

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name: Preschool Program	
Procedure No. 2280-00-01	Eff. Date: 3/14/11
Implements Board Policy(ies) 2280	Last Reviewed: 3/14/11

1. Background

Describe relevant background to the implementation of the policy.

Cincinnati Public Schools has offered preschool programs for over 25 years. The District uses various grants to fund preschool programs. Each grant specific eligibility requirements based on income. In order to enroll more students at ages 3 and 4 in preschool, the District has expanded its grants and widened eligibility for free preschool programs.

2. Responsibilities

Title: ECE Department	
Address:	
Phone:363- 0240	Cell phone:
<i>Describe responsibilities:</i>	
The Early Childhood Education Department is responsible for providing preschool programs, including enrolling students, determining fees, and collecting the fees.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. Determine tuition and fees for preschool using FPL guidelines and the documents provided by families to prove income as specified
2. Allow parent access to preschool program
3. Inform families transportation is not provided unless required by law for students with disabilities

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

The expansion of preschool eligibility ensures more access to quality preschool for families up to 200% of the federal poverty line.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. FPL Guidelines	Chart	March 2018
2. Preschool Rate Sheet		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.