



MANSFIELD INDEPENDENT SCHOOL DISTRICT

PREKINDERGARTEN HANDBOOK

Updated September 6, 2023



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PREKINDERGARTEN HANDBOOK

Mansfield ISD Pre-Kindergarten Program Locations

The Mansfield ISD Pre-Kindergarten program maintains a strong early childhood foundation that is developmentally appropriate, multisensory and experiential. Young learners are provided a learning environment that inspires curiosity, builds confidence and fosters a love of learning. Curriculum for this program is an integration of experience-based active explorative learning and the Texas Education Agency (TEA) Pre-Kindergarten Guidelines ([English](#) / [Spanish](#)).

Mansfield ISD offers a full-day Pre-Kindergarten program that follows the district calendar and the elementary school bell schedule, 8:00 a.m.-3:30 p.m. The program is offered at 18 campuses.

Home Campus	Student Attends PK at ...
Charlotte Anderson 2122 W Nathan Lowe Rd, Arlington, TX 76017	Charlotte Anderson 2122 W Nathan Lowe Rd, Arlington, TX 76017
JL Boren 1401 Country Club Dr, Mansfield, TX 76063	JL Boren 1401 Country Club Dr, Mansfield, TX 76063
Janet Brockett 810 Dove Meadows Dr #3002, Arlington, TX 76002	Jandrucko Academy for Early Learners 7811 S Collins St, Arlington, TX 76002
Willie E. Brown Academy of Young Scholars 860 Cannon Dr #3472, Mansfield, TX 76063	Willie E. Brown Academy of Young Scholars 860 Cannon Dr #3472, Mansfield, TX 76063
Louise Cabaniss 6080 Mirabella Blvd, Grand Prairie, TX 75052	Louise Cabaniss 6080 Mirabella Blvd, Grand Prairie, TX 75052
Anna May Daulton 2607 N Grand Peninsula Dr, Grand Prairie, TX 75054	Anna May Daulton 2607 N Grand Peninsula Dr, Grand Prairie, TX 75054
Kenneth Davis 900 Eden Rd, Arlington, TX 76001	Jandrucko Academy for Early Learners 7811 S Collins St, Arlington, TX 76002
Imogene Gideon 1201 Mansfield Webb Rd #3509, Arlington, TX 76002	Jandrucko Academy for Early Learners 7811 S Collins St, Arlington, TX 76002
Glenn Harmon 5700 Petra Dr, Arlington, TX 76017	Jandrucko Academy for Early Learners 7811 S Collins St, Arlington, TX 76002
Carol Holt	Carol Holt



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7321 Ledbetter Rd, Arlington, TX 76001	7321 Ledbetter Rd, Arlington, TX 76001
Thelma Jones 7650 S Watson Rd #4300, Arlington, TX 76002	Jandrucko Academy for Early Learners 7811 S Collins St, Arlington, TX 76002
Judy K. Miller 403 N Holland Rd, Mansfield, TX 76063	Judy K. Miller 403 N Holland Rd, Mansfield, TX 76063
DP Morris 7900 Tin Cup Dr, Arlington, TX 76001	Jandrucko Academy for Early Learners 7811 S Collins St, Arlington, TX 76002
Erma Nash 1050 Magnolia St, Mansfield, TX 76063	Erma Nash 1050 Magnolia St, Mansfield, TX 76063
Nancy Neal 280 Nelson-Wyatt Rd, Mansfield, TX 76063	Nancy Neal 280 Nelson-Wyatt Rd, Mansfield, TX 76063
Brenda Norwood 2000 Julian Feild St, Mansfield, TX 76063	Brenda Norwood 2000 Julian Feild St, Mansfield, TX 76063
Annette Perry 1261 S Main St #2738, Mansfield, TX 76063	Annette Perry 1261 S Main St #2738, Mansfield, TX 76063
Alice Ponder 101 Pleasant Ridge Dr, Mansfield, TX 76063	Alice Ponder 101 Pleasant Ridge Dr, Mansfield, TX 76063
Martha Reid Leadership Academy 500 Country Club Dr, Arlington, TX 76002	Martha Reid Leadership Academy 500 Country Club Dr, Arlington, TX 76002
Tarver-Rendon Agricultural Leadership 6065 Retta Mansfield Rd, Burleson, TX 76028	Tarver-Rendon Agricultural Leadership 6065 Retta Mansfield Rd, Burleson, TX 76028
Mary Jo Sheppard 1701 FM 1187, Mansfield, TX 76063	Mary Jo Sheppard 1701 FM 1187, Mansfield, TX 76063
Elizabeth Smith Innovative Learning Academy 701 S Holland Rd, Mansfield, TX 76063	Elizabeth Smith Innovative Learning Academy 701 S Holland Rd, Mansfield, TX 76063
Cora Spencer 3140 S Camino Lagos #6733, Grand Prairie, TX 75054	Cora Spencer 3140 S Camino Lagos #6733, Grand Prairie, TX 75054
Roberta Tipps 3001 N Walnut Creek Dr, Mansfield, TX 76063	Roberta Tipps 3001 N Walnut Creek Dr, Mansfield, TX 76063



