



**Pegasus Preschool  
Handbook**

**2021-22**

# **Pegasus Preschool Handbook**

## **2021-2022**



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## **Pegasus General Description 2021-22**

A collaborative preschool/inclusion program for children of Lamar CISD staff & children in ECSE

### **Purpose**

The purpose of the Pegasus Program is to provide on-site preschool for children ages 3 to 5 of Lamar CISD staff members while also providing preschoolers with disabilities an instructional setting in which to interact with typically developing peers.

### **General Description**

The Pegasus Program consists of approximately 7 children of staff members in preschool together with children who have been identified through the Early Childhood Special Education (ECSE) program as eligible for special education services.

The program is staffed by a Pegasus staff member, an ECSE teacher, and ECSE educational assistant(s).

Classes serve children who are 3 years old, by September 1st of the school year.

### **Goals of the Program**

- To recruit and maintain skilled staff by providing them with a high-quality, enriching preschool environment for their young children
- To provide an inclusive instructional environment for children with disabilities
- To build a strong school community by supporting early cooperative interactions among children with and without disabilities and their families

### **Cost of the Program**

Tuition is charged to the parents of the children enrolled in the preschool program and defrays costs of hiring a Pegasus staff member, provision of snacks, general supplies, and substitute for any needed days. A substitute is considered to be a part-time, seasonal or temporary employee, and they would not be eligible to participate in payroll deduction for the program's tuition.

### **Enrollment Process for New Applicants**

Steps of the Application/Selection/Enrollment/Registration Process are:

- Pegasus Application Period is established through: **February 12<sup>th</sup> -March 12<sup>th</sup>, 2021.**
- LCISD staff parents interested in Pegasus will complete the *Pegasus Application* and Speech Screening Permission Form and submit, along with a copy of the child's birth certificate, to **Alexandria Blackmon at the Special Education Annex.**
- At the close of the application period, the selection criteria will be used to determine placement in Pegasus Programs and pre-acceptance and decline letters will be sent out. Upon pre-acceptance into the Pegasus Program, children will be required to pass a speech/language and hearing screening to confirm placement.
- Parent(s) will be notified of acceptance. Upon acceptance, parents will be given a Pegasus Handbook and they will need to complete the online registration and then must return the following forms with the **non-refundable \$225.00 deposit** to the **Secretary on the Pegasus Campus by May 7<sup>th</sup>, 2021.**

- **Pegasus Program Agreement**
- **Pegasus Payroll Deduction Authorization form**
- **Parent's employment assignment**
- **Birth Certificate (verify birth date)**
- **Social Security Card of the child**
- **Current immunization records**
- **Proof of address (utility bill, voter's registration)**

### **Enrollment Process for Returning Applicants**

Steps of the Application Process are:

- Pegasus Application Period is established: **February 12<sup>th</sup> -March 12<sup>th</sup>, 2021.**
- LCISD staff parents interested in continuing Pegasus will complete the *Pegasus Application* and submit to **Alexandria Blackmon at the Special Education Annex.**
- Parent(s) will be notified of acceptance. Upon notification, parents will be given a Pegasus Handbook and they will need to deliver the **non-refundable \$225.00 deposit** to the **Secretary on the Pegasus Campus by May 7<sup>th</sup>, 2021.**
- There is no requirement for another speech/language and hearing screening.
- NOTE: Children are guaranteed a slot in the Pegasus program at the current Pegasus campus. If a parent wishes to change the campus, then the parent would have to follow the enrollment process for new applicants and risk giving up his/her slot at the current Pegasus campus.
  - **Please be aware that if an ECSE program closes, the Pegasus program will be closed as well.**

### **Snacks and Supplies**

Each Pegasus classroom will receive \$3000 for snacks and supplies for the staff children for the 2021-22 school year.

### **Spending Money for Snacks**

All purchases require Principal's approval.

