

Students Obtaining Academic Readiness

Pre-School Program Santa Fe ISD

Application & Agreement Packet

SOAR program applications will be accepted from current district employees, (Parents/Grandparents/Extended Family Members) for the 2021-2022 school year, from March 4, 2021-April 16, 2021 by email to jennifer.hulse@sfisd.org.

Newly hired employees may submit SOAR applications if positions are available for the 2021-2022 school year at R.J. Wollam until June 5th. These applications will be accepted by email. jennifer.hulse@sfisd.org.

All students accepted in SOAR must be registered online.





2021-2022
SOAR
Registration Checklist

RECEIVED:
Date: _____
Time: _____
Initials: _____

Parent must complete and bring copies of necessary documents:

Name of Child _____

Child's Date of Birth _____

Document Checklist for Parents:

1. ____ **Completed SOAR Application**
2. ____ **Signed Photograph/Video/Audio Tape Release**
3. ____ **Signed SOAR Program Agreement**
4. ____ **Birth Certificate (verify birth date)**
5. ____ **Social Security Card of the child**
6. ____ **Current immunization records**

SOAR Application

2021-2022

Child's Name _____ Child's DOB: _____
(Please attach a copy of birth certificate)

Home Address: _____

Is your child toilet trained? Yes No

Remember, we require all students to be toilet trained for enrollment.

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

Santa Fe ISD Employee's Name: _____

Santa Fe ISD Employee's Relation to Child: _____

SFISD Parent(s) or District-Employed Relative Assignment:

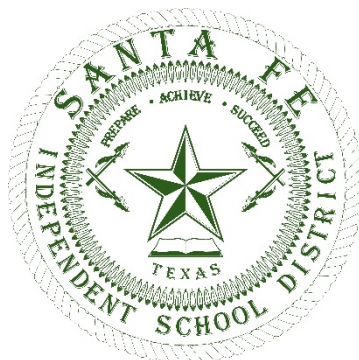
(Specific position and location)

Santa Fe ISD Employee's Phone Numbers: _____ (Home) _____ (Cell)

Parent/Guardian's Name: _____

Parent/Guardian's Phone Numbers: _____ (Work) _____ (Cell)

Relation to Child: _____



**Santa Fe Independent School District
SOAR Program
Photograph/Video/Audio Tape Release**

I, the undersigned parent/guardian of _____ give permission to the Santa Fe Independent School District to take and/or print photographs/video tapes/audio tapes of my child as related to school, yearbooks, or special activities. I understand that such pictures may be published in the local newspapers or district website.

Please initial the appropriate space(s) and sign below.

_____ I give my permission for photographs/videos to be taken.

_____ I give permission for my child's photograph to be included in district brochures.

_____ I give permission for audio tapes/videos to be made and used for instructional purposes.

Parent / Guardian

Date



SOAR Program Agreement 2021-2022

A collaborative preschool inclusion program for children of Santa Fe ISD employees & children in Early Childhood Special Education (ECSE) services.

General Description

The purpose of the SOAR program is to provide on-site preschool for children ages 3 to 5 of Santa Fe ISD employees while also providing preschoolers with disabilities with an instructional setting in which to interact with their non-disabled peers.

The SOAR Classroom consists of a maximum of 9 children of staff members in preschool together with children who have been identified through the early childhood evaluation process and are eligible for special education services.

Philosophy and Benefits to Children

Children in the SOAR Program learn through developmentally appropriate activities, purposeful play, and an environment rich in literacy. Positive interactions with other children and nurturing guidance from teachers facilitate language enrichment, social skills, and emotional intelligence.

The benefits of the SOAR program are twofold. Research has shown that the progress of children receiving Early Childhood Special Education (ECSE) services is increased due to the interaction and learning with non-disabled peers. The ECSE children develop a stronger foundation in language, social skills, gross and fine motor skills, and self-help skills through purposeful play and engaging curriculum. Additionally, the children of Santa Fe ISD staff evolve into mature individuals learning compassion for others, developing strong social skills, and acquiring leadership skills. Together all students in the SOAR classroom learn to celebrate their differences and share the gift of learning.

