SOAR Program Handbook/Agreement

2023-2024

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 tuition-based preschool for children ages 3 to 4 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 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 in 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/legal guardian or grandparent requesting enrollment of a student must be an employee of Santa Fe ISD.
- 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 beyond (before-7:45AM/after-3:45PM) the regular school day and professional development days will be an additional fee.

Selection Criteria

- The child must meet ALL 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 2023-2024 school year will receive the next available positions.
- All remaining positions will be filled according to the following leveled procedure:
  - FIRST LEVEL - Parent/Legal Guardians will be awarded positions based on a nonbiased lottery system.
  - SECOND LEVEL (If positions are available after FIRST LEVEL selection) - Remaining positions will be allocated to Grandparents 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. (ONLY if enrollment opens for mid-year available positions)

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 in July for the upcoming 2023-2024 school year.

Enrollment Information

- The online enrollment/application must be completed with all required documents by the **due date of April 28, 2023 to be eligible for the selection process.** *(see last page for registration instructions)*. If the registration process is not

completed by the last day of registration, the position will be given to another child.

- After the SOAR application and selection period has ended and the 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.
- 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 in July 2023.)

Cost of the Program

Santa Fe ISD employees will be charged tuition for the 2023-2024 school year will be a total of $5130 (for each child enrolled) paid through a total of 20 payroll deductions of an estimate of $256.50 (for each child enrolled) each paycheck, the deduction schedule of the estimated $256.50 each payroll check begins in September and ends in June or July. The charge is for a total of 38 weeks at a weekly rate of $135 per week (for each child enrolled), and we do not calculate in the following weeks: November 20-24, December 25-29, and March 11-15. This calculation is based on the cost of 1 child.

- A *Payroll Deduction Authorization Form* is required for processing SOAR payments; the *Payroll Deduction Authorization* form will be emailed by the Office of Special Services individually after being accepted and approved for the SOAR program.
- 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.
- 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 Office of Special Services at Cowan Education Center. A late fee of $10.00 for every day late is due if the amount due is collected after 10 days of the agreed upon due date of the 25th of each month.

Supplies and Materials

Please see the SOAR supply list in the application packet (see pages 7-8 for the Supply List.) The SOAR teacher will email more information in July about the drop off of the supplies and materials

Hours

- The first day of the SOAR program will be the first day of teacher in-service (**August 10, 2023**) for the 2023-2024 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 work days: October 20, 2023 January 4, 2024 or May 31, 2024. Parents will be notified of any other time changes if necessary.**
  - Supervision begins at 6:15 a.m. for HS, JH, and maintenance department 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, JH, and maintenance department parents only.**
  - Classes begin at 8:30 a.m. and end at 3:45 p.m. Supervision is provided from 3:45 p.m. until 4:30 p.m.
  - Breakfast can be purchased on school days only. If your child will be purchasing breakfast on school days, they must be on time.
  - 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/Coordinator.
  - 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, or this could result in your child being dismissed from the program.

Daily Activities

- From 8:30 to 3:45, 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 3:45 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 on school days.
- On professional learning days, parents must send breakfast and lunch for their child. (The cafeteria is closed these days.)

Snacks

- 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 not enrolled in the SOAR program 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 to 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, and/or campus administration.
- The SOAR Program Committee is comprised of the Special Services Director/Coordinator, campus administration, and an appointed ECSE/SOAR teacher,
- 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, and/or the student's self-help/toileting needs are so involved they are taking time away from other students therefore, progress of all students is being

impacted. The committee could then recommend dismissal of a student from the program based on data collected over a 6-week period reflecting challenging behaviors, or self-help/toileting needs.

- 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

2023-2024

- ☐ **<u>Full Size Backpack</u> – 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**

Click here to enter text.

- ☐ 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 boxes of snacks - cheese crackers, dry cereal, etc. (parents will be asked throughout the year to provide additional class snacks as needed)

- ☐ If child has specific dietary needs or food allergies parents must send daily snacks

SOAR Online Enrollment Instructions – <mark>**Please look at ALL instructions (it is important you follow the instructions so we can identify your application as a SOAR application, then to not identify your application and it gets missed.**</mark>

It is required to complete the online registration via laptop/desktop computer. Using a cellular device will not show all required fields to be completed. If you do not have a computer, please contact the RJ Wollam office.