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Mansfield ISD Pre-Kindergarten Program Options

Mansfield ISD provides free Pre-Kindergarten students who are four (4) years of age on or before September 1 of the current school year and who meet one of eligibility criteria as outlined by the Texas Education Agency listed below:

- Unable to speak and comprehend the English language;
- [Economically Disadvantaged](#) (qualifies for free or reduced lunches);
- Homeless (as defined by 42 United States Code (U.S.C.) Section 1143a);
- Child of an active duty member of the armed forces of the United States, including state military forces or a reserve component of the armed forces, who is ordered to active duty (must be on active duty the first day of school);
- Child of a member of the armed forces of the United States, including state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty;
- Child is, or ever has been, in the conservatorship of the Department of Family and Protective Services following an adversary hearing. This also includes children who have been adopted or returned to their parents; or
- Child of a person eligible for the Star of Texas Award as: a peace officer under Section 3106.002, Government Code; a firefighter under Section 3106.003, Government Code; or an emergency medical first responder under Section 3106.004, Government Code

Four Pre-Kindergarten Programs

1. Eligibility Pre-Kindergarten

Students who are four (4) years of age on or before September 1 of the current school year and who meet one of eligibility criteria as outlined by the Texas Education Agency may be enrolled in Pre-Kindergarten free of charge.

2. Early Childhood Special Education (ECSE)

Students in ECSE are ages 3-4, identified with a disability, and demonstrate a need for special education. The primary goal of ECSE is to provide early intervention that prepares students for success in general education or in the least restrictive environment. The instructional focus is to provide opportunities for learning that are appropriate for each child's developmental level. In alignment with best practices for early childhood education, the ECSE program facilitates the mastery of the Individualized Education Program (IEP) goals of each student. There is no cost associated with any ECSE services, including participation in the Pre-K program.



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- Child Find: If you have concerns regarding the development of your preschool child and would like to talk with someone regarding your concerns, please contact one of the members of the Preschool Assessment Team. They may be reached at 817-299-4300 or by email, PreschoolAssessmentTeam@misdmail.org. Mansfield ISD staff will work with you to ensure that every child receives an appropriate evaluation and determine which children have a disability that qualifies for services. Services are offered to all children free of charge.
- In 2019, the 86th Texas Legislature passed Senate Bill 139 (SB 139), which requires Texas local education agencies (LEAs) to distribute the following notice to parents:
 - Child Find Information ([English](#))
 - Child Find Information ([Spanish](#))

