

To: Oklahoma State Department of Education

From: Commerce Public Schools

Date: March 1, 1991

Subject: ~~Policy for Early Childhood Education~~  
~~Program and Transfer Clarification~~

I. Statement of Goal:

Our major goal in offering a Pre-School Program is to provide the four (4) year olds in our district an effective learning environment where each child can work, play and live at their own developmental rate. Hopefully, by allowing the child to grow --- mentally, socially and physically through planned, "hands on" activities, these children will develop a positive attitude toward themselves, learning and the other people within their environment so that they can grow into stable, self-directing individuals.

By exposing our four year olds to a creative learning environment, yet meeting their developmental needs, and coordinating this philosophy with our Kindergarten Program, we hope to be able to give these children an early start with success, nurturing love, attention, exposure and the chance to develop early, the "want to" to find, know and learn.

II. Statement of Objectives:

Our program has two (2) major objectives. Objective one is to prevent future learning problems for our Kindergarten students by planning learning activities so that any possible problem can be observed, noted and appropriately guided. Screening for vision, hearing, physical fitness, language development and developmental traits will be ongoing to meet this objective.

Objective two is to promote growth and development in the areas of personal worth, a positive self-image, motor skills, concept formation, communications, social skills and a healthy body and mind.

III. Procedure for Accepting Children into The Program and Program Description:

1. A child must be age four (4) on or before September 1 of the ensuing school year, and shall not have attended a Public School Kindergarten.

II.

2. The number of children in a class shall not exceed twenty (20). The adult-child ratio shall not exceed 1:10. Any enrollment that exceeds ten (10) shall require the employment of a teacher assistant. The school district shall ensure the teacher assistant is provided training in Early Childhood Education.
3. A school day for a child shall consist of not less than two and one-half (2 1/2) hours per session. The program shall be designated to include four (4) teaching sessions for the students and one (1) session for implementation of the program, planning, Parent-Teacher conferences, development of materials needed to implement the program, and it shall accommodate the needs of all children and families regardless of social economic circumstances.
4. We will utilize the adaptive skills curriculum for four-year-olds developed by the State Department of Education as a model for implementation of the program.
5. Children who do meet the qualifications for a Federally Sponsored Head Start Program shall be entitled to attend free of charge and shall be given priority for acceptance into the Early Childhood Program over children who do not meet the qualifications for the Federally Sponsored Head Start Program. Children who live in the district but do not meet the qualifications for a Federally Sponsored Head Start Program shall be placed in the program and will be charged one dollar (1.00) per school year for tuition. If at that time, the maximum enrollment has not been reached, then transfers may be accepted, with again, those children qualifying for Head Start Programs receiving priority. Tuition will be one dollar (1.00) per school year for any transfer student accepted into the program.

IV. Parental Notification:

Notification for patrons of the Commerce School District will be published in the local newspapers (Tri-State Tribune and Miami News Record) the first week of April. A written notification will also be placed in the Commerce Post Office and in two other frequently visited businesses in Commerce. The notification to parents will follow the Oklahoma State Department of Education Regulations for Early Childhood Education Programs. Notification will include the Commerce Pre-School enrollment procedures and acceptance into the Pre-School Program.

Dick Curran  
Superintendent

Gene Helsey  
President

Jack R. Thompson  
Vice-President

Jack Dabrymph  
Clerk

Sam Pen  
Member

Joe Crawford  
Member

2/11/91  
Date

1990 FAMILY INCOME GUIDELINES FOR HEAD START PROGRAMS

1990 FAMILY INCOME GUIDELINES FOR ALL STATES (EXCEPT ALASKA AND HAWAII), THE DISTRICT OF COLUMBIA AND PUERTO RICO

<u>SIZE OF FAMILY UNIT</u>	<u>INCOME</u>
1	\$ 6,280
2	8,420
3	10,560
4	12,700
5	14,840
6	16,980
7	19,120
8	21,260

For family units with more than 8 members, add \$2,140 for each additional member.

DEFINITION OF INCOME

This means total annual cash receipts before taxes from all sources, with the exceptions noted below. Income data for a part of a year may be annualized in order to determine eligibility--for instance, by multiplying by four the amount of income received during the most recent three months.\* Income includes money wages and salaries before any deductions; net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional, enterprise, or partnership, after deductions for business expenses); net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter or sharecropper, after deductions for farm operating expenses); regular payments from Social Security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans payments, public assistance (including Aid to Families with Dependent Children, Supplemental Security Income, Emergency Assistance money payments, and non-Federally funded General Assistance or General Relief money payments), and training stipends; alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments; college or university scholarships, grants, fellowships, and assistantships; and dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

As defined here, income does not include the following types of money received: capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are noncash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied nonfarm or farm housing, and such Federal noncash benefit programs as Medicare, Medicaid, food stamps, school lunches, and housing assistance.

\*For what period of time is income considered for eligibility--prior calendar year, prior twelve months, immediate situation?

The answer is that the time period shall be the twelve months immediately preceding the month in which application or reapplication for enrollment of a child in a Head Start program is made, or for the calendar year immediately preceding the calendar year in which such application or application is made, whichever more accurately relates to the family's current needs.

REPRODUCED BY THE OKLAHOMA STATE DEPARTMENT OF EDUCATION