

**Administrative Procedures for Policy #2915 (Instruction)
Regarding Age for School Attendance in the Early Childhood Programs**

I. General

- A. Each child is expected to enter Calvert County Public Schools' prekindergarten, kindergarten and first grade at the established age of entry in accordance with Maryland State Department of Education age requirement regulations for admission (enrollment) as stated in COMAR 13A.08.01.02. An exception to the established age will be considered if the evaluation results of a child document exceptional overall performance or meet specific enrollment criteria.
- B. The Assistant Superintendent of Instruction or designee will use multiple venues to notify the public of this policy and procedure. This will include, but is not limited to, the Calvert County Public Schools' website, local newspapers, school newsletters, and other means as available and appropriate.

II. Guidelines

A. Age Eligibility

- 1. Prekindergarten – Candidates for early admission to prekindergarten must be 4 years old on or before October 15 of the school year for which they apply for entrance.
- 2. Kindergarten – Candidates for early entry to kindergarten must be five years old on or before October 15 of the school year for which they apply for entrance.
- 3. First Grade – Candidates for early entry to first grade must be six years old on or before October 15 of the school year for which they apply for entrance.

III. Process

- A. Written requests for early admission to prekindergarten, kindergarten, and first grade must be submitted by the parent or legal guardian of the child to the Supervisor of Primary Education. In addition, parents/guardians must submit the following items as part of the request:
 - 1. Prior preschool/kindergarten progress reports (required)
 - 2. Reference letter from preschool/kindergarten teacher (required)
- B. Parents may wish to submit the following items as part of the request:
 - 1. Prior preschool/kindergarten records/evaluations (optional)
 - 2. Formal student evaluations completed by outside professionals (optional)
 - 3. Other such materials as appropriate (optional)

C. Closing Dates

Instruction 2915.1

Procedures Revised: 11/1/2006; 5/14/2009; 4/12/2012; 4/29/16; 3/8/19; 10/30/19; 1/28/22

1. Prekindergarten – Written requests for early admission must be received by the Department of Instruction between June 1 - September 1 of the current school year.
2. Kindergarten – The Early Entry Application located on the Calvert County Public School website for early admission must be received by the Department of Instruction on or before May 1 for the upcoming school year.
3. First Grade – Written requests for early admission must be received by the Department of Instruction on or before August 1 of the school year for which they wish to enroll. Students must have a full year completed in a licensed 5-year-old program located in a childcare center or accredited non-public school. The parent/guardian must verify enrollment by providing the following information:
 - a. Name of program/school
 - b. Address of facility location
 - c. License information with expiration data or accreditation with expiration date
 - d. Progress Report / Report Card
4. Requests made after these closing dates will not be considered. It is imperative that requests for early admission be made in a timely manner in order to ensure time to complete the evaluation and decision-making process.

D. Acknowledgement of Requests

1. Upon receipt of any written request for early admission, the Supervisor of Primary Education shall, within five working days, send a written acknowledgement of the request.

E. Assessment/Evaluation Process

1. A battery of assessments will be used to determine a child's eligibility for early admittance. The assessments will include aptitude testing and may also include assessments which gauge cognitive ability, academic performance, and social and emotional needs. Assessments will be given and scored by appropriate Calvert County Public Schools personnel.
 - a. Prekindergarten – Candidates for prekindergarten early admission must:
 - 1) Meet prekindergarten income eligibility requirements; and
 - 2) Have identified educational needs warranting early intervention as measured by CCPS predetermined developmental assessments.
 - 3) The assessment will be scored by the appropriate Calvert County Public Schools personnel.
 - 4) The assessment team will review the assessment results, parent questionnaire and prekindergarten eligibility criteria in order to make a decision regarding early admission to prekindergarten.