3. Bilingual Pre-Kindergarten

MISD offers Bilingual Pre-K following a one-way, 50/50 dual language model, in which 50% of the instruction is delivered in English and the other 50% is delivered in Spanish. The one-way model is for students identified as English Learners whose home language is Spanish. Students are identified by taking a language assessment and must qualify for the program. One-way Dual Language Pre-K is offered at the following campuses:

- [Alice Ponder Elementary School](#)
- [Dr. Sarah K. Jandrucko Academy for Early Learners](#)
- [Erma Nash Elementary School](#)

4. Tuition-Based Pre-Kindergarten

Mansfield ISD offers tuition-based Pre-Kindergarten to students who do not meet eligibility criteria as outlined by TEA. This may be offered at every campus with a Pre-K program; there are limited seats for this program as openings are based on enrollment numbers at each campus. *Parents are encouraged to enroll their child first to determine eligibility before deciding on tuition-based opportunity.*

- Tuition-base PK at J.L. Boren Elementary School
 - For 23-24, the interest/application link for JL Boren will open April 3-9, 2023. A lottery system is used for acceptance in the program at Boren, and parents will be notified on or before April 11th. Those who apply, but are not provided with a seat, will be placed on a waiting list and notified once a seat is opened.
- Tuition-based PK at Other MISD Elementary School Campuses
 - The interest/waiting list opens on April 12, 2023.
 - Interested parents may request to be added to the interest/waiting list by contacting the campus of choice and speaking to the Registrar/PEIMS Clerk. This districtwide waiting list will be dated and time stamped in the order it is received so that we can provide equity as much as possible across the district as opportunities are offered on a first-come-first-serve basis.



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- Parents may choose more than one campus to be added to the waiting list.
- Important to Note:
 - Tuition-based PK is only offered for Mansfield ISD residents.
 - All registration documentations are required for enrollment.
 - Once a tuition-based opportunity is offered, parents have 24 hours to accept the invitation.
 - MISD bus transportation is not provided for Tuition-Based Pre-Kindergarten.
- Tuition | Payment Process:
 - Full-day tuition is \$550 per month and due the first day of every month during the regular school term (September - May).
 - A link to PayK-12 will be provided by campus PEIMS. There is a 3% service fee every month to use PayK-12. Parents may provide checks or money orders in person at the campus to avoid the service fee.

Documentation Requirement for PK Eligibility

Documentation of eligibility is required upon enrollment. Review the list below for the approved documentation required for each noted eligibility.

Eligibility Reason	Required Documentation
Unable to speak and/or comprehend the English language	Home Language Survey; Language Assessment
Economically Disadvantaged	Tax Return; Paycheck Stub; TANF or SNAP Eligibility Number
Homeless	Office of Student Service Approval
Foster Care	Letter from DFPS or CPS
Military	Military ID; Statement of Services; Copy of Death Certificate; Copy of Purple Heart orders; Official Letter from Commander
Star of Texas Award	Certificate of Award



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New Enrollment Process

[Online enrollment](#) is required and encouraged to expedite the registration process. Parents should complete all necessary registration steps online in Skyward, which includes submitting required documents. If assistance with online registration and document submission is needed, parents may call the home campus to request an appointment to register in person.

Pre-Kindergarten students whose home campuses are: Janet **Brockett** Elementary, Kenneth **Davis** Elementary, Imogene **Gideon** Elementary, Glenn **Harmon** Elementary, Thelma **Jones** Elementary or D.P. **Morris** Elementary will register at Dr. Sarah K. Jandrucko Academy for Early Learners. Upon eligibility, students will attend Jandrucko for Pre-K.

Documentation Requirement for Enrollment

The following documentations are required for enrollment:

1. Student's Social Security Card
2. Student's Birth Certificate/Passport
3. Student's updated Shot Records (MUST be stamped/signed by the doctor and all dates legible)
4. Parent / Guardian Driver's License or Photo ID
5. Proof of Residency (Lease Agreement, Gas, Water, Electric bill within 30 days of registration)

Transfer Option

- Parents may request a transfer to another campus after enrollment and eligibility is determined at the home campus.
- PK transfers begin on April 10, 2023.
- The transfer link can be found [here](#).
- For questions regarding Pre-K transfers, please contact Alycen Phan, alycenphan@misdmail.org.

