		
2.		
3.		
4.		

I understand that if there are special circumstances where my child cannot be picked up by someone, I must provide a copy of the court order.

Check One: _____ Does not apply to **me** OR _____ Documentation attached

Parent/Guardian Signature

Date



Pre-Kindergarten Program
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

Each parent of a child attending a Pre-Kindergarten program in the Hickman County Schools is required by law to receive certain information. The school where the child attends is required to have proof that the parents received the information.

If the following apply, please mark with an X .

_____ I received a copy of the policies and procedures of the Pre-K program, including enrollment and dismissal criteria.

_____ I received a copy of Summary of Child Care (Preschool) Approval Requirements.

_____ I received information that my child will receive personal safety training, a prevention of child abuse component, from the guidance counselor at the school.

_____ I attended an educational program regarding child abuse detection, reporting, and prevention.

_____ I agree that my child's name and photo may be published in the *Hickman County Times*

_____ I do not want my child's name and photo to be published in the *Hickman County Times*.

_____ I agree that my child's photo may appear on the school's website. No names will be identified.

_____ I do not want my child's photo to appear on the school's website.

Signature of parent

date

**Hickman County Schools
Pre-Kindergarten Program
Learning Agreement**

In the Hickman County Schools Community, we support the success of every student. We believe in families and schools working together to encourage reading, writing, mathematics, and learning in all subjects. We believe that our students do their best through the teamwork of parents, families, students, and staff.

This Agreement is a partnership agreement that lists the responsibilities of parents/families, students, teachers, and the principal, who we believe are important to quality education.

Parent and Family Responsibilities

I WILL:

1. Make sure my child attends Pre-K every day and on time. I understand that it is my responsibility to send a note each time my child is absent. I understand that unexcused absences and irregular attendance may result in my child being dropped from the program.
2. Make childcare arrangements for my child before and after school. I am aware that it is my responsibility to arrange for childcare before and after school if needed. I understand that the Pre-K Staff cannot provide before and after school care for my child. However, the staff will refer you to local child care agencies if you need before and after school care. It will be your responsibility to make arrangements with the director of a child care center; it is not automatically a part of the Pre-Kindergarten Program.
3. Agree to keep immunizations / physicals up to date and handle any medical needs and illnesses that may arise.
4. Agree to allow school staff to make home visits during the school year if needed.
5. Attend the Pre-K Meeting for parent/families and participate in at least four parent/family/child/staff events during the school year.
6. Volunteer in my child's classroom when possible (current background check required).
7. Agree to attend conferences requested by my child's teacher and be available for contact on a regular basis with staff. (This may involve home visits, telephone conferences, or school/work site conferences.)
8. Agree to read 100 books with my child in regular at-home activities as requested by my child's teacher to promote literacy learning.
9. Agree to participate with my child in regular at-home activities as requested by my child's teacher to promote literacy learning.
10. Agree to check my child's backpack on a daily basis for home/school communications.
11. Agree to dress my child appropriately with regard to weather conditions and the high activity level of the Pre-K Program.

Parent/Guardian Signature

Date

Pre-K Parent Survey about Your Child

We would like to know more about your child, through your eyes. The more we know, the better we can care for your child and tailor an educational and motivational program to fit his or her needs. Please answer the following questions.

Child's Name _____

1. List five words that best describe your child (cheerful, perfectionist, etc.)

2. Does your child know the colors: (*Circle* the colors your child can identify.)

Red yellow green blue orange
Purple brown white black

3. *Circle* the information your child knows about himself/herself.

Say full name age birthday address telephone number

4. Does your child have an opportunity to play with other children on a daily basis?
_____ Yes _____ No

All children do not like to do the same things. Please answer this information for us so we can learn more about your child and what he/she really likes to do at home:

What does your child like to do most at home? (Use the back of the sheet if you need additional room.)

5. Does your child like to draw, color, and write?

6. Does your child build things? (with blocks, legos, etc.)

7. Does your child like to look at books?

8. Does your child like to be read to?

9. Does your child enjoy singing songs or saying rhymes?

10. Does your child enjoy playing house? (with dolls)

11. Does your child enjoy dressing up in dress up clothes?

12. Does your child enjoy working puzzles?

13. Does your child play games? If so, what games?

14. How many hours a day does your child watch television?

15. What is your child's favorite thing to play or do?

• **Discipline**

How can your child be calmed after being upset?