- 5) The list of students who are granted early admissions will be forwarded to the Department of Student Services and the school principal.
- b. Children requesting early admission to prekindergarten will be considered for placement in the following manner:
 - 1) First, age-eligible children who meet the income guidelines as prescribed by the State of Maryland will be placed in prekindergarten;
 - 2) Next, age-eligible children who do not meet income guidelines, but have other educational needs as identified through the prekindergarten selection criteria checklist will be placed in prekindergarten;
 - 3) Last, if any available slots remain, any other students requesting early admission to prekindergarten will be considered for placement.
 - c. Under no circumstances will an early-admission student be placed in prekindergarten before students who are age-eligible and meet the criteria for prekindergarten are placed.
 - d. Kindergarten – Assessments for early admission to kindergarten will be completed by the end of June with notification to the parent or legal guardian of the results on or before July 15th. The intent of the assessment for early admission, as specified by the State of Maryland, is to identify exceptional students, not simply students who may be capable of completing kindergarten work.
 - e. Assessments will be scheduled by the designee in Department of Instruction at a Calvert County Public Schools facility between March 1 and July 1.
 - 1) The first level of assessment will take place between March 1 and June 1. Based on this cognitive data, additional assessments may be required.
 - 2) The testing environment will be managed to ensure optimal testing conditions.
 - 3) A parent or legal guardian will be required to remain on-site during the testing session.
 - 4) Parents or legal guardians will not be permitted into the testing area.
 - 5) Assessments will be scored by appropriate Calvert County Public Schools personnel.
 - 6) The results of the assessments will be compiled for each child and given to the parent or legal guardian.

- 7) The assessment team will review the assessment data, application, parent questionnaires and all other available information in order to make a decision regarding early admission to kindergarten.
 - 8) The list of children who are granted early admission will be forwarded to the Department of Student Services and the school principal.
- f. First Grade – Children being considered for early admission to first grade will be assessed by appropriate Calvert County Public Schools personnel. During the testing period, the child’s performance will be evaluated, and grade acceleration considered.
- 1) Assessments will be scored by appropriate Calvert County Public School personnel.
 - 2) The results of the assessments will be compiled for each child and given to the parent or legal guardian.
 - 3) The designee in the Department of Instruction will review the assessment data and all other available information in order to make a decision regarding early admission to first grade.
 - 4) The list of children who are granted early admission will be forwarded to the Department of Student Services and the school principal.

F. Notification Process

1. The designee in the Department of Instruction will contact parents/guardians to share assessment results and early admittance decisions. Written assessment results and the decision regarding early admittance will be mailed to the parent or legal guardian.

Grade	Written Notification
Prekindergarten	Within ten (10) working days following the assessment
Kindergarten	By July 15
First Grade	Within ten (10) working days following the assessment.

G. Placement Process

1. Prekindergarten
 - a. If an early admittance for prekindergarten decision is made, the school principal will be notified and the parent or legal guardian will contact the child’s home school to register the child.

- b. Early admission to prekindergarten does not guarantee early admission to kindergarten. The child may require an additional year in prekindergarten to meet his/her educational needs. Families must follow the Early Entry to Kindergarten process for consideration.
- c. Calvert County Public Schools will comply with the Maryland State Department of Education guidelines on the teacher-to-student ratio for prekindergarten.

2. Kindergarten

- a. If an early admittance for kindergarten decision is made, the school principal and the parent or legal guardian will be notified. The parent or legal guardian will contact the child's home school to register the child.
- b. If the parent/legal guardian requesting early Kindergarten admission for his/her child wishes to enroll the child in a school which is not the child's assigned home school, the parent/legal guardian must submit a transfer request in accordance with Policy #3925 Regarding Student Transfers. The Assistant Superintendent of Instruction will work with the Department of Student Services to resolve student transfer needs related to early admission.

3. First Grade

- a. If the parent/legal guardian requesting early admission to Grade 1 for his/her child wishes to enroll the child in a school which is not the child's assigned home school, the parent/legal guardian must submit a transfer request in accordance with Policy #3925 Regarding Student Transfers. The Assistant Superintendent of Instruction will work with the Department of Student Services to resolve student transfer needs related to early admission.

H. Appeals

1. Prekindergarten, Kindergarten and First Grade

- a. Parents/guardians have the right to appeal the decision for placement to the Assistant Superintendent of Instruction. Appeals must be made in writing within ten (10) days of the date of notification of denial on the first request for early admittance. Appeals should be submitted to the Assistant Superintendent of Instruction at 1305 Dares Beach Road, Prince Frederick, Maryland 20678.
- b. The Assistant Superintendent of Instruction or his/her designee will research and evaluate the appeal based on the information and documentation available. This re-evaluation may include a review of records and may entail a phone or in-person conversation with the applicant, or in a rare case, may include further assessment.
- c. Appeals of the Assistant Superintendent of Instruction's decision must be submitted in writing to the Superintendent or his/her designee within ten (10) calendar days of the date of the denial or the postmark date, whichever is later. The Rules of Procedure in Appeals and

Hearings pursuant to Calvert County Public Schools' Policy #1600
Regarding Appeals will be followed.