



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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LUNG CHIU, CIG, CPA
INSPECTOR GENERAL

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MEMORANDUM

TO: Honorable Chair and Members of the School Board
Dr. Donald E. Fennoy, Superintendent
Chair and Members of the Audit Committee

FROM: ^{KLC} Lung Chiu, Inspector General

DATE: August 5, 2019

SUBJECT: Transmittal of Final Investigative Report #19-0005-1
Contract Non-Compliance – Berkshire Elementary School

In accordance with School Board Policy 1.092, we hereby transmit the above-referenced final report.

The report addresses the following allegation:

Berkshire Elementary School Lead Voluntary Pre-Kindergarten (VPK) Teacher Tracey Ann-Dickerson, forced parents to select the VPK parent fee enrichment program that requires a weekly payment of \$115 as opposed to the VPK only program that requires no weekly payments. ***Unsubstantiated.***

The report is finalized and will be posted on the Inspector General's website; https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports



Donald E. Fennoy II
Superintendent

SCHOOL DISTRICT OF PALM BEACH
COUNTY
OFFICE OF INSPECTOR GENERAL



K. Lung Chiu
Inspector General

REPORT OF INVESTIGATION

Case Number:

19-0005-1

Date of Complaint:

March 5, 2019

(REDACTED)

Complainant:

Human Resource Employee

Subject:

Tracey-Ann Dickerson, Lead VPK Teacher, Berkshire Elementary School

Witnesses:

Doris Cabrera-Jerez, Data Processor, Berkshire Elementary School

Diana Perez, Principal, Berkshire Elementary School

Beverly Pope Sears, Manager Planning Projects, District Main Office

Type of Report:

FINAL

AUTHORITY

School Board Policy 1.092 provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

This investigation was conducted by Senior Investigator Robert Sheppard, in compliance with the *Quality Standards for Investigations, Principles, and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

INTRODUCTION

On Tuesday, March 5, 2019, the Office of the Inspector General (OIG) received a complaint from a Human Resource employee. The complaint alleged that Berkshire Elementary School staff denied the Human Resource employee's [REDACTED] enrollment into their Voluntary Pre-Kindergarten (VPK) program because [REDACTED] selected the non-payment VPK program as opposed to the VPK parent fee enrichment program that requires a weekly payment of \$115.

BACKGROUND

Berkshire Elementary School is a District school located at 1060 South Kirk Road, West Palm Beach, FL 33406. The total school enrollment is 1,093, with a 13:3 Student-Teacher Ratio. The school serves elementary school students for grades PK-5.

The District's Voluntary Prekindergarten (VPK) program with the support of the Department of Early Children Education provides an enriched educational experience that ensures children are prepared academically and socially to enter kindergarten.

ALLEGATION AND FINDINGS¹

The Berkshire Elementary Voluntary Pre-Kindergarten (VPK) program is forcing parents to select the VPK parent fee enrichment program that requires a weekly payment of \$115 as opposed to the VPK only program that requires no weekly payments. *Unsubstantiated.*

GOVERNING BOARD POLICIES AND DISTRICT DIRECTIVES

- **Florida Statute 1002.53(6)(b), Voluntary Prekindergarten Education Program; Eligibility & Enrollment**
- **Florida Statute 1002.61, Summer Prekindergarten program delivered by Public Schools and Private Prekindergarten Providers**
- **Florida Statute 1002.71(8), Funding; Financial & Attendance Reporting**
- **Florida Statute 1002.71(8)(b), Student & Parental Rights and Educational Choices**
- **State of Florida Statewide Voluntary Prekindergarten Provider Contract Form OEL-VPK20, Section-III Provider Responsibilities & Scope of Work, paragraph-15**
- **School Board Policy 3.02, Code of Ethics**
- **School District VPK/Parent Fee Enrichment Model Program FY19 Enrollment Protocols**
- **School District 2018-19 VPK/Parent Fee Enrichment Program**
- **School District VPK Wraparound Parent Fee Agreement District Employee Discounted Rates**

¹ The OIG findings were determined using the standards that appear on the signature page at the end of this report.

ALLEGATION 1: EVIDENCE & TESTIMONY

Allegation: The Berkshire Elementary Voluntary Pre-Kindergarten (VPK) program is forcing parents to select the VPK parent fee enrichment program that requires a weekly payment of \$115 as opposed to the VPK only program that requires no weekly payments. Unsubstantiated.

Testimony of the Human Resource Employee

The Human Resource employee stated [REDACTED] has been employed with the District for four years and [REDACTED]). [REDACTED] responsibilities are to conduct internal investigations into workplace violations of rules policies and procedures.

The Human Resource employee stated [REDACTED] is familiar with the Voluntary Prekindergarten (VPK) program requirements and feels that [REDACTED] was wrongfully denied enrollment into the Berkshire Elementary School VPK program. The State of Florida VPK program is a state-funded program for pre-kindergarteners. The Human Resource employee alleged that [REDACTED] denial into the program was because [REDACTED] selected the VPK program that requires no payment, as opposed to the extended VPK program that requires a weekly payment.

The Human Resource employee stated [REDACTED] contacted the school in January 2019 and was told by Data Processor Doris Cabrera-Jerez that [REDACTED] are selected into the program on a first come first serve basis and that February 1, 2019, is the date for VPK registration.

The Human Resource employee stated that on February 1, 2019, [REDACTED] was the 6th [REDACTED] in line to register [REDACTED] into the VPK program. When Berkshire Elementary staff opened the doors for registration, four stations were set up to serve the parents waiting in line. The first four parents were called to the stations to register their children. The Human Resource employee completed the VPK application form when it was [REDACTED] turn. The bottom of the form contained a section that provided the option to select the VPK only program from 8:00 AM to 11:00 AM or the VPK parent fee enrichment program from 11:00 AM to 2:30 PM. [REDACTED] selected the VPK only program. A Berkshire staff member told [REDACTED] that there were only two available slots into the VPK only program, but if [REDACTED] selected the VPK parent fee enrichment program, [REDACTED] would be selected. The Human Resource employee said [REDACTED] felt coerced and that the Berkshire staff was trying to persuade [REDACTED] to enroll [REDACTED] into the VPK parent fee enrichment program.

According to the Human Resource employee, the VPK program's student ratio is 22:1, and of the 22 available slots, only two slots were eligible for the VPK non-payment plan.

The Human Resource employee stated that Ms. Cabrera-Jerez told [REDACTED] that [REDACTED] would receive a letter in the mail from the school within 20 days informing [REDACTED] whether [REDACTED] was admitted into the VPK only program. [REDACTED] did not receive any correspondence from the Berkshire Elementary staff. The Human Resource employee stated Ms. Cabrera-Jerez told [REDACTED] that [REDACTED] was seventh on the list for the VPK only program and that the only way that [REDACTED] would be admitted into the program would be if enough parents were to drop out of the program.

The Human Resource employee stated Ms. Cabrera-Jerez is the staff member who is responsible for determining VPK student enrollments.

