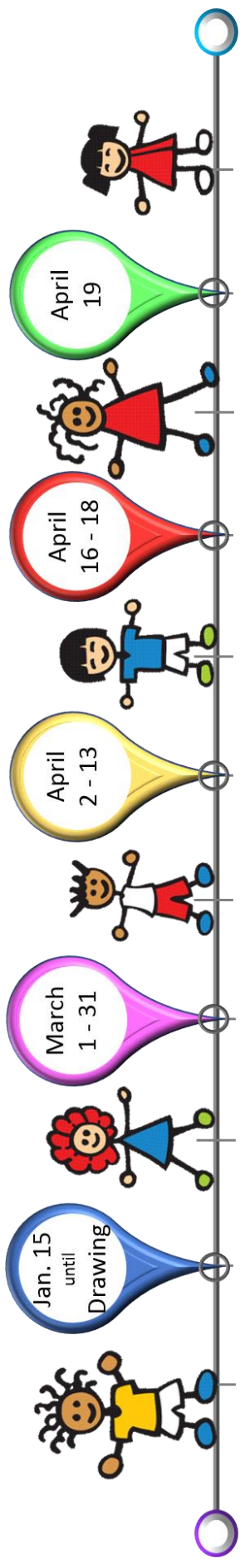


FIRST CLASS PRE-K 2018-2019

PRE-REGISTRATION TIMELINE



Advertising and Pre-Registration

- Recruitment flyers posted in community
- Parents/Guardians provide proof of residence and date of birth and pre-register children in ASAP
- Directors view and monitor pre-registrations in ASAP

Random Selection Drawing

- Each program chooses a date and holds a random selection drawing

Random Selection Drawing Results Marked

- Directors mark each pre-registered child's status in ASAP as *Pending (selected for an available position in drawing)* or *Waitlisted (not selected for an available position in drawing)*

Parent/Guardian Notification

- DECE triggers emails notifying families of Pending or Waitlisted status
- Pending status families asked to accept or decline

Enrollment Completion and Class Creation

- Directors change Pending status in ASAP to Completed (position accepted) or Dropped (position declined)
- Directors assign Completed Status students to specific classes in ASAP



“The Why”

Q - Why must all grantees utilize the online pre-registration program provided by the Department of Early Childhood Education (DECE)?

A – Paper pre-registration forms worked pretty well when First Class Pre-K programs were serving a total of 4,000 children. However, now that over 17,000 children are participating and that number is projected to greatly increase even more in coming years, collecting on paper the information that is needed is not a viable option. Additionally, the vast amount of information required for decision-making, data analysis, and accountability must all be in one platform to facilitate consistency, ease of access, cross-platform imports/exports, and information management and analysis. The online program being utilized, ASAP, was carefully selected and custom-designed to meet the needs of First Class Pre-K.

About ASAP:

- Builds digital products to support schools and educators
- In business for over 30 years
- Used to process over 1,000,000 registrations every year
- 98% retention rate among clients

Some Benefits of ASAP Pre-Registration:

- All Family Information Form responses collected during pre-registration
- Parents can pre-register for multiple programs/sites with one application
- Parents can pre-register multiple children with one application
- Directors can see pre-registrations anytime they want, as often as they want
- Parents get a confirmation they can print when they pre-register, as well as an email
- Parents have no codes or school names to type

Q - Why is it imperative that all grantees follow the Mandated Timeline of Events for pre-registration?

A – All random selection drawings must be completed by March 31st because, beginning April 2nd, program directors will have two weeks to indicate drawing results in ASAP, marking each child pre-registered for their classes as selected (“Pending”) or “Waitlisted.” This task must be accomplished because, on April 16th, the DECE will trigger in the ASAP system an email disbursement notifying every pre-registered family of random selection results. The email will indicate whether the child was selected or added to the waiting list for each program for which he was pre-registered. See the following timeline of events for more detail.



