

VALPARAISO COMMUNITY SCHOOLS



Administration Building
3801 North Campbell Street
Valparaiso, Indiana 46385

Telephone: (219) 531-3000
FAX: (219) 531-3009

TO: Parents Requesting Kindergarten Early Entrance for 2017-2018

FROM: Dr. Julie Lauck, Associate Superintendent

RE: Procedures for Early Entrance to Kindergarten for the 2017-2018 School Year
(Requesting a Waiver of the August 1st Age Requirements)

DATE: February 2017

The Valparaiso Community School's Policy 5112 requires that an entering kindergarten student must be five (5) years of age on or before August 1, 2017, to qualify for entrance to kindergarten for the 2017-18 school year. However, this policy also permits a parent to request a waiver of this date if the child's birthday is on or before September 1, 2017. Written requests for a waiver must be submitted to the Associate Superintendent on or before May 31, 2017. Students must successfully meet all of the requirements for early entrance as established by the Valparaiso Community Schools. All parents of kindergarten-aged students should attend the Kindergarten Round-Up scheduled for April 13, 2017 or April 14, 2017, at your child's home school.

The Procedure:

- Step 1. Letter of Request: To begin the process, parents must submit a letter to the Associate Superintendent on or before May 31, 2017, indicating the reasons why early entry to kindergarten is being requested. This letter should include:
1. name of child;
 2. birth date;
 3. name, address, and telephone number of the child's parent or guardian;
 4. name, address, and telephone number of the most recently attended preschool program;
 5. record of a recent physical examination to include: visual, auditory, and speech results.
- Step 2. Burks' Behavior Rating Scale: Upon receipt of the parent letter for early kindergarten entrance, the parents will be mailed two (2) copies of the Burks' Behavior Rating Scale. One copy of the Burks' Behavior Rating Scale should be completed by one parent. The other copy should be completed by a nursery school teacher, a day care teacher, or a pre-school teacher. It is important that the person who completes this scale have experience with your child in an instructional setting.

The completed Burks' Behavior Rating Scales are to be mailed to or delivered to the Associate Superintendent at the Administration Building located at 3801 Campbell St., Valparaiso, Indiana, 46385, as soon as possible in order to continue the process for early enrollment.

Step 3. A combination of the Slosson Intelligence Test and the Peabody Picture Vocabulary Test will be administered by a certified teacher. The screenings will be administered at the School Administration Building located at 3801 Campbell St. in Valparaiso. The tentative dates of the Step 3 screenings will be determined.

Parents are to call Lisa Frankus at 531-3000 in order to schedule a time for your child's testing. Testing time is approximately one hour. Results from this test will be forwarded to the Associate Superintendent upon consultation with the building Principal.

Step 4. Final Determination: After the necessary data has been obtained, the decision whether or not to approve the waiver and enroll the child in the kindergarten program will be made by the Assistant Superintendent and the building Principal.

If the waiver is approved, the Associate Superintendent will inform the parents by letter and indicate how to proceed to enroll their child in kindergarten this fall.

If the waiver is not approved, the Associate Superintendent will inform the parents by letter to explain the reasons why their child will not be eligible and to inform them of the enrollment procedures when their child meets the age requirement.

The admission and the continued matriculation of a child enrolled in kindergarten as an "early entrance" student will be subject to a staff review any time during the first grading period. Continuation in the program will be determined by the Associate Superintendent with consultation from the teacher and the building principal.

The Superintendent may deny any waiver requested based on enrollment factors such as school capacity.