Testimony of Berkshire Elementary School Principal Diana Perez

Ms. Perez stated she has been employed by the School District for 30 years and has been the principal at Berkshire Elementary School for four years. Ms. Perez stated the Voluntary Prekindergarten (VPK) program at Berkshire Elementary School is a child readiness program designed for those children who will be entering kindergarten the following school year. At Berkshire Elementary School, the VPK program has open enrollment for 20 students. Two slots are available for the VPK only program, which requires no payment. The remaining 18 VPK slots have a parent fee. Parents who reside within the school boundaries and staff members who work at Berkshire Elementary School are given priority for VPK placements. Ms. Perez stated that Ms. Tracey Dickerson is the lead teacher over the VPK program at Berkshire Elementary School.

On March 28, 2019, Ms. Perez provided the OIG a copy of a February 4, 2019, email received from the Human Resource employee. On February 5, 2019, Ms. Perez forwarded The Human Resource employee email to Lead VPK Teacher Tracey-Ann Dickerson. Ms. Dickerson replied to Ms. Perez' email on February 6, 2019 (**Exhibit 1**).

"Good morning Ms. Perez

██████████ and I were extremely excited to wake up early on Friday in order to enroll ██████████ at your school for this upcoming VPK school year, so much that we didn't even mind the two hours that we waited in line to get in. ██████████ heard many great things about your school, your teachers and especially the VPK program. I about 6th in line and at 8:17 a.m. I finally put ██████████ on the prestigious list, only to find out that there were only two spots for those who wish to only attend for the VPK hours instead of paying for the wrap-around care. I am certain that none of the 5 others who were before me wanted just the VPK hours, as I had asked them myself, yet, I know that doesn't mean I am guaranteed one of the two spots, so I am writing to you today and ask that you please consider ██████████ to attend your exceptional school. ██████████ is bright, ██████████ knows how to write ██████████, knows ██████████ and numbers to 40! I want to enroll ██████████ in a school where ██████████ challenged and encouraged to grow to ██████████ highest potential. I have researched many preschools and VPK programs and yours exceeds them all.

Thank you for your time and consideration." [sic]

Ms. Dickerson's response to email received from Ms. Perez on February 6, 2019.

"Wow, what a nice letter. ██████████ was actually 7th in line and of the first 7-forms (██████████) 5 are seeking VPK hours only. This means that if 3 of the 4 in front of ██████████ decline the spot ██████████ will be able to have one for ██████████. However, we are not calling parents yet. I am waiting because I know there are a lot of changes

being considered for next year in regards to a myriad of different items. I feel it is best to have the correct information before proceeding. When I call parents I want it to be with the best information available so that we do not have to back track and cause parent distress."

Testimony of Data Processor Doris Cabrera-Jerez

Ms. Cabrera-Jerez stated she has been employed with the School District for three years and has been assigned at Berkshire Elementary School for three years as the Data Processor. Ms. Cabrera-Jerez stated that she is responsible for student registrations, maintaining student attendance, and various other office duties. Ms. Cabrera-Jerez stated she is not responsible for selecting students into the Voluntary Prekindergarten (VPK) programs. Ms. Tracey Dickerson is responsible for selecting students into the VPK programs.

Testimony of Lead VPK Teacher Tracey-Ann Dickerson

Ms. Dickerson stated she has been employed with the School District for 31-years and has been assigned at Berkshire Elementary School for 20 years. She is currently the Lead Voluntary Prekindergarten (VPK) Teacher and is responsible for VPK enrollment. The VPK program is a federally funded program that prepares children for kindergarten so that they will acquire the necessary skills for academic success.

Ms. Dickerson stated that February 1, 2019, is the registration date for VPK enrollment. Ms. Dickerson stated that 20 children are selected into the VPK program, and of the 20 children, two children are enrolled into the VPK only program, which requires no payment. Those children will attend the program from 8:00 AM to 11:00 AM. The remaining 18 children are placed in the VPK fee based enrichment program. Parents will not be charged from 8:00 AM to 11:00, however, from 11:00 AM to 2:00 PM parents will be required to make weekly payments of \$115 prorated at \$23 per day based on the child's attendance ($\$23 \times 5\text{-days} = \115.00). Ms. Dickerson stated the selection process at Berkshire Elementary School is handled per the District's Priority-1 enrollment protocols that say only two children are selected for the VPK only placement. Ms. Dickerson stated that parents are not discouraged or coerced from registering their child into the VPK only program nor are parents encouraged to enroll their child into the VPK fee based enrichment program.

Ms. Dickerson stated that during the VPK registration process parents are provided a VPK application that gives the parent an opportunity to select the VPK only program or the VPK fee enrichment program. The VPK application shows the date and time the parent(s) registered and the selected VPK program. The selection process is on a first come first serve basis for the available spots. The date and times indicated on the VPK applications are used to determine the order of VPK enrollments.

Ms. Dickerson stated that of the 20 available VPK slots, Berkshire Elementary School staff members who were given priority placement according to the District Priority-1 enrollment protocols filled 11 slots. Community residents filled the two VPK only slots, and community parents filled two full-time VPK slots. Currently, five slots for the VPK fee enrichment are pending application completion.

Ms. Dickerson stated that on February 1, 2019, the first two parents to register selected the VPK only program. According to the VPK parent applications, the Human Resource employee is currently third on the waiting list, should a [REDACTED] dropout, the next [REDACTED] will be contacted for VPK placement. Ms. Dickerson stated that she telephonically contacts parents to let them know if their child is accepted into the VPK program.

Ms. Dickerson stated that according to the VPK application completed by the Human Resource employee's [REDACTED] called on February 22, 2019, to advise that [REDACTED] is interested in the VPK only program at Berkshire Elementary School. In addition, on March 5, 2019, [REDACTED] called and was advised by staff that the two VPK only slots were filled and that the school would contact [REDACTED] if a spot becomes available.

Ms. Dickerson stated the Human Resource employee [REDACTED] was not denied access into Berkshire Elementary School VPK only program. [REDACTED] was not admitted into the program because [REDACTED] did not register early enough to secure a spot into the VPK only program.

Testimony of Manager Planning Projects Beverly Pope Sears, District Main Office

Ms. Sears stated she has been employed with the District's Department of Early Childhood Education for 11 years. Ms. Sears stated she is the manager of VPK programs and operations. The VPK program is a state funded readiness program that prepares children to enter kindergarten. The state pays for 3 hours of the 6-hour school day.

Ms. Sears stated the VPK enrollment dates for Priority-1 are from February 11, 2019, through March 8, 2019. Priority-1 includes children who reside within the school boundaries and children of parents who work at the school. Priority-2 includes enrollment for children who do not reside within the school boundaries provided there are available seats. At Berkshire Elementary School 20, seats are available for VPK enrollments. A maximum of two of the 20 VPK seats are for the VPK only program that is paid for by the state. The remaining 18 VPK seats are for the VPK fee enrichment program that requires a weekly payment of \$115.

Investigative Review

The OIG obtained 18 Voluntary Prekindergarten (VPK) applications from Ms. Dickerson. A review of the 2019 applications revealed the following: **(Exhibit 2)**.