Methods:

- The MasterCard credit card - Each elementary school has a MasterCard. Get the credit card from the school secretary and purchase snacks. Turn in the receipt to the school secretary; the secretary will send the receipt to Administration.
- Get a PO from the school secretary
- Buy with the staff's own funds and submit receipt for reimbursement

For all purchases, use the district Tax Exemption form; no taxes will be reimbursed.

### **Supplies and Materials**

The allocation for staff children allows the team to purchase games and toys just for use after school for staff children, so that they will have some items specifically set aside for after school time. Items should be purchased using the regular campus purchasing procedures.

Under federal law the district is required to provide children receiving special education with a "free and appropriate public education," but can ask parents to supply the kinds of things they would typically supply for children attending public school. The ECSE Supply List looks like what a pre-kindergarten teacher might request for students. The suggested Pegasus Supply List is the same for the first items on the list—those are individual items for that child to use (backpack, vinyl folder, composition book, etc.) Other items (glue sticks, markers, etc.) could be considered general supplies, and according to the Pegasus Program Agreement, would be paid for through Pegasus tuition.

(This is also the way preschools usually operate- they supply materials and snacks, and for the staff children, this is their preschool, and parents are paying for it—thus the difference). The money allocated for snacks and supplies should pay for two snacks: one in the morning and one in the afternoon after ECSE children leave.

### **Breakfast & Lunch**

Students who attend the Pegasus program on a campus that participates in the Community Eligibility Provision (CEP) program will continue to receive free meals, without submitting the Free/Reduced On-Line Meal Application. Students who attend the Pegasus program on a campus that does not participate in the CEP program, will be required to pay the standard cost of meals if your student chooses to purchase their lunch at school, unless you are approved for Free/Reduced Meals. If you are interested in applying for Free/Reduced Meals, please visit:

<https://www.lcisd.org/departments/support-services/food-service>

### **LCISD Transportation**

The district can provide transportation services for Pegasus students in the afternoon time frame to a parent's home campus of employment. This service can be provided within the same color zone track only, and there already has to be a bus going to the employee's school. No new routes will be considered. A designated individual at the parent's home campus of employment will need a Blue Card to receive the child. Inappropriate behavior on the bus will follow transportation's discipline guidelines. If your circumstance falls under this criteria, please contact your campus administrator and the district transportation department to discuss the arrangement of services.

### **Staff Information**

#### **2021-22 School Year**

The **first and last day** for children in the Pegasus Program is the **same as the first and last day** of school for students based off the LCISD district calendar. The Pegasus children follow the same 2021-22 district calendar as the ECSE students. The only exception is on district early release days where the Pegasus children have the option of staying until the regular end time of 4:30.

#### **Staggered Staff Hours**

To provide supervision for the hours from 6:45 AM- 4:30 PM, the staff staggers hours. Typical breakdown for Educational Assistants schedules: 6:45 AM - 3:15 PM; 7:00 AM- 3:30 PM; or 8:00 AM - 4:30 PM

#### **Employee Status**

The Pegasus staff member is a regular employee whose salary is paid by tuition. The Pegasus staff member is eligible for district benefits and follows applicable federal and state laws, district policies and procedures, and campus rules and procedures.



# Pegasus Program Application

2021-2022

**February 12<sup>th</sup>- March 12<sup>th</sup>, 2021**

**Pegasus is a collaborative preschool/inclusion program for children of Lamar CISD staff and children in Early Childhood Special Education program (ECSE).**

**Children of Lamar CISD staff who are ages 3 or 4 by September 1st, are eligible for application to Pegasus.**

**\*\*Pegasus campuses are subject to change based on student enrollment.\*\***



## **Pegasus campuses:**

Adolphus Elementary  
Arredondo Elementary  
Austin Elementary  
Bentley Elementary  
Carter Elementary  
Culver Elementary  
Dickinson Elementary  
Frost Elementary  
Hubenak Elementary  
Hutchison Elementary  
Lindsey Elementary  
Long Elementary  
McNeill Elementary  
Meyer Elementary  
Ray Elementary  
Smith Elementary  
Tamarron Elementary  
Thomas Elementary  
Travis Elementary  
Velasquez Elementary  
Williams Elementary



