



BARROW COUNTY SCHOOL SYSTEM  
**PRE-K PROGRAM OPEN ENROLLMENT GUIDELINES**  
**2017-2018 SCHOOL YEAR**

*Thank you for your interest in the Pre-K program operated by the Barrow County School System (BCSS). The following information provides answers to several frequently asked questions. We hope that you find it helpful. Our state government reviews all lottery funded programs each year and decisions made at the state level may need to be enacted at the local level. We will make you aware as we are informed of these decisions. All Pre-K classes/slots are pending state budget/funding and approval of the BCSS Pre-K Grant Agreement by Bright from the Start, Georgia Department of Early Care and Learning.*

### **Application Information**

**Applications for the Barrow County School System 2017-2018 Georgia Pre-K Program Lottery will be accepted March 1-31, 2017 from 8:00AM-4:00PM (Monday through Friday) at the Barrow County School System (BCSS) Professional Development Center (PDC), located at 179 West Athens Street in Winder.** Children must be four years of age on or before September 1, 2017, in order to apply for the Pre-K program. Children who are five years of age on or before September 1, 2017 and have not attended Georgia's Pre-K Program as a four year old may enroll in the BCSS Pre-K program. Parents are encouraged to consider the child's date of birth, physical maturity, emotional maturity, and prior experiences when making the decision to enroll their child in the Pre-K program at age four or age five.

**Families should come to the Barrow County School System Professional Development Center to pick up and complete a lottery application. This information will also be available online at [www.barrow.k12.ga.us/pre-k.html](http://www.barrow.k12.ga.us/pre-k.html) starting March 1, 2017. Parents will be required to show current proof of residency to verify their elementary school attendance zone. Proof of residency is a utility bill (electric, gas, water, cable/satellite, garbage or house phone), settlement statement, or a rental/lease agreement. If a child's family is living with someone and does not have proof of residency, parents should contact the registration department at 770-867-4527. Parents will also need to bring a copy of their child's birth certificate or other acceptable proof of age and identity to verify the child's birthday/age. The Pre-K Lottery Application information must be turned in to the BCSS Professional Development Center Pre-K Program located at 179 West Athens Street in Winder by the end of the day on March 31, 2017. No faxes will be accepted. Any applications received after March 31, 2017, will be placed on the waiting list and will not be eligible to participate in the lottery. Completion of an application does not guarantee that a child will be enrolled, but instead places the child on the list for the BCSS Pre-K Lottery for 2017-2018.**

### **Lottery Information**

All applications submitted for each Pre-K class will be assigned a lottery number based on the elementary school attendance zone. Families with more than one child eligible for Pre-K will be assigned one number and the siblings will be drawn together. On **April 7, 2017**, nine separate lottery drawings will be held to determine the class lists and waiting lists for each elementary school. The lottery consists of random drawings from all applicants within that elementary school attendance zone. These drawings are open to the public and will be held at the BCSS Professional Development Center. **Families who are interested in attending these drawings may attend according to the following schedule:**

#### **Lottery Drawing Times**

9:00AM-Auburn Elementary (AES)	11:30AM Kennedy Elementary (KES)
9:30AM-Bethlehem Elementary (BES)	12:00PM Statham Elementary (SES)
10:00AM-Bramlett Elementary (BRES)	12:30PM Yargo Elementary (YES)
10:30AM-County Line Elementary (CLES)	1:00PM Winder Elementary (WES)
11:00AM Holsenbeck Elementary (HES)	

All families submitting Pre-K Lottery Applications will be notified by mail whether their child is on a class list or on a waiting list. Therefore, parents do not have to attend the lottery. Class lists will be posted on the internet at [www.barrow.k12.ga.us/pre-k.html](http://www.barrow.k12.ga.us/pre-k.html) by the end of the day on April 7, 2017.

### **How Pre-K Classes Are Established**

The Barrow County School System will have 17 Pre-K classrooms located at the nine elementary schools. All Pre-K students must attend a Pre-K class within their elementary school attendance zone. The first 22 students drawn in the lottery from each elementary school attendance zone will be in Pre-K Class A, and the next 22 students drawn will be in Pre-K Class B for that school attendance zone. The rest of the students drawn in the lottery will establish the order of the waiting list for that school attendance zone. Enrollment is limited to twenty-two students per class. Any openings that become available in the 17 elementary Pre-K classes will be filled using the waiting list. The Pre-K Coordinator will keep documentation of the progression of the waiting lists.

**After notification, families of children who are placed in a BCSS Pre-K class will need to register their child.** Details regarding the online registration process will be included in the letter mailed to each family. In addition to completing the online registration, families will need to provide their child's birth certificate, Immunization Form 3231, Hearing, Vision, Dental, and Nutrition Screening Form 3300, and social security card/wavier. **Proof of residency will be required at registration and must be dated within 30 days of the date of registration.** Proof of residency is used to verify the elementary school attendance zone. If the child receives Medicaid, Food Stamps, TANF, or SSI, we request that you bring documentation of this information to registration.

*We allow for a range of documents to demonstrate age, residency, identity and immunization status; exceptions will be made where appropriate; and no document will be required that would cause or result in discrimination based on race, color, national origin or immunization status.*

**If your child is placed in a Pre-K class and you move after the lottery is held (over the summer or during the school year) you have the following options:**

**1. If you still reside in Barrow County you can do one of the following:**

- Parent can request for their child to stay at the current school and provide their own transportation for the remainder of the Pre-K year only. *\*\*If this option is chosen, the parent must send a request to the Pre-K Coordinator asking to stay at their current elementary school in the Pre-K Program for the remainder of the school year. The student must also live in Barrow County.*

**OR**

- Parent can choose to place their child on the bottom of the waiting list for the new school attendance zone and lose their current spot. The student must also live in Barrow County.

**2. If you no longer reside in Barrow County (child's physical residence is in another county), then you must give up the BCSS Pre-K spot and look for another spot in the county you reside.**

**Once the school year begins, if a child who is on the BCSS Pre-K waiting list attends another lottery-funded Pre-K or Head Start Program in Barrow County, the child will be removed from the BCSS Pre-K Program waiting list.** We want to work together with the other Pre-K providers in Barrow County to serve as many students as we can. Parents may make a special request based on their individual situation to keep their child on the BCSS Pre-K Program waiting list by contacting Karen Bedford at the BCSS Professional Development Center (770-867-4527).

The BCSS Pre-K Program will be located at the nine elementary schools. We will follow the Barrow County School System calendar and elementary school hours of operation. Bus transportation will be available along with breakfast and lunch. **All Pre-K classes/slots are pending state budget/funding and approval of the BCSS Pre-K Grant Agreement by Bright from the Start, Georgia Department of Early Care and Learning.**

*For further information, please contact the Barrow County School System Pre-K Program at 770-867-4527 Ext. 147(Karen Bedford) or Ext. 148 (Tonya Royal).*