- 11 Berkshire staff members registered for the VPK parent fee enrichment program.
- 2 parents residing within the Berkshire school boundaries registered their child for the VPK only program on February 1, 2019. The two children registered at 8:10 AM and 8:11 AM.
- [REDACTED], the Human Resource employee does not reside within the Berkshire school boundaries, registered [REDACTED] on February 1, 2019, at 8:17 AM for the VPK only program.
- 2 parents residing within the Berkshire's school boundaries registered for the VPK fee enrichment program on February 1, 2019, at 8:20 AM and 8:24 AM.

- 2 parents that do not reside within the Berkshire school boundaries registered their child on February 1, 2019, at 8:10 AM and 8:15 AM for the VPK only program. They were not admitted into the VPK only program.

Per School District VPK/Parent Fee Enrichment Model Program FY19 Enrollment Protocols (Exhibit 3).

- *The VPK/Parent Fee Enrichment Program is a full-day, 6-hour program that operates during regular school hours during the school year with a maximum of 20 seats, 2 of which are reserved for children enrolling in the morning VPK-only (3-hour) program.*
- *Parent fees for the full-day, 6-hour program are: (1) \$140 per week, or (2) VPK Certificates and \$115 per week. The fees of \$140 or \$115 can be paid by a school readiness (subsidy) voucher, which will require the collection of a Parent Co-payment. The Early Learning Coalition determines the Parent Co-payment based on parent income, etc.*
- *Each full-day program should fill two seats per classroom with VPK-only (3-hour) children; if these VPK only seats are not filled by the 11-day count does these seats may be filled with full-day children.*
- *Priority enrollment for the full-day program includes first children who live within the school's attendance zone and children of employees; second, children who live outside the school's attendance zone; third, open seats not filled by VPK-only (3-hour) children by the 11-day count. This protocol is based on the Florida Department of Education Office of Early Learning (OEL) clarifications listed on page 2.*

Based on the information obtained and documents reviewed, the OIG determined that the allegation that the Berkshire Elementary Voluntary Pre-Kindergarten (VPK) program is forcing parents to select the VPK parent fee enrichment program that requires a weekly payment of \$115 as opposed to the VPK only program that requires no weekly payments was ***Unsubstantiated***.

RECOMMENDATIONS

It is recommended that no further action be taken regarding this matter.

AFFECTED PARTY NOTICE

In accordance with School Board Policy 1.092 (8)(b)(iv), on June 18, 2019, Tracey-Ann Dickerson was notified of the investigative findings and provided with an opportunity to submit a written response to these findings. On July 16, 2019, Tracey-Ann Dickerson responded via email. Her response is attached to this report (**Exhibit 4**).

DISTRIBUTION

Palm Beach County School Board Members
Donald E. Fennoy II, Superintendent
Audit Committee Members
OIG file

Investigation Conducted by:

Robert Sheppard, CIGI, Senior Investigator


8/5/19
Date

Investigation Supervised by:

Oscar Restrepo, CIG, CIGI, Director of Investigations


8/5/19
Date

Investigation Approved by:

K. Lung Chiu, CIG, Inspector General


8/5/19
Date

The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. The preponderance of the evidence is contrasted with "beyond a reasonable doubt," which is the more severe test required to convict a criminal and "clear and convincing evidence," a standard describing the proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as "substantiated" means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as "unfounded" means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as "unsubstantiated" means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.

Exhibit #1
February 4, 2019, Email
From
The Human Resource Employee
To
Principal Diana Perez
(REDACTED)



2019/2020 VPK Enrollment

4 messages

To: Diana.Perez.1@palmbeachschools.org

Mon, Feb 4, 2019 at 11:04 AM

Good morning Ms. Perez,

and i were extremely excited to wake up early on Friday in order to enroll your school for this upcoming VPK school year. so much that we didn't even mind the two hours that we waited in line to get in. I've heard many great things about your school, your teachers and especially the VPK program. I about 6th in line and at 8:17 a.m. I finally put on the prestigious list. only to find out that there are only two spots for those who wish to only attend for the VPK hours instead of paying for the wrap-around care. I am certain that none of the 5 others who were before me wanted just the VPK hours, as i had asked them myself, yet, I know that doesn't mean I am guaranteed one of the two spots. so I am writing to you today and ask that you please consider to attend your exceptional school bright, how to write alphabet and numbers to 40! I want to in a school where is challenged and encouraged to grow to potential. I have researched many preschools and VPK programs and yours exceeds them all.

Thank you for your time and consideration.

II

School District of Palm Beach County
3300 Summit Blvd, West Palm Beach, FL 33406
Office:

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Diana Perez (Berkshire ES) <diana.perez.1@palmbeachschools.org>
To: Tracey Dickerson <tracey.dickerson@palmbeachschools.org>

Tue, Feb 5, 2019 at 9:57 PM

FYI ~
Let me know status.
Thanks.

Diana L. Pérez, M.Ed.

Principal
Berkshire Elementary School
International Spanish Academy
2016 Spanish School of the Year
Phone: 561-304-2007 PX: 82007
Fax: 561-304-2050 PX: 82050

diana.perez.1@palmbeachschools.org



[Quoted text hidden]

Tracey Dickerson <tracey.dickerson@palmbeachschools.org>
To: "Diana Perez (Berkshire ES)" <diana.perez.1@palmbeachschools.org>

Wed, Feb 6, 2019 at 7:26 AM

Wow, what a nice letter. [redacted] was actually 7th in line and of the first 7 forms [redacted] 5
 are seeking VPK hours only. This means that if 3 of the 4 in front of [redacted] decline the spot [redacted] will
 be able to have one for [redacted]. However, we are not calling [redacted] yet. I am waiting
 because I know there are a lot of changes being considered for next year in regard to a myriad
 of different items. I feel it is best to have the correct information before proceeding. When I call
 I want it to be with the best information available so that we do not have to back track
 and cause [redacted] distress.

On another note, there is a [redacted] who wants to know if [redacted] has a spot for [redacted] I. Since I
 have no voice I asked Ms. Albaladejo to let [redacted] know that as soon as we receive the go ahead
 from the pre-k department we will be calling [redacted] who filled out the form. [redacted] is not
 happy, and is very vocal about it, that [redacted] can't have an answer NOW. So as a heads up, you
 may be getting more calls and emails.

And FYI we already have 12 spots filled for next year. But PLEASE don't tell anyone yet.

[Quoted text hidden]

Tracey Dickerson
 Berkshire Elementary
 VPK Teacher



Diana Perez (Berkshire ES) <diana.perez.1@palmbeachschools.org>
 To: Tracey Dickerson <tracey.dickerson@palmbeachschools.org>

Wed, Feb 6, 2019 at 10:30 AM

Got it. Thanks.
 Yes, what a nice letter.