# Pegasus Application 2021-2022

**New or Returning Student (circle one)**

Child's Name: \_\_\_\_\_ Child's DOB: \_\_\_\_\_  
(Please attach birth certificate)

Child's Home Campus (Campus zoned to): \_\_\_\_\_

Parent(s) or Guardian's Name(s): \_\_\_\_\_ Position and Location \_\_\_\_\_

Parent(s) or Guardian's Name(s): \_\_\_\_\_ Position and Location \_\_\_\_\_

What was the start date of your current employment placement? \_\_\_\_\_

What was your district start date? \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact phone numbers:

\_\_\_\_\_ Home \_\_\_\_\_ Mom's Work

\_\_\_\_\_ Cell (Mom/Dad) \_\_\_\_\_ Dad's Work

Please list the top 3 Pegasus campuses you would like your child to attend:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Is your child potty trained? Yes / No

**\*\*We require all students to be fully potty trained for enrollment**

Does your child currently receive any special education services/outside therapies? Yes / No

Upon pre-acceptance into the Pegasus Program, your child will be required to pass a speech/ language and hearing screening to confirm placement.

**Please return application along with copy of birth certificate and Speech Screening Permission Form to Alexandria Blackmon at the Special Education Annex by the end of the day on March 12<sup>th</sup>.**

## Pegasus Program Agreement 2021-22



A collaborative preschool/inclusion program for children of  
Lamar CISD staff & children in ECSE

### **Purpose**

- The purpose of the Pegasus Program is to provide onsite preschool for children of district staff members while also providing preschoolers with disabilities an instructional setting in which they have the opportunity to interact with typically developing peers.

### **General Description**

- The Pegasus Program consists of approximately 7 children of staff members in preschool together with children who have been identified through the Early Childhood Special Education (ECSE) program as needing special education services.
- The program is staffed by a Pegasus staff member, an ECSE teacher, and ECSE educational assistant(s).

### **Pegasus Philosophy**

- Children in Pegasus learn through developmentally appropriate activities and play. A literacy-rich environment and positive interactions with peers and adults facilitate language enrichment, social skills, emotional intelligence, self-help skills, pre-reading skills, and cognitive skills.
- The program follows a district-adopted curriculum for Pre-K. The goal is to introduce concepts and vocabulary; not to take to mastery.

### **Enrollment Requirements**

- Child must be 3 or 4 years of age by September 1 of the school year. (5 year olds will not be admitted)
- Parent/guardian must be a regular, benefits-eligible employee of Lamar CISD
- If the district staff member is not the biological parent, he/she must have legal guardianship of the child
- Child must not have documented delays in any area or be receiving outside therapies.
- Child must not display any consistent negative behaviors that would interfere with the classroom rules and procedures or excessive self-help needs such as potty training and must be able to function in the program with the 1-7 preschool teacher-child ratio
- Placement in the Pegasus Program may be revoked if excessive misbehavior occurs. Should this instance arise a committee will review all information/data and a recommendation for dismissal will be made. If a child has been dismissed or withdrawn due to disciplinary reasons they cannot reapply the following year.
- Child must not be receiving or qualify for any services that would be provided by special education.
- Child must be fully potty trained. We have a "No Pull-Up" policy.

### **Selection Criteria**

- First selection for the program is designated for returning applicants wishing to stay at the current Program campus.
- Second selection for the program is children of employees on the campus where Pegasus is located. If all children are children of employees of the Pegasus campus, seniority with the district will be used for eligibility.
- Third selection is children of any Lamar CISD employee. We will go by seniority with the district for eligibility.

If more parents request services than space allows, applications will be held on file until a slot opens up based on the above criteria.