1Click here to enter text.

RETURNING STUDENTS: (Students that attended SOAR the previous year)

1. Go to
   a. Click on the "**Parent**" tab
   b. Click on the "**Skyward Family Access**" icon
2. Enter your parent account "**LoginID**" and "**Password**", then click on "**sign in**" (If you don't know your login information or have forgotten this information, click on "Forgot your Login/Password?" link below the "Sign In" button. It will send an email to the parent email account on file.
3. To start the registration process, select the student that you would like to register from the box on your message board or select "Online Registration" from the menu bar on the left, and choose a student to begin.
4. Choose RJ Wollam as your campus and EE as your child's grade
5. Complete steps 1-11. **Important Note**: Starting with step 1, at the top of the screen, you have the option to "**print**" and "**view full screen**". It is recommended to view all pages in full screen to see all the fill-in fields.

NEW STUDENTS: (Brand new students that have never attended SOAR)

1. Click this link to begin the SFISD New Student Online Enrollment
2. Parent/Guardian will complete the Parent Account Request form. Please make sure you enter an email address that you use regularly and check it for updates. You will receive an email if your application has been approved, denied or if additional information is required.
3. Once completed, click on "Submit Request". You will be asked to click "OK" twice.
4. The parent/guardian will receive an email with their login information after the request has been submitted.
5. Use the provided login information to complete the application form
6. Complete the application form: Steps 1-7
7. Choose RJ Wollam as your campus and EE as your child's grade
8. Once the application has been completed, click on "submit application to the district".

ALL SOAR PARENTS NEW OR RETURNING: Must complete ALL SOAR related forms in Skyward Registration and see screenshot below.

- **SOAR Program Agreement**
- **SOAR FERPA Release**
- **SOAR Application Questionnaire**

1Click here to enter text.

☑ My student is enrolling in SOAR. (SFISD Employees only)   * Has student attended this district previously?: [v]

* Student's previous School District - enter N/A if enrolling for EE, PK or Kinder: [   ]   * School in the District Student Previously Attended- enter N/A if enrolling for EE, PK or Kinder: [   ]

...ool Year if you are registering your student for 2022-2023.
...i Year if you are registering your student for 2023-2024.

* What School Year are you enrolling your student into?   ○ Current School Year (2022 - 2023)   ● Next School Year (2023 - 2024)

* Expected Enrollment Date [   ]   ☐ First Day of School (08/10/2023)

(The first day of school is 08/10/2022)   * Expected Enrollment Date [   ]

***SOAR student will choose EE.** [EE v] Expected School to Enroll into ***SOAR students will attend RJ Wollam.** [R.J. WOLLAM ELEMENTARY v]

☐ Do you have internet access?   ☐ Do you have a device to access eLearning material?

* I authorize this student's info to be distributed for the purposes of Military usage.(NO will EXCLUDE student info from being sent to recruiters): [ ]

* I authorize this student's info to be distributed for the purposes of Higher Ed usage. (NO will EXCLUDE student info from being sent to colleges): [ ]

* I authorize my student's info to be distributed for Public usage. (NO will EXCLUDE name from being printed for honor roll & picture on website): [ ]

* I authorize this student's info to be distributed for the purposes of District usage. (NO will EXCLUDE student from yearbook, photos & sports info): [ ]

* I authorize this student's info to be distributed for the purposes of Local usage. (NO will EXCLUDE student from yearbook, photos & sports info): [ ]

* Is the student new to Texas? (Is this the student's first time enrolling in a Texas school?): [v] [?]

Additional Information: SOAR
(on the Student for the District) [   ]

...plication instructions:

...student is enrolling in SOAR
...ed Grade level: EE
...chool to enroll into: RJW
...mation: type the word SOAR

1Click here to enter text.