[Quoted text hidden]
 [Quoted text hidden]

EXHIBIT #2
18-Voluntary Prekindergarten (VPK)
Applications
For the
2019-20 School Year

(REDACTED)

Stacy

(1)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	1
<input checked="" type="radio"/> FT <input checked="" type="radio"/> M 3	PT F <input checked="" type="radio"/> 4 Date
Offrd	<input checked="" type="checkbox"/>
Pkt Acptd	<input checked="" type="checkbox"/>
Regstrd	2/22
Missed Deadline	—

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s) <u>(mom)</u> <u>(dad-chad)</u>	
Child's birthdate and Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Address	
Circle one	<input checked="" type="radio"/> Full Day program <input type="radio"/> VPK hours only
Today's date and time	<u>1/9/2019</u> <u>2:00</u> am/pm
Names and grade of other children at Berkshire <u>(will be 2nd for FY 2019-20)</u>	
Is your child potty trained? <input checked="" type="radio"/> Yes <input type="radio"/> No Can your child dress him/herself? <input checked="" type="radio"/> Yes <input type="radio"/> No Does your child follow directions? <input checked="" type="radio"/> Yes <input type="radio"/> No What is your child's first language? <u>English</u>	Additional Information you would like to share.

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

Staff

(2)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	2
(E) (T) (M) 3	PT F (4)
Offrd	Date
Pkt Acptd	✓
Regstrd	2/21
Missed Deadline	—

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	
	(Male) Female
Address	
Circle one	(Full Day program) VPK hours only
Today's date and time	
01/09/2019 3:12 am (pm)	
Names and grade of other children at Berkshire	
Is your child potty trained? (Yes) No	Additional Information you would like to share.
Can your child dress him/herself? (Yes) No	
Does your child follow directions? (Yes) No	
What is your child's first language? English	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

Staff (3)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	3
ET	PT
M	F
3	4
	Date
Offrd	✓
Pkt Acptd	✓
Regstrd 2/19	✓
Missed	
Deadline	—

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	
	<input checked="" type="radio"/> Male <input type="radio"/> Female
Address	
Circle one	<input checked="" type="radio"/> Full Day program <input type="radio"/> VPK hours only
Today's date and time	1/10/2019 8:03 <input checked="" type="radio"/> am <input type="radio"/> pm
Names and grade of other children at Berkshire	
Is your child potty trained? <input checked="" type="radio"/> Yes <input type="radio"/> No	Additional Information you would like to share. * IEP - Language will need his services * will need wrap around aftercare
Can your child dress him/herself? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your child follow directions? <input checked="" type="radio"/> Yes <input type="radio"/> No	
What is your child's first language? <u>English</u>	
Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX	

Staff (4)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year, (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	4
FT	PT
M	F
3	4
Offrd	Date
Pkt Acptd	✓
Regstrd	2/19
Missed Deadline	—

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	(Male) Female
Address	
Circle one	Full Day program VPK hours only
Today's date and time	1/10/2019 2:14 am/pm
Names and grade of other children at Berkshire (Pre-K)	
Is your child potty trained? (Yes) No	Additional Information you would like to share.
Can your child dress him/herself? (Yes) No	
Does your child follow directions? (Yes) No	
What is your child's first language? English	

Calls to parent/s/guardians PLEASE DO NOT WRITE IN THIS BOX

Staff (other school) ⁽⁵⁾
 must be here

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and **must do so by their deadline** to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	5
ET M 3	PT F A
Offrd	Date
Pkt Acptd	✓
Regstrd	2/21
Missed Deadline	—

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	(Male) Female
Address	
Circle one	(Full Day program) VPK hours only
Today's date and time	1/14/2019 9:00 (am/pm)
Names and grade of other children at Berkshire NONE	
Is your child potty trained? (Yes) No	Additional Information you would like to share.
Can your child dress him/herself? (Yes) (No)	
Does your child follow directions? (Yes) No	
What is your child's first language? ENGLISH	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

Estamos aceptando nombres para los estudiantes de Pre-K para el año escolar 2019-2020. Por favor llene completamente la información de abajo. Los formularios incompletos no serán considerados. Si usted cambia su

POR FAVOR, NO ESCRIBA	
-----------------------	--

Staff (6)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	6
<input checked="" type="radio"/> FT	PT
<input checked="" type="radio"/> M	F
<input checked="" type="radio"/> 3	4
	Date
Offrd	<input checked="" type="checkbox"/>
Pkt Acptd	<input checked="" type="checkbox"/>
Regstrd	2/22
Missed Deadline	—

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Address	
Circle one	<input checked="" type="radio"/> Full Day program <input type="radio"/> VPK hours' only
Today's date and time	2/14/2019 10:00 <input checked="" type="radio"/> am <input type="radio"/> pm
Names and grade of other children at Berkshire (Kinder)	
Is your child potty trained? <input checked="" type="radio"/> Yes <input type="radio"/> No	Additional Information you would like to share.
Can your child dress him/herself? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your child follow directions? <input checked="" type="radio"/> Yes <input type="radio"/> No	
What is your child's first language? <u>english</u>	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

(#7) (113)

We are accepting names for Pre-K for The 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	7
(E) (M) 3	PT F (4)
Offrd	Date
Pkt Acptd	✓
Regstrd	—
Missed Deadline	2/21

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	(Male) Female
Address	
Circle one	(Full Day program) VPK hours only
Today's date and time	01/15/2019 11:00 am/pm
Names and grade of other children at Berkshire N/A	
Is your child potty trained? (Yes) No	Additional Information you would like to share. He is Ms. Barreto's grandson.
Can your child dress him/herself? (Yes) No	
Does your child follow directions? (Yes) No	
What is your child's first language? Spanish	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

2/13	told mom @ p.k.t. deadline 2/22
2/22	11:35 am left msg reminding @ deadline at 1:00

Staff Dept

(8)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX		8
ET M 3	PT 4	Date
Offrd		
Pkt Acptd		
Regstrd		
Missed Deadline		

need call VPK office

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	(Male) Female
Address	
Circle one	(Full Day program) VPK hours only
Today's date and time 1/16/2019 : am/pm	
Names and grade of other children at Berkshire	
Is your child potty trained? (Yes) No	Additional Information you would like to share. NONE ALLERGIES.
Can your child dress him/herself? (Yes) No	
Does your child follow directions? (Yes) No	
What is your child's first language? English and Spanish. Also understand Italian	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

2/13	left msg pkt in off & deadline

Staff -

(9)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX		9
<input checked="" type="radio"/> FT		PT
M		<input checked="" type="radio"/> F
3		(4)
Offrd		Date
Pkt Acptd		✓
Regstrd		2/22
Missed		
Deadline		

2/22 brought incomplete pkt (registration only) 2/22 am

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	Male <input type="radio"/> Female <input checked="" type="radio"/>
Address	
Circle one	<input checked="" type="radio"/> Full Day program <input type="radio"/> VPK hours only
Today's date and time	1/22/2019 1:40 am <input checked="" type="radio"/> pm
Names and grade of other children at Berkshire	
Is your child potty trained? <input checked="" type="radio"/> Yes <input type="radio"/> No	Additional Information you would like to share.
Can your child dress him/herself? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your child follow directions? <input checked="" type="radio"/> Yes <input type="radio"/> No	
What is your child's first language? English	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

2/13 spoke to mom PKT in reg deadline 2/22
 2/18 sent msg to let me know if desired want spot
 2/19 talked to mom - picking up packet sticker

(10)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	10
PT F 4	Date 2/14
Offrd Pkt Acptd Regstrd	3
Missed Deadline	—

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender Male Female	
Address	
Circle one <u>Full Day program</u> VPK hours only	
Today's date and time <u>1/23/2019</u> <u>6:45</u> am/pm	
Names and grade of other children at Berkshire	
Is your child potty trained? <u>Yes</u> No Can your child dress him/herself? <u>Yes</u> No Does your child follow directions? <u>Yes</u> No What is your child's first language? <u>English</u>	Additional Information you would like to share.

