



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner





James K. Whelan, Deputy Commissioner
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #05-51-OPE

UNIVERSAL PRE-KINDERGARTEN LETTER

Date: March 22, 2005	Subtopic(s): Child Care
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use print on demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform all staff that a Department of Education Universal Pre-Kindergarten (UPK) letter will be sent out to all Public Assistance parents/legal guardians of children three to five years of age to inform them that their child(ren) may be eligible for the UPK program. A sample of the letter and flyer are attached.</p> <p>This free program offers activities and educational programs for preschool age children to prepare them for school and help them succeed later in life.</p> <p>Children can be enrolled full-day or part-day. Engaged or employed parents/legal guardians can combine a part-day UPK program with care given by an informal child care provider or with regulated day care.</p> <p>Parents/legal guardians <u>do not</u> have to be engaged or employed for their children to take advantage of the UPK program.</p> <p>If a parent/legal guardian calls or reports to the Center with questions about UPK programs in his/her area, staff should direct him/her to contact a school in his/her zone. If a parent/guardian does not know his/her school zone, s/he should call 311. The parent/legal guardian can also call the New York City Child Care Resource and Referral Consortium at (888) 469-5999 for more information on UPK programs. This number is listed in the letter s/he will receive.</p> <p>UPK placements are not entered in the Automated Child Care Information System (ACCIS).</p> <p><i>Effective Immediately</i></p> <p>Attachments: EXP-78HH Universal Pre-Kindergarten Letter (3/22/2005) Steps to Success (Department of Education)</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*



HUMAN RESOURCES ADMINISTRATION
FAMILY INDEPENDENCE ADMINISTRATION
OFFICE OF CHILD CARE
180 WATER STREET, NEW YORK, N.Y. 10038

VERNA EGGLESTON
Administrator/Commissioner

SETH W. DIAMOND
Executive Deputy Commissioner

KAY HENDON
Executive Director

Dear Parent:

Did you know there are quality preschool educational programs for your child right in your neighborhood? The Department of Education's Universal Pre-Kindergarten (UPK) program is New York City's comprehensive prekindergarten program that provides young children with a nurturing environment designed to promote creative expression and social, emotional, physical and cognitive development. UPK also provides preschool children with an opportunity to engage in an educational experience prior to entering kindergarten. There is no charge for UPK – it's free!

As a parent of a prekindergarten child, you may choose either a public school or a contracted community-based organization that provides UPK services in your neighborhood. To find out where your child's zoned school is located, you can call 311 and give them your address.

Some UPK programs are offered as full-day child care programs. Other UPK programs are part-day. If you enroll your child in a part-day program, you can choose an informal or registered family child care provider for the remainder of the day if you need full-time care for your child.

A quality early childhood educational program can help your child become confident and prepared to meet each challenge of his/her future educational experience.

Please review the enclosed information about UPK. We hope you will use this information to plan for your child's educational future and academic success in school. The New York City Child Care Resource and Referral Consortium, at (888) 469-5999, may also be able to provide more information about programs in your neighborhood.

Sincerely,

Kay Hendon

Enclosure



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VERNA EGGLESTON
Administradora/Comisionada

SETH W. DIAMOND
Subcomisionado Ejecutivo

KAY HENDON
Directora Ejecutiva

Estimado(a) Padre o Madre:

¿Sabía usted que existen programas educacionales preescolares de calidad para su niño en su mismo vecindario? El programa completo Universal de Prekindergarten del Departamento de Educación (Department of Education's Universal Pre-Kindergarten – UPK) y de la ciudad de Nueva York le brinda a niños pequeños ambientes que fomenten su desarrollo físico, cognoscitivo y social, al igual que su expresión creativa. El UPK también le presta una oportunidad a los niños de edad preescolar de participar en una experiencia educacional antes de ingresar al kindergarten. El UPK no cuesta nada – ¡es un programa gratuito!

Como padre o madre de un niño de edad de prekindergarten, usted puede elegir una escuela pública u organización comunitaria bajo contrato que preste servicio UPK en el vecindario suyo. Para averiguar en donde se encuentra la escuela zonificada de su niño que corresponde a su dirección, puede llamar al 311.

Algunos programas UPK están disponibles en programas de cuidado infantil de todo el día. Otros programas UPK son sólo por parte del día. Si usted inscribe a su niño en un programa por parte del día, puede seleccionar a un proveedor informal o registrado de cuidado infantil familiar para el resto del día, si necesita cuidado para el día completo.

Un programa educacional de calidad para niños pequeños puede servir para que su niño desarrolle la preparación y autoconfianza necesarias para enfrentarse a los desafíos educacionales que le esperan en el futuro.

Favor de repasar la información adjunta respecto de UPK. Esperamos que usted se sirva de dicha información para planificar el futuro educacional de su niño. Es posible que el Consorcio de Recursos y Envíos de Cuidado Infantil de la Ciudad de Nueva York (New York City Child Care Resource and Referral Consortium), en el (888) 469-5999, también pueda proporcionarle más información acerca de programas en su vecindario.

Atentamente,

Kay Hendon

Adjunto

Questions Asked by Parents

Q: What school will my child attend? Do I have a choice of schools?

A: Your address usually determines the school that your child will attend. As a parent of a prekindergarten child you may choose either a public school or a contracted community-based organization that provides Universal Prekindergarten (UPK) services.

