

Primary/Preprimary Education

(Admission of Children Who Wish to Enroll on Tuition Basis)

The following criteria have been established for the admission of non-disabled students to the district's preschool [*optional language: preschool/kindergarten*] program established pursuant to the Colorado Preschool and Kindergarten Program:

1. Students will be accepted in the following priority:
 - a. Children of staff members
 - b. Siblings, friends and neighbors of disabled preschoolers
 - c. All other children
2. The ratio will be limited to two disabled students to one non-disabled student per session.
3. Provided there are no severe/profound needs students who require a great deal of one-to-one time, the preschool teacher will be able to handle 10 children ages three through five. The administration reserves the right to adjust these ratios based on the special needs of the disabled students. Should any of the following occur, an aide or assistant teacher will be hired:
 - a. Enrollment in one session exceeds a total of 10 children
 - b. Enrollment in one session equals or exceeds eight disabled children

In an effort to facilitate communication and to include non-disabled preschoolers with as little disruption as possible, the following process will be followed in enrolling tuition-paying preschoolers:

1. The preschool teacher and the special education coordinator will make a file for each preschooler who wishes to be registered. This will include all information necessary for school enrollment, including the free and reduced price meal application form.
2. The parents/guardians will complete and return all forms to the special education coordinator. The file then will be forwarded to the school secretary.
3. The school secretary will submit the free and reduced price meal application form to the school principal.
4. Using the income guidelines for free and reduced price meals, the principal will determine the tuition rate.

5. The principal will submit the name of the family and the tuition rate to be charged to the special education secretary. This information will be maintained on a confidential list.
6. The preschool teacher and special education coordinator will advise the special education secretary of the number of preschool sessions in each month. The special education secretary will calculate the total tuition for that month.
7. The special education secretary will send each family an invoice for tuition each month.
8. Upon collection, the funds will be deposited in the preschool activity account to cover the cost of snacks and/or materials.

CROSS REF.: [EFC](#), Free and Reduced Price Food Services