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

STAFF

(12)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	//
PT M 3	PT F 4
Offrd	Date
Pkt Acptd	<input checked="" type="checkbox"/>
Regstrd	<input checked="" type="checkbox"/>
Missed Deadline	<input checked="" type="checkbox"/>

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Address	
Circle one	<input checked="" type="radio"/> Full Day program <input type="radio"/> VPK hours only
Today's date and time	<u>1/22/19</u> <u>7:00</u> am/pm <input checked="" type="radio"/>
Names and grade of <u>other</u> children at Berkshire	
Is your child potty trained? <input checked="" type="radio"/> Yes <input type="radio"/> No	Additional Information you would like to share.
Can your child dress him/herself? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your child follow directions? <input checked="" type="radio"/> Yes <input type="radio"/> No	
What is your child's first language? <u>english</u>	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

Estamos aceptando nombres para los estudiantes de Pre-K para el año escolar 2019-2020. Por favor llene completamente la información de abajo. Los formularios incompletos no serán considerados. Si usted cambia su número de teléfono, es su responsabilidad dejárnoslo saber. Una vez se abran las matrículas, las primeras personas en la lista serán llamadas a inscribirse y deberán hacerlo en el plazo establecido para mantener el espacio reservado para su niño(a). Cualquier espacio abierto después de la fecha límite para la inscripción, se le ofrecerá a la siguiente persona en la lista de espera. Seguiremos este mismo proceso hasta que todos los espacios disponibles hayan sido ocupados. Por favor observe el recuadro informativo de la escuela para obtener información adicional. Al completar este formulario usted reconoce que entiende que su hijo(a) no está registrado en Pre-K y no tiene reservado un espacio para nuestro programa de Pre-K para el año escolar 2019-2020. (el costo es de \$115 a la semana con el Certificado de VPK este año

POR FAVOR, NO ESCRIBA EN ESTE ESPACIO		31
FT	<input checked="" type="radio"/>	PT <input type="radio"/>
M	<input checked="" type="radio"/>	F <input type="radio"/>
3	<input checked="" type="radio"/>	4 <input type="radio"/>
Offrd		Date <input checked="" type="checkbox"/>
Pkt Acptd		<input checked="" type="checkbox"/>
Regstrd		<input type="checkbox"/>
Missed Deadline		<input type="checkbox"/>

Berkshire

Nombre del niño(a)	
Nombre del padre/madre/tutor	
Números de Tel. del padre/madre/tutor	
Fecha de nacimiento y sexo del niño(a)	M <input type="radio"/> F <input checked="" type="radio"/>
Dirección del niño(a)	
Marque uno Programa del día completo	Sólo las horas para el programa que cubre el certificado de VPK
Fecha de hoy y hora	02/01/2019 08:11
Nombres de otros niños(as) que usted tenga registrado en Berkshire Elementary	
Estas su hijo/a entrenado para usar el baño? <input checked="" type="radio"/> Sí No	Compartir información adicional
Puede su hijo/a vestirse solo? <input checked="" type="radio"/> Sí No	
Puede su hijo/a seguir instrucciones? <input checked="" type="radio"/> Sí No	
Cuál es el primer idioma de su hijo/a? <u>Español</u>	

Call to parents/guardians POR FAVOR, NO ESCRIBA EN ESTE ESPACIO

2/14	Deadline 2-27 Told Dad - he is all set w/ paper

(2)

✓

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	32
FT M 3	PT E 4
Offrd	Date
Pkt Acptd	✓
Regstrd	2/28
Missed Deadline	—

Berkshire

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	
Address	
Circle one Full Day program <u>VPK hours only</u>	
Today's date and time <u>2/01/2019</u> <u>8</u> : <u>10</u> <u>am</u> /pm	
Names and grade of other children at Berkshire <u>N/A</u>	
Is your child potty trained? <u>Yes</u> No	Additional Information you would like to share.
Can your child dress him/herself? <u>Yes</u> No	
Does your child follow directions? <u>Yes</u> No	
What is your child's first language? <u>Spanish</u>	
N/A	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

2/14	Deadline 2/27	left msg, called back - this info

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX		97
FT	<input type="checkbox"/>	PT <input checked="" type="checkbox"/>
M	<input type="checkbox"/>	F <input checked="" type="checkbox"/>
3	<input type="checkbox"/>	4 <input checked="" type="checkbox"/>
		Date
Offrd	_____	
Pkt Acptd	_____	
Regstrd	_____	
Missed Deadline	_____	

Grassy Mountain

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	
	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>
Address	
Circle one	Full Day program <input type="checkbox"/> VPK hours only <input checked="" type="checkbox"/>
Today's date and time	2/1/2019 8:17 am/pm
Names and grade of other children at Berkshire	
None	
Is your child potty trained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional Information you would like to share.
Can your child dress him/herself? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does your child follow directions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What is your child's first language? <u>English</u>	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

Call us - Don't miss out on this - VPK spots are limited - if spots become available

(1)

F

Estamos aceptando nombres para los estudiantes de Pre-K para el año escolar 2019-2020. Por favor llene completamente la información de abajo. Los formularios incompletos no serán considerados. Si usted cambia su número de teléfono, es su responsabilidad dejárnoslo saber. Una vez se abran las matrículas, las primeras personas en la lista serán llamadas a inscribirse y deberán hacerlo en el plazo establecido para mantener el espacio reservado para su niño(a). Cualquier espacio abierto después de la fecha límite para la inscripción, se le ofrecerá a la siguiente persona en la lista de espera. Seguiremos este mismo proceso hasta que todos los espacios disponibles hayan sido ocupados. Por favor observe el recuadro informativo de la escuela para obtener información adicional. Al completar este formulario usted reconoce que entiende que su hijo(a) no está registrado en Pre-K y no tiene reservado un espacio para nuestro programa de Pre-K para el año escolar 2019-2020. (el costo es de \$115 a la semana con el Certificado de VPK este año

POR FAVOR, NO ESCRIBA EN ESTE ESPACIO		39
<input checked="" type="radio"/> FT M 3	<input checked="" type="radio"/> PT <input checked="" type="radio"/> F 4	Date
Offrd		<input checked="" type="checkbox"/>
Pkt Acptd		<input checked="" type="checkbox"/>
Regstrd		<input checked="" type="checkbox"/>
Missed Deadline		—

Handwritten mark

DOB?