### **Enrollment Information**

- Prior to the child's enrollment, this Program Agreement will be signed each year by the campus Principal and parent to clarify roles and responsibilities.
- Parents will make a one-time non-refundable deposit of \$225.00. This deposit will be applied to the annual tuition costs. Should the parents choose not to enroll the child, or subsequently to withdraw their child from the program, the deposit is non-refundable and will be used to defray Program costs.
- A minimum of four children of staff members must be enrolled in the program in order to establish a Pegasus Program on a campus. If four children are not enrolled at the time of planning for classes in the spring, the staff accountant for the district will calculate whether the program costs can be met with tuition from other campuses. If they can be met, the class with less than four children can be planned and efforts to recruit additional staff children to the campus, or to move children from other campuses will be made.
- After the Pegasus application periods have ended, any applications of children who did not receive a Pegasus slot will remain in the Special Education Office. Should openings occur on any Pegasus campus, the selection process will be applied to remaining applications.
- Upon enrollment, parents will complete the registration process at the Pegasus campus. If the registration process is not completed by the first day of school, the position will be given to another child.

### **Tuition**

- Tuition for the 2021-22 school year will be \$4,050 paid in 18 equal payroll deductions of \$225, beginning September 15, 2021 and ending May 30, 2022, plus the one-time non-refundable deposit of \$225. A Payroll Deduction Authorization Form is attached to this Program Agreement. The Payroll Deduction Authorization form must be completed and given to the Secretary on the Pegasus Program campus along with the Program Agreement and the one-time-non-refundable deposit of \$225 no later than May 7<sup>th</sup>, 2021.
- In the event that the parent is not receiving a paycheck for the month, they must make a check payable to Lamar CISD and give it to the finance department. In the event the parent fails to make current payments to the finance department the child will be removed from the Pegasus program. A late fee of \$10.00 is due if collected after the 1<sup>st</sup> of the month.
- If a child is withdrawn from the Pegasus program and the proper termination form is completed and submitted to payroll prior to the 15<sup>th</sup> of that given month, a half month tuition will be applied. If a child is withdrawn from the Pegasus program and the proper termination form is completed and submitted to payroll after the 15<sup>th</sup> of that given month, a full month tuition will be applied.

### **Late Enrollment**

If a child is enrolled after the start of the program and it is prior to the 15<sup>th</sup> of that given month, a full month of tuition is due. If child is enrolled after the 15<sup>th</sup> of that given month, a half month of tuition is due. A Payroll Deduction Authorization Form (Late Enrollment) should be completed and given to the Principal along with the Program Agreement and the applicable tuition for the first month.

### **Income Tax Credit**

- The Pegasus Program does not qualify as a pretax deduction (cafeteria plan) because it is not a registered day care. However, a portion of the cost of Pegasus tuition may be claimed as a tax credit for income tax purposes. Specifically, it may be claimed as a "Credit for Child and Dependent Care Expenses" on the income tax return. To claim the credit, parents complete an IRS form 2441 if they itemize and file their income tax return on form 1040A. Pay stubs serve as tuition receipts for tax filing purposes.

### **Class Hours**

- Children may be brought to school no earlier than **6:45 a.m.** and must be picked up by a designated adult no later than **4:30 p.m.** Parents must make sure the Campus Emergency Form is updated to include any approved individuals that may pick up the Pegasus child. Each Pegasus campus will create a Pegasus name badge for any approved individuals to assist with identification purposes (if the Parent has three approved pick up individuals on the Campus Emergency Form then that Parent will receive three Pegasus name badges). In the afternoon, the approved pick up individual must show the Pegasus name badge in order to be let into the building to go to the Pegasus classroom to pick up the child.
- A late penalty of \$1.00 for every minute after 4:30 p.m. will be charged and is due the same day to the Principal. Parents will receive one warning letter. Persistent failure to pick up on time will result in a committee review for possible dismissal from the program.

- Pegasus established hours will be strictly followed. District employees who are unable to follow the established schedule because of work responsibilities should seek another preschool with the necessary hours and flexibility.

