**Port Chester - Rye Universal Pre-K Lottery Protocol**

In January applications are posted on our district website and applications are open to all eligible children. The Port Chester Union Free School District has received funding to offer approximately 350 eligible students full-day prekindergarten. The number of eligible students is contingent upon passage of the official New York State budget and the corresponding per pupil allocations.

**An eligible child is one who:**

• Turns 4 years old on or before December 1st of the school year they are enrolling.
• Is not 5 years old before December 1st of the school year they are enrolling.
• Resides at an address within the Port Chester School District limits.

**Upon the return of the application, the packet is examined to determine all required documents are enclosed:**

- application
- housing form
- proof of residency (such as utility/cable bill, lease, or school/county tax receipt)
- copy of your child’s original birth certificate
- copy of parent ID
- custody papers if applicable
- health certificate appraisal form completed by physician
- most recent immunization records
- emergent multilingual learners form

Incomplete applications are separated, and parents/guardians are notified of missing documents. Applications that are complete and turned in on time before the deadline are assigned a number in numerical order of which they are returned. This allows the district to track how many applications have been submitted. The number is insignificant to the applicant. Pre-K placement is not on a first-come, first-served basis.

The applications are grouped by parental preference (current student assignment, current sibling placement, Regent Street location and 18 Central Avenue location) and Dual Language programming. The numbers that correspond to the applications in each pile are entered into the blind drawing. The drawing is completed by the Pre-K Administrator, the Pre-K Principal and Assistant Principal. The district reserves the right to reconfigure seat allocations. This includes change of site locations, class numbers at each location and number of dual language classes.

Depending on the number of seats open at Regent Street, numbers are drawn for Regent Street in this order:

1. current Regent Street students
2. siblings at Regent Street location
3. Parents who have requested Regent Street location

• Numbers continue to be pulled to create a waitlist.
• The numbers get matched to their corresponding application and then the application is added to the parent’s second preference pile for consideration.
Students are selected for a dual language program using the Emergent Multilingual Learners language profile and then parent consent. Class determination is made with the District Director of ELL & Bilingual Programs along with the Pre-K Administrator. Depending on the number of seats, numbers are drawn. • Numbers continue to be pulled to create a waitlist. • The numbers get matched to their corresponding application and then the application is added to the parent’s second/third preference pile for consideration. Numbers continue to be drawn until all applications are accepted or waitlisted. In the event there is a need to change the number of bilingual sections the district may be required to amend this procedure.

Depending on the number of seats open at 18 Central Street location, numbers are drawn for the 18 Central Location. • Numbers continue to be pulled to create a waitlist. • The numbers get matched to their corresponding application and then the application is added to the parent’s second/third preference pile for consideration.

In the event siblings are included in the lottery, if one sibling is drawn the other(s) are automatically accepted pending availability. As applications are returned after the deadline, if their first preference is still available, they are awarded the slot. If the slots are full, they are added to the waitlist and offered their second/third preference (or waitlisted) depending on availability. Under no circumstances can we reserve slots or adjust lottery results to accommodate specific student demographics.