Nombre del niño(a)	
Nombre del padre/madre/tutor	
Números de Tel. del padre/madre/tutor	
Fecha de nacimiento y sexo del niño(a)	<input checked="" type="radio"/> M <input type="radio"/> F
Dirección del niño(a)	
Marque uno <u>Programa del día completo</u>	Sólo las horas para el programa que cubre el certificado de VPK
Fecha de hoy y hora	<u>2/1/2019</u> <u>8:20</u>
Nombres de otros niños(as) que usted tenga registrado en Berkshire Elementary	
Estas su hijo/a entrenado para usar el baño? <input checked="" type="radio"/> Sí No Puede su hijo/a vestirse solo? <input checked="" type="radio"/> Sí No Puede su hijo/a seguir instrucciones? <input checked="" type="radio"/> Sí No Cuál es el primer idioma de su hijo/a? <u>ESPAÑOL</u>	<u>Compartir información adicional</u>

Calls to parents/guardians POR FAVOR, NO ESCRIBA EN ESTE ESPACIO

<u>2/14</u>	<u>Deadline 2/27</u>	<u>Elmie Spore</u>	<u>40</u>	<u>mom</u>

(2)

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX		F
(FT)	PT	
M	F	
3	4	Date
Offrd		
Pkt Acptd		
Regstrd		
Missed Deadline		

Spanish

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	
	Male <input type="radio"/> Female <input checked="" type="radio"/>
Address	
Circle one	<input checked="" type="radio"/> Full Day program <input type="radio"/> VPK hours only
Today's date and time	
02/01/2019 8:24 am/pm	
Names and grade of other children at Berkshire	
Is your child potty trained? <input checked="" type="radio"/> Yes <input type="radio"/> No	Additional Information you would like to share.
Can your child dress him/herself? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your child follow directions? <input checked="" type="radio"/> Yes <input type="radio"/> No	
What is your child's first language? <u>Espanol</u>	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

2/14	Deadline: 2/27	Elmie Spino to mom

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

Berkshire

PLEASE DO NOT WRITE IN THIS BOX	
FT <input checked="" type="radio"/> M 3	PT F <input checked="" type="radio"/> 4
Offrd	Date
Pkt Acctd	_____
Regstrd	_____
Missed	_____
Deadline	_____

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Address	
Circle one	Full Day program <input checked="" type="radio"/> VPK hours only
Today's date and time	<u>2/1/2019</u> <u>8:10</u> <input checked="" type="radio"/> am <input type="radio"/> pm
Names and grade of other children at Berkshire <i>Erin 3rd</i> <i>VPK</i>	
Is your child potty trained? <input checked="" type="radio"/> Yes <input type="radio"/> No	Additional Information you would like to share.
Can your child dress him/herself? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your child follow directions? <input checked="" type="radio"/> Yes <input type="radio"/> No	
What is your child's first language? <u>English</u>	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

(2)

V

We are accepting names for Pre-K for the 2019-2020 school year. Please fill out the information below completely. Incomplete forms will not be considered. If your phone number changes it is your responsibility to let us know. Once registration opens, the first people on the list will be called to register and must do so by their deadline to hold the Pre-K spot for their child. Any spots unfilled after the registration deadline will be offered to the next person who will also be given a deadline for registration. We will follow this process until all available spots have been filled. Please watch the marquee for additional information. By submitting this form you are acknowledging that you understand that your child is not yet registered nor is (s)he guaranteed a spot in our Pre-K program for the 2019-2020 school year. (cost is \$115 with VPK Certificate this year)

PLEASE DO NOT WRITE IN THIS BOX	35
FT	<input checked="" type="radio"/> PT
M	<input checked="" type="radio"/> F
3	<input checked="" type="radio"/> 4
	Date
Offrd	_____
Pkt Acptd	_____
Regstrd	_____
Missed Deadline	_____

Positano

Child's name	
Parent/Guardian name	
Parent/Guardian phone number(s)	
Child's birthdate and Gender	Male <input type="radio"/> Female <input checked="" type="radio"/>
Address 11111111111111111111	
Circle one	Full Day program <input type="radio"/> VPK hours only <input checked="" type="radio"/>
Today's date and time	2/1/2019 8:15 am/pm
Names and grade of other children at Berkshire	
Is your child potty trained? <input checked="" type="radio"/> Yes No	Additional Information you would like to share. sq
Can your child dress him/herself? <input checked="" type="radio"/> Yes No	
Does your child follow directions? <input checked="" type="radio"/> Yes No	
What is your child's first language? <i>ES pany</i>	

Calls to parents/guardians PLEASE DO NOT WRITE IN THIS BOX

EXHIBIT#3

Voluntary Prekindergarten (VPK)
Parent Enrichment Model Program
FY19 Enrollment Protocols

&

2018-19 VPK/Parent Fee Enrichment
Program

VPK/PARENT FEE ENRICHMENT MODEL PROGRAM FY19 Enrollment Protocols

- The VPK/Parent Fee Enrichment Program is a full-day, 6-hour program that operates during regular school hours during the school year with a maximum of 20 seats, 2 of which are reserved for children enrolling in the morning VPK-only (3-hour) program.
- Parent fees for the full-day, 6-hour program are: (1) **\$140 per week, or (2) VPK Certificate and \$115 per week.** The fees of \$140 or \$115 can be paid by a School Readiness (subsidy) voucher, which will require collection of a Parent Co-payment. The Parent Co-payment is determined by the Early Learning Coalition based on parent income, etc.
- Each full-day program should fill two seats per classroom with VPK-only (3-hour) children; if these VPK-only seats are not filled by the 11-day count, these seats may be filled with full-day children.
- Priority enrollment for the full-day program includes: first, children who live within the school's attendance zone and children of employees; second, children who live outside the school's attendance zone; and third, open seats not filled by VPK-only (3-hour) children by the 11-day count. This protocol is based on Florida Department of Education Office of Early Learning (OEL) clarifications listed on page 2.
- The following schools will offer the full-day, VPK/Parent Fee-based program:

Acreage Pines Elementary	Berkshire Elementary	Citrus Cove Elementary	Elbridge Gale Elementary
Grassy Waters Elementary	H. L. Johnson Elementary	Lighthouse Elementary	Manatee Elementary
Palm Beach Gardens Elementary	Panther Run Elementary	The Conservatory School @ North Palm Beach	