DIRECTOR GUIDELINES FOR FIRST CLASS PRE-K 2018-2019 PRE-REGISTRATION

Mandated Timeline of Events

- 1. ADVERTISE - January 15 until Random Drawing Held in March:** Programs place recruitment notices (see attached flyer) and attached *Pre-Registration Guide* around the community.
- 2. PRE-REGISTRATION - January 15 until Random Drawing Held in March:** Parents/Guardians go online (link provided on flyer) to the ASAP platform and complete the electronic pre-registration form (see attached illustrated guide to provide to assist them) and provide a copy of their most recent utility bill, lease, or mortgage as proof of Alabama residency (and district residency if required by the local school board). If the local program wishes, they may require parents to provide documentation of eligibility before giving them the link to the pre-registration site. It is the responsibility of the local program to provide pre-registration assistance to families and facilitate computer access if needed (see *Helpful Hints for Supporting Families During Online Pre-Registration* at end of this document). **NOTE: All grantees must utilize the ASAP online pre-registration program** provided by the Alabama Department of Early Childhood Education. *Please do not request that an exception be made to this requirement.*
- 3. RANDOM SELECTION DRAWING - March 1-31:** All programs hold their public random selection drawing between the dates of March 1st and 31st. Directors will follow provided directions to print out a list of all children who have pre-registered for their program then follow program guidelines to conduct a random selection drawing. For each class a program has, after 16 children per class are drawn during the random selection process, the remaining students continue to be drawn and numbered in the order they are drawn. This will be the order of the waiting list if new students need to be added to a classroom.
NOTE: If a program has multiple birth siblings (twins, triplets, etc.) all names should be placed in the drawing separately. If one, but not all, multiple birth siblings are drawn before the classroom cap at 16, the drawing should cease at this point and the 1 or 2 multiple birth siblings should be added to the classroom roster at this point to reach full classroom enrollment.
ADDITIONAL NOTE: If a classroom is located in a center that currently has a program for 3-year-old children, those children may not automatically be moved up to the OSR First Class Pre-K classroom unless the program is federally mandated. Those children must submit the online pre-registration form and be placed in the public random selection drawing like all other children from the community who submit applications.
- 4. MARK RESULTS OF RANDOM SELECTION DRAWING - April 2 - 13:** When a parent/guardian pre-registers a child, the child's status in ASAP is "Enrolled" meaning the pre-registration is done. After the final drawing deadline date of March 31st, all program directors will have **two weeks** to go into ASAP and change each child's status on their pre-registration list from "Enrolled" to either "Pending" (meaning the child's name was selected in the random drawing for a seat in the program) or "Waitlisted" (meaning the child's name was not selected and is on the program's waiting list). A guide for completing this process will be provided.
- 5. PARENT/GUARDIAN NOTIFICATION - April 16 - 18:** The Alabama Department of **Early Childhood Education office** will trigger emails to be sent to each pre-registrant family notifying them of their pending or waitlisted status for each program they selected. The email will direct families to contact the director of each program for which they were selected to accept or decline the position. *Directors should not rely solely on parents to do this and should contact families who have a pending status to determine if the parent/guardian is accepting the position in the program.*
- 6. COMPLETION - Beginning April 19:** After receiving parent responses, for each child marked in ASAP as pending, the Director must indicate in ASAP whether the seat is being accepted or declined. The Director will follow directions (to be provided later) for marking "Pending" children as "Completed" (meaning the child's enrollment process is complete and he has been assigned to a class) or "Dropped" (meaning the child declined

a position in the program or withdrew from it after being assigned to a class) After a child is marked as “Completed” in a program, his/her name will be deleted from any other program’s waiting list.

7. **CLASS CREATION – Beginning April 19:** The Director will go into ASAP and assign students to specific classes. Directions for doing this will be provided.

More Information

After Initial Registration Process is Complete: Families who pre-register after the initial random selection is complete will follow the same online pre-registration process and Directors will mark them as Pending or Waitlisted as their pre-registration is completed, depending upon availability of Pre-K class positions. When a child in “Pending” status accepts a position in a program, the Director changes the status to “Completed.” Children who withdraw from a class during the year will be marked by the Director as “Dropped.”

Parent Contract and ASQ Forms: Programs are strongly encouraged to have parents complete Emergency Contact and Transportation Information, Parent Contracts, and ASQ-3 documents at Parent Orientation. These documents will be the responsibility of the program and will be kept locally and checked by Coaches/Monitors for completeness. More information about this can be obtained from the Coach/Monitor.

Newly Selected Grant Recipient Sites: Will be notified of registration process timeline following the grant award

Helpful Hints for Supporting Families During Online Pre-Registration

There are families with barriers to completing an online pre-registration process. These are the very families whose children we most need to reach and serve. Therefore, we must be prepared to offer supports to help them successfully complete the pre-registration process. We have kept this in mind and have limited how much typing is required in the online form, offered more drop-down choices, and eliminated the need to enter any codes or school names.

Below are some suggestions for providing additional support:

- Post flyers about pre-registration in such places as the public library, the health department, pediatricians’ offices, the school board office, local elementary schools, the local school system website, and in apartment complex offices. Provide copies of the illustrated *Pre-Registration Process Guide* wherever flyers are posted.
- Advertise and host *Pre-K Pre-Registration Night* events at the local school board office, elementary school, public library, trailer park, apartment complex, etc. and have laptops/computers set up for parents/guardians to use to complete the pre-registration process. Have EL teachers and Pre-K teachers on hand to assist those who have trouble.
- Have laptops/computers set up in your Pre-K program’s office/lobby area for parents/guardians to come in and use to complete the pre-registration process. Provide copies of the illustrated *Pre-Registration Process Guide* for them to follow. It is also helpful if this station is set up in close proximity to a receptionist or secretary who has been familiarized with the process and can provide assistance when needed.
- Remember that, where there is a will, there is a way. Families who receive food stamps and other types of federal financial support complete online applications for these programs. They can do this. :-)