



**Pegasus Preschool
Handbook
2023-2024**

Pegasus Preschool Handbook

2023-2024



Table of Contents

Pegasus Classrooms: Celebrating Our Differences; Sharing Our Gifts

Pegasus General Description – information about the preschool/inclusion program including purpose, general description, goals of the program, cost of the program, enrollment process for new applicants, enrollment process for returning applicants, snacks and supplies, spending money for snacks, supplies and materials, lunches, LCISD transportation, and staff information

Pegasus Applications – for staff parent(s) initially applying for a Pegasus slot and for returning year 2 children

Pegasus Program Agreement – outlines program specifications and responsibilities; signed by parent and Principal

Pegasus Payroll Deduction Authorization – parents sign to authorize tuition payment to be deducted from their checks

Pegasus Registration Checklist – campus office staff uses to register child



Pegasus General Description 2023-24

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.

Tuition

- Tuition for the 2023-24 school year will be \$4,050 paid in 18 equal payroll deductions of \$225, beginning September 15, 2023 and ending May 30, 2024, 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 12th, 2023
- 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 1st 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 15th 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 15th of that given month, a full month tuition will be applied.

Enrollment Process for New Applicants

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

- Pegasus Application Period is established through: March 24nd -April 10th, 2023.
- 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 Savannah Read at the Special Education Annex or via email at pegasus@lcisd.org
- 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 12th, 2023.**
 - **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: March 24nd -April 10th, 2023.
- LCISD staff parents interested in continuing Pegasus will complete the *Pegasus Application* and submit to the Special Education Annex or pegasus@lcisd.org
- 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 12th, 2023.**
- 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 note that a Pegasus program is subject to enrollment and availability and may be subject to closure in some circumstances.

Snacks and Supplies

Each Pegasus classroom will receive \$3000 for snacks and supplies for the staffchildren for the 2023-24 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 afterschool 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.

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.

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.lcisid.org/departments/support-services/food-service>

LCISD Transportation

The district may be able to provide transportation services for Pegasus students in the afternoon time frame to a parent's home campus of employment. This service may 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

2023-24 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 2023-24 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.

Staggered Staff Hours

To provide supervision for the hours from A 6:45 AM- 4:15 PM, B 7:15AM- 5:00 PM the staff staggers hours. Alternate or rotating schedules may be needed to meet the staggered hours of campuses and will be adjusted on a case-by-case basis.

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.