DATE	PRIORITY ENROLLMENT	KEY ACTIONS AND SUPPORTING FORMS/MATERIALS
<p>February 5 – 19 Priority 1 Enrollment Period:</p> <p>School registers children on a first-come, first-served basis with a wait list or may hold a lottery</p> <p>PRIORITY 1: Prioritizes children living in the school's attendance zone and children of employees</p>	<p>Priority 1 Enrollment: Children living in the school's attendance zone and children of employees</p> <ul style="list-style-type: none"> • VPK-only (3-hour) enrollment = 2 seats in each classroom for the 3-hour morning VPK program are to be filled by the 11-day count; after the 11-day count, vacancies will be filled with full-day children. • Full-day enrollment = 18 seats for full-day; regular school day hours; afterschool care may be available for a separate fee. • Schools may enroll Priority 1 children on a first-come, first-served basis with a wait list, or may hold names until the deadline of February 19 for a lottery to be held on February 23. 	<p>Recruit and Accept Registrations:</p> <ul style="list-style-type: none"> • School advertises the PreK program to recruit students <ul style="list-style-type: none"> ◦ Attachment A: SAMPLE Information Flyer • School takes VPK registrations at the school site <ul style="list-style-type: none"> ◦ Attachment B: Registration Checklist ◦ Attachment C: Parent Fee Agreement • To complete the registration, a parent/guardian must submit: <ol style="list-style-type: none"> 1. PBSD 0636 Registration Form 2. VPK Certificate of Eligibility – ORIGINAL required 3. Birth certificate 4. Two proofs of residency 5. Student Health Examination Form DH 3040 6. Florida Certificate of Immunization Form DH 680 7. Signed Parent Fee Agreement (form provided by school)
<p>February 19 3:00 p.m. Deadline for Priority 1 Enrollment</p> <p>If no lottery, then seats filled on first-come, first-served basis with a wait list</p> <p>From February 19 until seats are filled, continue with Priority 1 and add Priority 2 enrollment (children who live outside school's attendance zone)</p>	<p>Priority 2 (and Priority 1) Enrollment: Children living outside the school's attendance zone</p> <ul style="list-style-type: none"> • Registration for Priority 1 enrollment closes at 3:00 p.m. on February 19. • If there are more applicants than seats and a principal has chosen to enroll on a first-come, first-served basis, school enrolls children in the order of registration submission and keeps a wait list. • If there are more applicants than seats and a principal chooses to hold a lottery, contact Beverly Sears at PX 4-8720 for support. • If there are fewer applicants than seats, school continues enrolling Priority 1 (children living within the attendance zone and employee children) and adds Priority 2 (children living outside the attendance zone). 	<ul style="list-style-type: none"> • To be a complete registration, school must have received all documents listed above for each child. • If the school chooses to hold a lottery, parents should be notified in writing of the date and time for the lottery at the time a parent/guardian submits all of the above documents. • If the school chooses to register on a first-come, first-served basis (with no lottery), at the time the parent/guardian submits all of the required documents listed above, the school should provide the parent/guardian with school-based notification of final enrollment.
<p>February 23 Optional Lottery</p>	<ul style="list-style-type: none"> • If a principal chooses to hold the optional lottery, contact Beverly Sears at PX 4-8720 for support. 	<ul style="list-style-type: none"> • Lottery materials will be provided by the Department of Early Childhood Education (ECE).
<p>Enrollment Continues to Fill Open Seats</p>	<ul style="list-style-type: none"> • School continues to enroll children to fill all seats, including the two VPK-only (3-hour) seats for children in Priority 1 and Priority 2 categories. • If a class is not full by the 11-day count, children from wait lists of other schools will be offered seats. 	<ul style="list-style-type: none"> • School continues to refer to Attachment B: Registration Checklist for protocols.

***The Florida Department of Education Office of Early Learning (OEL) provided the Q & A below regarding the enrollment of VPK students, as clarification to our inquiry.**

1. **QUESTION: A School Offers Only a Full-day Program:** If a parent who wants his child to attend a VPK-only program goes to a school to register his child, but that school offers only a full-day program, can that school refer the parent to other schools that offer the VPK-only program (and still remain in compliance with VPK Rules)?

ANSWER FROM OEL:

- Each school would have to have some available slots for VPK-only students. A school may limit the number of students enrolled in the VPK-only programs at each school during the school-year. To meet requirements, some public schools have offered an August-December or January-May VPK program (full day). Also, schools have offered Morning VPK-only or Afternoon VPK-only.
- 1002.53(6)(b)-- "A parent may enroll his or her child with any public school within the school district which is eligible to deliver the Voluntary Prekindergarten Education Program under this part, subject to available space. Each school district may limit the number of students admitted by any public school for enrollment in the school-year program; however, the school district must provide for the admission of every eligible child within the district whose parent enrolls the child in a summer prekindergarten program delivered by a public school under s. 1002.61."
- 1002.71(8)-- Except as otherwise expressly authorized by law, a private prekindergarten provider or public school may not:
 - Require payment of a fee or charge for services provided for a child enrolled in the Voluntary Prekindergarten Education Program during a period reported for funding purposes; or
 - Require a child to enroll for, or require the payment of any fee or charge for, supplemental services as a condition of admitting a child for enrollment in the Voluntary Prekindergarten Education Program.

2. **QUESTION: A School Offers Both the VPK-only Program and the Full-day Program:** A parent who wants his child to attend a VPK-only program goes to a school that offers both a VPK-only and a full-day program to register his child. If the school's VPK-only program is full, and the full-day program is not full, can that school refer the parent to other schools that offer the VPK-only program (and still remain in compliance with VPK Rules)?

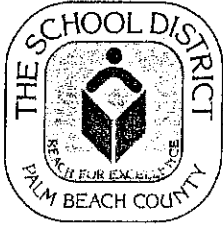
ANSWER FROM OEL:

- No, this would be requiring the child to re-enroll and does not meet the requirements of s. 1002.71(8), F.S.

3. **QUESTION:** A school offers only the full-day program; a parent registers for the program and signs a Parent Fee Agreement for that full-day program. A few weeks after school starts, the parent decides he wants his child to attend the VPK only program. Since this school has only the full-day program, is the school permitted to refer that parent to another school that has the VPK only program and remain in compliance with VPK Rules?

ANSWER FROM OEL:

- No. This does not meet the requirements of s. 1002.71(8), F.S.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
2018-19 SCHOOL YEAR
VPK/PARENT FEE
ENRICHMENT PROGRAM

Florida
VPK

Attachment A

Where: YOUR SCHOOL'S NAME HERE
ADDRESS
PHONE NUMBER AND CONTACT NAME

Who:

Children who turn four (4) years old by September 1, 2018. **NEW:** A new law lets parents whose child turns 4 between Feb. 2 and Sept. 1 of a calendar year postpone enrolling their 4-year-old until the following year when their child is 5. Parents may use a VPK Certificate for either a 540-hour school-year VPK program or a 300-hour summer VPK program, but not both. A limited number of three-year-olds may enroll (they will not be eligible for a VPK Certificate). Priority will be given to students who will be entering kindergarten at (name of school) in August 2019.

What:

Students enrolled in the District's Florida VPK Program are eligible to participate in the full-day VPK Enrichment Program, which provides a seamless 6-hour day from 8:00 a.m. – 2:00 p.m. Optional VPK wraparound hours are also available at select schools from 2:00 p.m. up to 6:00 p.m. A specified number of seats are available for the free VPK only (3-hour) students. **School District reserves the right to cancel a class due to funding or enrollment issues.**

Cost:

Parent fees for the 6-hour (8:00 a.m.-2:00 p.m.) full-day VPK/Parent Fee Enrichment program are (1) \$140 per week or (2) \$115 per week with a VPK Certificate. Select schools accept 3-year-olds at a fee of \$140 per. Optional VPK wraparound hours are offered at select schools at \$42.50 per week from 2:00 p.m. – 4:00 p.m. and \$85.00 per week from 2:00 p.m. – 6:00 p.m. Parent fees may be paid with a School Readiness (subsidy) voucher. The VPK-only 3-hour seats are offered with no parent fee.

