



Fee-Based Full Day Kindergarten Procedure

1.0 SCOPE:

1.1 This procedure describes the process in which an elementary school establishes a fee based full day kindergarten program in the Carson City School District.

2.0 RESPONSIBILITY:

2.1 Associate Superintendent Educational Services

3.0 APPROVAL AUTHORITY:

3.1 Superintendent

4.0 DEFINITIONS:

4.1 Full Day Kindergarten: (FDK) A kindergarten class that is in operation for a full school day.

4.2 FTE: Full-Time Equivalent. A 1.0 FTE is one full-time teacher.

4.3 Non-Traditional Calendar: 45/15 Calendar

4.4 CCSD – Carson City School District

5.0 PROCEDURE:

5.1 The site administrator determines that space exists at the site for the full day program.

5.2 The site administrator determines if one or more kindergarten teachers on the staff are interested in teaching a FDK program.

5.3 The site administrator makes an appointment with Associate Superintendent of Educational Services to review the process and requirements.

5.4 The principal must follow the negotiated agreement between the CCSD and the Ormsby County Education Association when selecting a teacher for the FDK position. For the 2012-2013 school year, it may not be possible to increase a .5 teacher to a 1.0 allocation due to budget reductions.

5.4.1 Schools on the Non-Traditional Calendar have additional considerations and may not be able to participate.

5.5 An informational letter is prepared by the principal to prospective kindergarten parents describing the full day program and associated fees and expectations.

5.5.1 At least 25 parents need to express interest in a FDK in order to proceed to 5.8.

5.6 Principals may not confirm the class list until the first Friday in June (or the equivalent of one day past registration for kindergarten.)

5.7 The site submits a Position Request to Human Resources requesting an increase from an existing half day kindergarten allocation to a full day kindergarten allocation, using a fee-based special revenue fund.

5.8 Priority for enrollment will be given to students currently residing in the school's attendance zone.

5.8.1 If enrollment demand exceeds available seats, then participation in the full day program

will be determined by the school's administrator and should be representative of the school's population.

- 5.9 The principal submits a Position Vacancy Form for the .5 FTE to Human Resources.
- 5.10 The Fiscal Department will set-up a CCSD Kindergarten account string within the full day kindergarten fund for payroll expenditures on a monthly basis.
- 5.11 The principal works with the Director of Fiscal Services to calculate the amount needed for the .5 salary and benefits portion of the tuition.
- 5.12 Parents are to make the checks payable to the CCSD. Checks are **not** to be made payable to any employee at the school.
- 5.13 The following payment options are decided by each site administrator.
 - Option One: payment fees due every Friday for the following week's enrollment.
 - Option Two: payment fees follow Carson City Community Center Latch Key's payment schedule.
- 5.14 Fees are collected in the school office by a designated secretary or dropped in a locked box located in the kindergarten classroom. No collection of fees is to be done by the kindergarten teacher.
- 5.15 Late payment of fees could result in the removal from this full-day program. The student will be placed in one of the school's half-day sessions.
- 5.16 The principal must set aside a minimum of 2 seats in the FDK program for scholarship students. (Most schools offer 5 scholarships).
- 5.17 After enrollment in the full day kindergarten program is established, a parent information night is held at the school to explain the full day program and associated fees and expectations.
- 5.18 Parents of students enrolled in the fee-based full day program will be expected to sign a contract stating that they understand and agree to the fee structure, payment schedule, and expectations of the full day program.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Parent Information Letter for Fee Based Full Day Kindergarten Programs
- 6.2 Parent Contract for Fee Based Full Day Kindergarten Programs
- 6.3 Parent Survey for Fee Based Full Day Kindergarten Programs
- 6.4 Negotiated Agreement – Ormsby County Education Association
- 6.5 Human Resources 'Position Request' Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Parent Contract	School Site	7 Years	Discard as desired	Locked Office
Parent Information Letter	School Site	7 Years	Discard as desired	Locked Office
Parent Survey	Associate Supt. Educational Services	7 Years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

Date: Rev. Description of Revision:

02/23/10 A Initial Release

*** End of procedure ***