**Siblings**

- Only children enrolled in the Pegasus Program are allowed in the classroom. Siblings may not come into the classroom without a parent at any time, including before and after school.

**Parent Visits to the Pegasus Classroom**

- Parents are asked to honor the Pegasus classroom routines and to visit the Pegasus classroom respectfully and not excessively. The Principal reserves the right to limit visits if visits become too frequent, or result in the parent requesting class coverage for her own classroom in order to make visits to Pegasus.

**Daily Activities**

- From 7:30 to 2:55, children in the Pegasus Program will be provided with small and large group activities designed to promote growth in all areas of early childhood development. These activities will be developed and cooperatively implemented by the Pegasus staff member, the ECSE teacher, and the ECSE Educational Assistant(s).
- Afternoon activities after 2:55 p.m. are supervised by the Pegasus staff member and consist primarily of unstructured play time.

**Snacks and Classroom Materials**

- Snacks are provided daily and are covered under tuition costs.
- For children on special diets, parents are asked to provide a daily snack.
- General materials for classroom use are covered by tuition costs. Parents will be asked to provide children with items for individual use such as a backpack, extra set of clothing, composition book, vinyl folder, etc..

**Mindfulness Rest Time**

- Pegasus students will no longer be taking a nap during the school day, however, the Pegasus students will have a period of the day where they participate in mindfulness rest time.

I understand that enrollment in Pegasus is considered a district benefit, and agree to work collaboratively and positively with the Pegasus campus and Pegasus team. I agree to the terms of this Agreement.

\_\_\_\_\_   
 Child's Name

\_\_\_\_\_   
 Parent/Guardian Signature

\_\_\_\_\_   
 Principal Signature

\_\_\_\_\_   
 Date



## **Pegasus Payroll Deduction 2021-2022**

I, \_\_\_\_\_, authorize Lamar CISD payroll department to deduct \$225.00 semi-monthly from my paycheck for the following 9-month pay period: beginning September 15, 2021 and ending May 30, 2022. This is payment for tuition for the Pegasus Program.

**Child enrolled in Program (campus):** \_\_\_\_\_

**Program start date:** \_\_\_\_\_

**Munis ID Number:** \_\_\_\_\_

**Parent/Guardian's District Employment Assignment:** \_\_\_\_\_  
(position, location)

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Pegasus Principal Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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Accounting Dept. Use Only:

One time non-refundable deposit of \$225.00 received

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Pegasus**  
**Registration Checklist**  
**2021-22**

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

1. \_\_\_ Parent's employment assignment \_\_\_\_\_
2. \_\_\_ Birth Certificate (verify birth date)
3. \_\_\_ Social Security Card of the child
4. \_\_\_ Current immunization records
5. \_\_\_ Proof of address (utility bill, voter's registration)
6. \_\_\_ Pegasus Program Agreement
7. \_\_\_ Pegasus Payroll Authorization form

Attach all forms listed below to the cumulative folder and place this form on top.  
**File in Principals office.**

\*\*\*\*\*

1. \_\_\_ Registration Card (Make sure both sides are completely filled out and signed by parent) Write "Pegasus" in the top corner. Put how the child is getting home on the card.
2. \_\_\_ Home Language Survey
3. \_\_\_ Health History
4. \_\_\_ Cumulative Folder (Make sure name and grade are on folder)
5. \_\_\_ Parents and Principal sign the Pegasus Program Agreement
6. \_\_\_ Parents complete Payroll Authorization Form.
7. \_\_\_ Send Payroll Authorization Form to the Accounting Dept. (Brazos Crossing) to institute payroll deduction. Keep a copy on campus.
8. \_\_\_ Place cumulative folder in ECSE grade level box



**Suggested Pegasus Supply List  
Registration Checklist  
2021-2022**

**Backpack (to be carried daily to school)**

**Extra set of clothing (weather appropriate)**

**1 vinyl folder with pockets**

**1 composition book**

**2 boxes of Kleenex**

**Hand sanitizer**

**Baby wipes**