• **Meal Time**

When your child eats at mealtime, does he/she eat or pick at their food?

Does your child like to eat breakfast? _____ If yes, what is his/her favorite breakfast food? _____

What are your child's favorite snacks? _____

■ **Nap Time**

Does your child have a daily routine of taking a nap? _____

If so, how long of a nap does he/she usually take? naps from _____ to _____

What is your child's attitude toward nap time? _____

If there is difficulty, how is this handled?

■ **Toilet Habits**

Does your child go to the bathroom without being reminded?

Does your child wait until the last minute to go to the bathroom?

Does your child go to the bathroom without your assistance (with no accidents)?

For boys only —

Has your child been taught to **sit down** _____ or **stand up** _____ and urinate? (**check one**)

Does he have frequent accidents around the toilet when standing up?

Can your child button his/her pants by herself/himself? _____

■ **School Information**

List any other children attending this school. Please include grade and teacher.

What other information you think we should know about your child?

Hickman County School District
HOME LANGUAGE SURVEY

Student Name: _____ Birth Date: _____

Sex: Male Female

Parent /Guardian Name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

School: _____ Grade: _____ Date: _____

1. What is the first language your child learned to speak? _____
2. What language does your child speak most often outside of school? _____
3. What language do people usually speak in your child's home? _____

Hickman County School District
ENCUESTA DE IDIOMA DOMESTICO

Nombre del alumno: _____ Fecha de nacimiento: _____

Sex: Masculino Femenino

Nombre de los padres/apoderado: _____

Dirección: _____

Teléfono de la casa: _____ teléfono del trabajo: _____

Escuela: _____ Grado: _____ Fecha: _____

1. ¿Qué es la primera lengua que su niño aprendió a hablar? _____
2. ¿Qué lengua habla su niño más a menudo afuera de la escuela? _____
3. ¿Qué lengua habla la gente generalmente en la casa de su niños? _____

OFFICE USE ONLY

OFFICE USE ONLY		
Student ID#	Date Distributed	Date Received



Imagination Library Registration Form

Library Branch (check one) Centerville East Hickman

Child's Name: _____
 First Middle Last

Gender: Female Male

Child's Mailing Address: _____

City, State, Zip: _____

Parent/Care Giver's Name: _____

Phone Number (xxx-xxx-xxxx): _____

Email Address: _____

Child's Birth Date: _____, _____
 Month day year

If your child lives in Tennessee and is under the age of five, he or she can be enrolled in Dolly Parton's Imagination Library, regardless of family income. Your child will receive one, age appropriate book each month delivered to your home from the time they are born until they reach their 5th birthday. This program is a FREE GIFT to you and you will NEVER receive a bill for the books. The program is funded by the *Governor's Books from Birth Foundation* and local sponsoring organizations in each county. If you move, you will need to contact the Hickman County Public Library and change your address.

Complete this form and drop it by the Centerville Public Library or East Hickman Public Library.



TIPS | for parents of Preschoolers

Read early and read often. The early years are critical to developing a lifelong love of reading. It's never too early to begin reading to your child! The tips below offer some fun ways you can help your child become a happy and confident reader. Try a new tip each week. See what works best for your child.

- **Read together every day.**
Read to your child every day. Make this a warm and loving time when the two of you can cuddle close.
- **Give everything a name.**
Build your child's vocabulary by talking about interesting words and objects. For example, "Look at that airplane! Those are the wings of the plane. Why do you think they are called wings?"
- **Say how much you enjoy reading.**
Tell your child how much you enjoy reading with him or her. Talk about "story time" as the favorite part of your day.
- **Read with fun in your voice.**
Read to your child with humor and expression. Use different voices. Ham it up!
- **Know when to stop.**
Put the book away for awhile if your child loses interest or is having trouble paying attention.
- **Be interactive.**
Discuss what's happening in the book, point out things on the page, and ask questions.
- **Read it again and again.**
Go ahead and read your child's favorite book for the 100th time!
- **Talk about writing, too.**
Mention to your child how we read from left to right and how words are separated by spaces.
- **Point out print everywhere.**
Talk about the written words you see in the world around you. Ask your child to find a new word on each outing.
- **Get your child evaluated.**
Please be sure to see your child's pediatrician or teacher as soon as possible if you have concerns about your child's language development, hearing, or sight.

Visit www.ReadingRockets.org for more information on how you can launch a child into a bright future through reading.