



THE NEW YORK CITY DEPARTMENT OF EDUCATION

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ADDENDUM TO MARCH 10 EARLY GRADE ADMISSION MEMO

March 23 2004

Early childhood admission policies and processes must be administered transparently and uniformly citywide for the upcoming school year.

Prekindergarten

The Citywide Prekindergarten Recruitment and Enrollment Procedures are designed to facilitate family access to prekindergarten services and build on the powerful partnerships that link community-based organizations with the public schools. Critical to the implementation of a fair and equitable process is strict adherence to the following:

- Each school, regardless of prekindergarten participation, must provide parents with the Region's Prekindergarten Directory. The region's directory must include all prekindergarten service sites within its boundaries. A Citywide Prekindergarten Directory will be posted on the Department of Education's website:
<http://www.nycenet.edu/teachlearn/earlychildhood/index.html>.
- Schools must inform parents that they can enroll and register their children at any contracted Universal Prekindergarten Program (UPK) community-based organization in the city, if they so choose, by going directly to the site of their choice.
- Parents must be informed that Chancellor's Regulation A-181, "Inter-District Parent Choice Transfer" (January 28, 2003), allows them to transfer their children between districts if space is available. At the same time, parents must be informed that districts will accommodate the public school placement of all students within their own district and school attendance boundaries before considering requests by out-of-district students.
- All children that attend prekindergarten in either contracted UPK community-based organizations or public schools are guaranteed a kindergarten placement in the public schools.
- The contracted UPK community-based organization will complete the student's registration packet and forward the completed documents to the designated Regional ATS technician.
- Enrollment in both public schools and contracted UPK community-based organizations must be based on parents' preferences and space availability.

Kindergarten, First, Second and Third Grades

Chancellor's Regulation A-181, "Inter-District Parent Choice Transfer" (January 28, 2003), allows parents to transfer children between districts if space is available. However, districts must accommodate the public school placement of all students within their own district and school attendance boundaries before considering requests by out-of-district students.

1. Parents are to register their child at his/her zoned school. If a parent is interested in a different school, the parent should visit the alternative site and request to be placed on a placement waiting list.

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2. Schools must maintain placement waiting lists and call parents when slots become available.

If you need additional information, the Office of Early Childhood Education will provide assistance to your Regional Early Childhood Team.

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