Important to Note:

- Transfers are approved based on enrollment at the campus requested.
- Transportation is not provided for students receiving a transfer.
- Pre-K Transfers are only applicable for the Pre-K school year – parents must apply for a transfer if they want their child to remain at the campus upon entering Kindergarten.



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General Information

Mansfield ISD offers a full-day Pre-K program that follows the district calendar and the elementary school bell schedule, 8:00 a.m.-3:30 p.m.

Curriculum

The [Mansfield ISD PK Curriculum](#) is an integration of experience-based active explorative learning and the Texas Education Agency (TEA) Pre-Kindergarten Guidelines ([English](#) / [Spanish](#)).

The Texas Pre-Kindergarten Guidelines are based on current knowledge of theory and scientific research about how children develop and learn; they reflect the growing consensus among early childhood professional organizations that a greater emphasis be placed on young children's conceptual learning, acquisition of basic skills, and participation in meaningful, relevant learning experiences. The guidelines delineate the behaviors and skills children are to exhibit and achieve and instructional strategies for teachers. The guidelines provide a means to align Pre-K programs with the Texas Essential Knowledge and Skills (TEKS).

Assessment / Progress Reports

During the first nine weeks, teachers will assess all students on Pre-K skills and objectives. A parent/teacher conference will be scheduled to discuss progress after the assessment is completed.

Attendance

It is very important that your child attends school regularly. Children make better progress when their attendance is consistent. The more consistent your child's attendance is, the more opportunity your child has to develop age appropriate behavior and social contacts. If your child is absent, please call the campus or send a note upon his/her return to school to be considered an "excused" absence. Otherwise, it will be "unexcused."

A consistent morning routine allows students to arrive at school on time and ready to learn. Tardies interrupt classroom instruction and in many cases prevents your child from having a nutritious breakfast at school. Excessive tardies provide inconsistent routines for children and are highly discouraged.



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Daily Schedule (Sample)

Time	Instructional Component
7:30 a.m. – 8:00 a.m.	*Breakfast (not required)
8:00 a.m. – 8:15 a.m.	SEL – Circle Time/ “Morning Movement”
8:15 a.m. – 8:30 a.m.	Emergent Literacy (Letter Knowledge/Read Aloud)
8:30 a.m. – 9:15 a.m.	Experience-Based Learning
9:15 a.m. – 9:30 a.m.	Emergent Literacy (Nursery Rhyme/Phonological Awareness)
9:30 a.m. – 10:15 a.m.	Experience-Based Learning
10:15 a.m. -10:30 a.m.	Emergent Math
10:30 a.m. – 11:00 a.m.	Recess
11:00 a.m. – 11:30 a.m.	Lunch
11:30 a.m. – 12:15 p.m.	Rest / Quiet Time / Nap
12:15 p.m. – 12:30 p.m.	Emergent Literacy (Heggerty/Phonological Awareness)
12:30 p.m. – 1:15 p.m.	Experience-Based Learning
1:15 p.m. – 1:30 p.m.	Emergent Literacy (Shared Writing)
1:30 p.m. – 2:05 p.m.	Experience-Based Learning
2:05 p.m. -2:15 p.m.	Emergent Math (Number Talks)
2:15 p.m. – 3:00 p.m.	Fine Arts/Physical Development and Recess
3:00 p.m. – 3:15 p.m.	Emergent Literacy (Read Aloud)
3:15 p.m. – 3:30 p.m.	Clean-up / Pack-up

Materials and School Supplies

Parents/Guardians will be responsible for providing the child’s backpack, a reusable water bottle, a clean towel washed and returned weekly) to cover the nap mat, an extra set of clothing, and diapers, if the child is not potty trained. Parents are encouraged to label all materials and clothing with the child’s name.