Districts must accommodate the placement of all students within their own district and school attendance boundaries before considering requests for placement of out-of-district students.

Q: How do I find out where my child's zoned school is located?

A: You can call 311 and give them your address.

Q: Are all prekindergarten children who apply guaranteed a place in a program?

A: No. For the Targeted Prekindergarten, children are accepted and placed in a program based on a screening process and space availability. All prekindergarten students will be screened to determine developmental baseline.

Q: How will I know if my child is accepted into a prekindergarten program?

A: You will be notified by the school.

Q: Is busing available?

A: There is no busing available for prekindergarten children.

Q: Where do I go if I have a complaint about the application process?

A: Each school has a Parent/Guardian Statement of Appeals Form available for parents to register and resolve complaints.

Q: Someone has suggested that my child needs special education services. What should I do?

A: Special education services are provided based upon an assessment. Parental consent is required for this assessment. If you want your child to be assessed, you should notify the school staff during the application process. Please keep in mind your child may also receive additional instructional services without a special education assessment and placement.

Q: What will happen if my child does not speak English?

A: There are bilingual classes that can provide instruction in your child's language as well as in English.

Q: If there are no bilingual classes, how will my child learn?

A: There are specially trained teachers for English language learners who will help your child.



The New York City Department of Education
Joel I. Klein, Chancellor

Carmen Fariña
Deputy Chancellor for Teaching and Learning

Lauren Kotch
Executive Director of Curriculum and Professional Development



Office of Early Childhood Education

52 Chambers Street, Room 208
New York, N.Y. 10007
212-374-0351

Dr. Eleanor Greig Ukoli
Director

Laurel O. Fraser
Deputy Director

Andrée Lessey
Kathleen A. Burgess
Early Childhood Education Administrators

Phyllis M. Bynum
Citywide Coordinator of Partners in Reading

Lynda Nicolas
Citywide Coordinator of New York City Early Literacy Learning

Michelle Springer
Office Administrator

The New York City Department of Education



A Parent Guide to the Prekindergarten Application Process

Steps to Success



Office of Early Childhood Education

Application Process

For information about the Prekindergarten Program Application Process, please contact your Region.

If your child will be **four years old** by December 31, 2005, your child is eligible for prekindergarten services. In order for you to apply for prekindergarten, you and your child should visit the local school.

DOCUMENTS

When visiting the local school with your child please be sure to bring documents that verify proof of age, address and immunization status.

Proof of Age

- 1) The child's official (original) **birth certificate or baptismal material** with an accompanying seal and authorized signature is acceptable for any child (including those born outside of the U.S.).
- 2) **An official passport** showing the date of birth is also acceptable for all children.

Proof of Address

- ☆ A utility bill (gas, water or electric), for example, Con Edison, KeySpan Energy (the name of the parent, guardian, person in parental relationship or leaseholder must be on the document); or
- ☆ Statement from an employer or social services agency; or
- ☆ A deed; or
- ☆ Medical insurance card; or
- ☆ If family is sharing an apartment with another family, a notarized letter from the leaseholder/deedholder along with any of the above mentioned items.

No leases, telephone bills or cable bills will be accepted.

Please note that children must be present at the time of your application for prekindergarten services!

Prekindergarten Health Requirements

Parents are required to ensure that their children meet all health requirements. The following is an update of the existing health requirements for children.

Immunization Requirements

There have been additional immunization requirements for New York City children during the past few years. The Department of Health and Mental Hygiene requires all new entrants to be screened for the following: HIB (PreK only), DPT, Polio, MMR, HBV and Varicella. The information below explains the required vaccination schedule:

Diphtheria, Tetanus, Pertussis (DTaP or DTP)
4 doses
Polio (IPV or OPV)
3 doses
Measles, Mumps, Rubella (MMR)
1 dose on or after 1st birthday
Hemophilus Influenzae Type B (HIB)
1 dose (at or after 15 months old)
or
3 doses (if given prior to 15 months old)
Hepatitis B (HBV)
3 doses
Varicella
1 dose on or after 1st birthday

Children who do not completely meet these requirements **may be** admitted **provisionally** with a plan to complete the remaining doses in the vaccination schedule.

A physical examination is required of **all** new entering students.

Health Insurance Documents

To enroll in Child Health Plus, Medicaid, or Family Health Plus, just bring one of the documents listed below for each category.

Date of Birth/Identity of Applying Child:

Birth certificate, baptismal or other religious certificate or school records

Home Address:

Lease, postmarked envelope sent to you or gas, electric or telephone bill (mailed within the last 6 months)

Family Income:

Current paycheck stubs for one month's income or letter from your employer

Proof of Residency for Adults Only:

Passport or Resident Alien Card

To find out if you qualify for public health insurance please call 311 for HRA Medicaid Helpline phoneline.

Regional Early Childhood Directors

Region 1	Laura Colavecchio	718-741-2816
Region 2	Dorothy Cusack	718-828-4007
Region 3	Gertrude Smith	718-281-3410
Region 4	Andrea Lenneberg	718-391-8545
Region 5	Dr. Sherry Copeland	718-642-5871
Region 6	Patti Finn	718-968-6296
Region 7	Selma Barnabas	718-759-4847
Region 8	Virginia Lora	718-935-4257
Region 9	Ada Cordova	212-356-3806
Region 10	Christine Marcell	917-521-3751