Enrollment Requirements

- Child must be at least 3 years of age by September 1st.
- The child must not display any consistent negative behaviors that would interfere with the classroom rules and procedures or excessive self-help needs such as toilet training that significantly impedes the staff's ability to provide instruction. Students will be evaluated for the first six weeks to determine continued participation in the SOAR Program. If toileting, behavior, or self-help expectations have not been met a committee will be convened to review the data collected and determine whether SOAR continues to be appropriate for the child.
- Parent/relative/guardian or other employees requesting enrollment of a student must be an employee of SFISD.

- Children eligible for Speech only (drop-in) services may be enrolled in SOAR. (*does not impact tuition)
- Students eligible for ECSE services may be enrolled in SOAR, but the SOAR hours before and after the regular school day will be an additional fee.

Selection Criteria

- The child must meet ALL of the SOAR enrollment requirements as outlined in the manual by the beginning of the first day of SOAR.
- Enrollment criteria:
 - Children currently enrolled will receive the initial positions.
 - Siblings of children currently enrolled and will remain enrolled during the 2021-2022 school year will receive the next available positions.
- All remaining positions will be filled according to the following procedure:
 - Parent/Legal Guardians will be awarded positions based on a nonbiased lottery system.
 - The remaining positions will be allocated to Grandparents based on a nonbiased lottery system.
 - Any additional positions will be awarded to extended family members based on a nonbiased lottery system.
- During the school year if positions become available, they will be assigned based on the priority given to Parent/Legal Guardian and continuing through the initial procedure.

Class Assignments

- Children are assigned to classrooms on an individual basis. Due to this process, teacher requests cannot be honored.
- Parents will be contacted with their child's assigned teacher at the beginning of August of the 2021-2022 school year.

Enrollment Information

- Parents are highly encouraged to attend the "SOAR Meet and Greet" the teacher and bring supplies (see attached supply list) to the classroom (specific information will be communicated by the SOAR teachers.)
- After the SOAR application period has ended and the application process is complete, any applications of children who did not receive a position in SOAR will be placed on a waiting list. Should openings occur, applicants on the waiting list will be contacted.
- Upon SOAR enrollment, parents must complete the registration process online or at the RJW campus. If the registration process is not completed by the last day of registration, the position will be given to another child.

Cost of the Program

- Santa Fe ISD employees will be charged tuition for the 2021-22 school year will be \$4600 paid in 20 equal payroll deductions of \$230, beginning in September and ending in June or July.
- A *Payroll Deduction Authorization Form* is required for processing SOAR payments; the *Payroll Deduction Authorization* form will be emailed individually in August of the 2021-22 school year.
- The *Payroll Deduction Authorization Form* must be completed and signed by the individual in which the deduction will be taken from, and the original signed copy must be turned into the Office of Special Services. (Scanning is not official or accepted.) All student tuition will be collected

using payroll deduction. The deductions will begin in September 2021 and will continue 19 additional payroll checks from the date the deductions start.

- In the event that the parent is not receiving a paycheck for the month, they should make a check payable to SFISD and give it to the Special Services Office at Cowan Education Center. These are only allowable for special circumstances approved by the Office of Special Services and Payroll. A late fee of \$10.00 is due if collected after 10 days of the agreed upon due date.

Supplies and Materials

Please see the SOAR supply list in the application packet.

Supplies and Materials Possible Drop off Process for 2021-2022

Please see the SOAR supply list at the end of this agreement handbook.

- Supplies will be dropped off at RJW before the start date of school.
- You will be scheduled a time slot, and this will be a drive up drop off, please do not leave your vehicle.
- Your child's teacher will email you a specific schedule for supply drop off including time and date closer to this date in July/August 2021.