Below is the suggested PK supply list. The campus may request additional supplies.

1 box of Crayons - Crayola - 16 count	1 Paper - Construction - 12x18 - Asst Color - 50 Count
1 Folder - Plastic Pocket	1 PlayDoh - 4 Pack - 5oz



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1 Glue - Elmer's Washable School Bottle - 4 oz	1 Scissors - Fiskar - Kids - 5 inch - Blunt
3 Glue - Elmer's Washable Stick - Purple - .77 oz	1 Tissue - Kleenex - 75 Count
1 Markers - Washable - Crayola Classic - 8 count - Thick	1 Wipes - Baby - Pkg - Unscented - 40 Count
1 Black Chisel Tip Dry Erase Markers - 4 Count	Boys: 1 Zipper Bags - Quart - 25 Count Girls: 1 Zipper Bags - Gallon - 25 Count

Lunch

During lunch and snack times, students may also work on social skills, fine motor skills, and self-care. Parents/Guardians may provide lunch and snacks from home, or the student may purchase a school lunch. If a student has any allergies, please notify the classroom teacher and the school nurse.

Nap / Quiet Time / Rest

The Pre-Kindergarten daily schedule includes a downtime. Children this age need time to rest and rejuvenate their energy level so that they can concentrate and enjoy learning. A nap mat will be provided for each child. Parents will be asked to provide a towel (washed and returned weekly) for the student's comfort. Due to safety and storage, please do not send additional items, such as a pillow, blanket, or stuffed animals. Your child is not expected to take a nap, but s/he will be expected to lie on the nap mat quietly during downtime.

Health and Wellness

- The campus will have a registered nurse.
- The classroom staff will follow precautions when dealing with bodily fluids.
- If a student becomes seriously hurt or ill during the day all efforts will be made to contact the parent/guardian or person listed on the emergency contact list.
- Per district policy, students may not attend school if they have had a fever or vomiting within the past 24 hours.
- Students may return once they have been symptom-free and unmedicated for 24 hours.
- Students must be free of any communicable diseases in order to attend school.
- Medications will be dispensed according to the district guidelines.
- Students will need to adhere to all state vaccination requirements.



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After School Care

Mansfield ISD's before and after-school program, [QUEST](#), provides rigorous activities, engaging enrichment and recreational opportunities that will allow students to explore their interests and discover their talents while supporting students' creative expression, socialization and community awareness. Most importantly, students are safe, comfortable and have fun through a variety of interactive activities.

Monday – Friday:

AM Care / Before School – 7:00 a.m.–7:30 a.m.

PM Care / After School – 3:30 p.m.–6:30 p.m.

QUEST is a prepaid program. At the beginning of the school year, registration and a week's tuition is due the Friday before school begins or before the student's start date, whichever occurs first. For *subsequent weeks*, tuition is always due on Friday for the upcoming week.

The annual application fee is \$50 for one child and \$75 for a family each school term. Tuition is then paid on a weekly basis:

AM Care / Before School – \$30 per week

PM Care / After School – \$65 per week

Before & After Care – \$75 per week

QUEST Locations:

Jandrucko Academy For Early Learners		Carol Holt
J.L.Boren	Judy K. Miller	Mary Jo Sheppard
Janet Brockett	Nancy Neal	Elizabeth Smith
Willie Brown	Brenda Norwood	Cora Spencer
Louise Cabaniss	Annette Perry	Roberta Tipps
Anna May Daulton	Martha Reid	Tarver- Rendon



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MISD Pre-Kindergarten Program Contacts

Alycen Phan | Director of Early Learning | AlycenPhan@misdmail.org

Ana Munoz | Coordinator of Bilingual & Dual Language | AnaMunoz@misdmail.org

Leticia Flores | Special Education Department | LeticiaFlores@misdmail.org