When:

Program begins August 13, 2018, the first day of school

How:

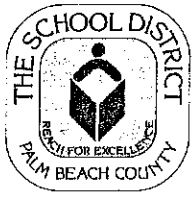
Step 1: Obtain VPK Certificate of Eligibility - (1) Online: <http://www.elcpalmbeach.org/parents>; or (2) **Early Learning Coalition offices:** All three Early Learning Coalition offices have computers available for parents who do not have access to computers. For information call the Early Learning Coalition at (561) 514-3300. Note: You must have a copy of your child's birth certificate and one proof of address to upload.

Step 2: Register at the School - Monday – Friday, 8:00 am – 2:00 p.m.

Bring the following documents:

1. VPK Certificate of Eligibility – **ORIGINAL required**
2. Child's birth certificate
3. Two proofs of residency
4. Health Form (DH 3040)
5. Certification of Immunization (DH680)

For more information: call the Department of Early Childhood Education - (561) 434-8720



2018-2019 SCHOOL-YEAR VPK/PARENT FEE ENRICHMENT PROGRAM



VPK WRAPAROUND PARENT FEE AGREEMENT SDPBC Employee Discounted Rates

Thank you for choosing to enroll your child in a School District of Palm Beach County Prekindergarten classroom for the 2018-2019 school year. Please review and sign this VPK Wraparound Parent Fee Agreement, indicating your obligation to pay any applicable fees. The VPK/Parent Fee Enrichment program is offered with several wraparound options. The VPK-only (3-hour) program is provided without any charge to parents and has specified seats available. Parents are not required to pay for any extra services as a condition of enrollment in the VPK-only (3-hour) program.

Please check the box(es) that indicates the types of service you have selected for your child and the fees, if applicable, which you agree to pay:

YES	NO	Note: VPK class start and end times vary at some schools. Check with your child's school.
		<u>With VPK Certificate:</u> My child will use a VPK Certificate of Eligibility to fund 3 hours per day of VPK/Prekindergarten services (8:00 a.m. - 11:00 a.m.).
		<u>With VPK Certificate:</u> My child will attend 8:00 a.m. - 2:00 p.m.; for which I agree to pay the weekly fee of \$115.00 in advance on Friday of each week (no discount)
		<u>With VPK Certificate:</u> My child will attend 8:00 a.m. - 4:00 p.m., for which I agree to pay the weekly fee of \$146.50 in advance on Friday of each week.
		<u>With VPK Certificate:</u> My child will attend 8:00 a.m. - 6:00 p.m., for which I agree to pay the weekly fee of \$178.00 in advance on Friday of each week.
		<u>No VPK Certificate:</u> My child will attend 8:00 a.m. - 2:00 p.m., for which I agree to pay the weekly fee of \$140.00 in advance on Friday of each week (no discount)
		<u>No VPK Certificate:</u> My child will attend 8:00 a.m. - 4:00 p.m., for which I agree to pay the weekly fee of \$171.50 in advance on Friday of each week.
		<u>No VPK Certificate:</u> My child will attend 8:00 a.m. - 6:00 p.m., for which I agree to pay the weekly fee of \$203.00 in advance on Friday of each week.
		<u>With VPK and Subsidy Certificates:</u> I am receiving child care financial assistance (parent must provide copy of new subsidy certificate prior to start of school). I agree to pay the parent co-pay amount determined by the Early Learning Coalition in advance on Friday of each week and will immediately respond to the Coalition's re-determination notices. If financial assistance is terminated by the Coalition, I understand and agree that I will pay the non-subsidy weekly "With VPK Certificate" fees listed above until I provide proof to the School District that financial assistance has been reinstated by the Early Learning Coalition.
		<u>Subsidy Certificate Only:</u> I am receiving child care financial assistance (parent must provide copy of new subsidy certificate prior to start of school). I agree to pay the parent co-pay amount determined by the Early Learning Coalition in advance on Friday of each week and will immediately respond to the Coalition's re-determination notices. If financial assistance is terminated by the Coalition, I understand and agree that I will pay the non-subsidy weekly "No VPK Certificate" fees listed above until I provide proof to the School District that financial assistance has been reinstated by the Early Learning Coalition.
		I understand my child may be terminated from the VPK/Parent Fee Enrichment Program if I fail to make my weekly payments in advance.
		I understand that I am responsible for all fees until I officially notify my child's teacher, in writing or in person, that I have withdrawn my child from the class.
		I understand that non-payment of any monies owed the School District at the end of the school year, or at the time I withdraw my child from a prekindergarten class, may result in my child not being permitted to register for kindergarten until all past-due monies owed the School District are paid.

PARENT SIGNATURE

Child's Name:	School / Teacher:
Parent or Guardian Signature:	Date:

Exhibit # 4

Tracey-Ann Dickerson
July 16, 2019, Email response



Robert Sheppard <robert.sheppard@palmbeachschools.org>

IG#19-0005-1 Contract Non-Compliance

2 messages

Robert Sheppard <robert.sheppard@palmbeachschools.org>
To: Tracey Dickerson <tracey.dickerson@palmbeachschools.org>


Tue, Jun 18, 2019 at 11:03 AM

Ms. Dickerson,

Attach is a copy of Inspector General Investigative Report #19-0005-1 Contract Non-Compliance...Please review the report in its entirety and note that you have 20-working days to respond. The 20-work day ends July 16, 2019.

If further information is needed you may contact me at PX#46877 or (561) 649-6877

Robert L. Sheppard, Jr.
Auditor/Investigator SRI
Office of Inspector General
3138 Forest Hill Blvd., Suite C-306
West Palm Bch, FL 33406
Phone: (561) 649-6877
PX# 46877
Email: Robert.Sheppard@palmbeachschools.org

 T.Dickerson IG#19-0005-1 Contract Non-Compliance.pdf
2634K

Tracey Dickerson <tracey.dickerson@palmbeachschools.org>
To: Robert Sheppard <robert.sheppard@palmbeachschools.org>

Tue, Jul 16, 2019 at 8:10 AM

Dear Mr. Sheppard,

Thank you for your email. I have considered this matter and my response long and hard. In my opinion, [redacted] should issue a letter of apology for initiating the complaint which you, in the course of your thorough investigation, have found to be unsubstantiated.

Everyone, but especially [redacted] as an employee of PBCSD, has free and easy access to the information regarding the protocols for VPK student selection for all the various types of Pre-K units open within the district. Additionally, as an employee of PBCSD, [redacted] could have simply walked into the Pre-K office and requested clarification if [redacted] felt there was an issue prior to filing a formal complaint. I feel confident that any one of my Pre-K colleagues would have been more than happy to assist [redacted] with [redacted] understanding of the protocols. I am saddened and insulted that a fellow district employee would opt for the route [redacted] has taken. I hope in the future [redacted] will practice due diligence in obtaining all pertinent information so that [redacted] resulting actions will be justified.

Thank you for the opportunity to respond,

Sincerely,
Tracey Dickerson

[Quoted text hidden]

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Tracey Dickerson
Berkshire Elementary
VPK Teacher