Hours

- The first day of the SOAR program will be the first day of teacher in-service (August 5, 2021) for the 2021-22 school year.
- The SOAR classes are available on professional learning days beginning at 6:45 a.m. (for secondary employees only) and all elementary employees beginning at 7:50, and SOAR services will be provided until 4:30 p.m. SOAR will not be available on parent/teacher conference or workdays: **November 5, 2021, January 3, 2022 or May 27, 2022.** Parents will be notified of any other time changes if necessary.
- Supervision begins at 6:15 a.m. for HS and JH parents only and all others supervision begins at 6:45 a.m. **We have limited supervision for early arrivals (6:15 a.m.), therefore; it is limited to HS and JH parents only.**
- Classes begin at 8:30 a.m. and end at 3:40 p.m. Supervision is provided from 3:40 p.m. until 4:30 p.m.
- Breakfast is served so your child needs to be on time to class (except on professional learning days).
- Parents who pick up their children later than 4:30 p.m. will receive two warnings per the teacher per nine-week period; upon the third incident, a conference will be held with the Special Services Director.
- SOAR established hours will be strictly followed. District employees who are unable to follow the established schedule should make arrangements for their child to be picked up.

Daily Activities

- From 8:30 to 3:40, children in the SOAR 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 teacher and the educational assistant(s). Additionally, SOAR children will have a short rest time during the middle of the day.
- Morning activities from 6:15 am to 8:30 am and afternoon activities from 3:40 p.m. to 4:30 pm will be supervised by the educational assistants and consist primarily of supervised play time.
- Parents are responsible for providing breakfast and lunch daily for their child **or** for providing money to purchase breakfast and lunch from the school cafeteria.
- Students will wash their hands upon arrival, and handwashing will be increased throughout the day.
- On professional learning days, parents must send breakfast and lunch for their child. (Cafeteria is closed these days.)

Snacks and Classroom Materials

- A snack time is scheduled into the SOAR day both mid-morning (AM) and midafternoon (PM.) Parents are asked to send nutritional snacks (pretzels, goldfish, popcorn, dry cereals, etc.) periodically throughout the year (See SOAR supply list.)
- At times, snacks will be provided and therefore, parents must inform the SOAR teacher of their child's dietary needs and any food allergies. If your child has dietary needs or food allergies, parent must provide AM and PM daily snacks.

Siblings

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

Parent Visits the SOAR Classroom

- Parents are asked to honor the campus procedures for visiting the SOAR classrooms.

Progress Reports

- Staff children receive progress reports the 2nd, 3rd, and 4th, 9 weeks. This is a modified Pre-K progress report, which is a checklist containing skills appropriate for three and four-year olds. The report addresses the areas of social, physical and intellectual development. The SOAR teacher completes a report for each child. Teachers hold conferences with parents on parent conference days and/or as needed; scheduling will be required ahead of time.

District SOAR Program Committee

- Any concerns of the parent should initially be brought to the attention of the teacher.
- The SOAR Program Committee is comprised of the Principal, an appointed ECSE/SOAR teacher, Coordinator and the Special Services Director. This committee will be convened if issues arise in the SOAR Program, which cannot be satisfactorily reconciled between the SOAR teacher and parent.
- This committee can also be convened should a child in the program exhibit disruptive behaviors that consistently interfere with classroom rules and procedures. The committee could then recommend an appropriate course of action which might include specific behavioral interventions or, if necessary, removal from the program.

- The committee establishes policy for the SOAR program. Any policy appeals or recommended dismissals from the program are handled by the SOAR Committee.

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

Child's Name

Parent/Guardian Signature

Date

Suggested SOAR Supply List 2021-2022

- Full Size Backpack – not a toddler backpack, it must be large enough to put a folder inside w/o bending (carried daily to school)**
- Extra set of clothing (weather appropriate)**
- Rest mat & blanket (labeled with your child's name)**
- 2 Plastic Folders**
- 1 package of white construction paper or similar**
- 2 boxes of crayons (24 count)**
- 1 bottle of glue**
- 3 glue sticks**
- 1 pack of large washable markers (8 count)**
- 4 boxes of 5 oz. paper cups**
- 1 box gallon size zip lock bags**
- 1 box quart size zip lock bags**
- 2 packages of coffee filters**
- 3 boxes of facial tissue**
- 3 packages of “good quality” wet wipes**
- 1 watercolor paints**

- ❑ **1 8 oz. or larger hand sanitizer**
- ❑ **2 rolls of paper towels**
- ❑ **2 boxes of snacks - cheese crackers, dry cereal, etc. (parents will be asked throughout the year to provide additional class snacks as needed)**
- ❑ **If a child has specific dietary needs or food allergies parents must send daily snacks**

