



**GUIDELINES FOR PARENTS:
APPLYING FOR EARLY ADMISSION TO
PREKINDERGARTEN FOR YOUR CHILD**

**Queen Anne's County Public Schools
Early Childhood Department
202 Chesterfield Ave. Centreville, MD 21617**

Age of Admission

The following are the Maryland State Department of Education age requirements for enrollment to prekindergarten. *See, Annotated Code of Maryland, Education Article 7-101. Admission of Students; COMAR 13A.08.01.02, Age for School Attendance.*

In order to request early admission to prekindergarten, the following requirements are considered:

- **Your child will turn four between September 2 and October 14 of the current school year**
- **Your child may meet income eligibility requirements**
- **Your child demonstrates developmental delays or is at risk for developmental delays as identified in an IEP or IFSP.**

Early entrance to prekindergarten does not mean automatic entry into kindergarten the following year. Children who qualify for entrance to prekindergarten are eligible for two years of a prekindergarten experience or may request early entrance to Kindergarten and complete the process.

Early Admission Procedures

1. The parent must submit a **written request for** early admission to prekindergarten to the **home school administrator** between March 1 and July 1 of the current school year. Under certain conditions, a parent (s) who moves into Queen Anne's County after the July 1 deadline, may request early admission to kindergarten. In order for a new resident request to be considered, the child's birthday must fall between September 2 and October 14 **AND** the request must be made no later than the first day of school for the current school year.
2. Only a written request for early admission will be accepted. Verbal or electronic communication will not be accepted. The written request should include the following information:
 - Name of child
 - Child's date of birth
 - Name, address, and phone number of parent(s)/guardian(s)
 - Reason for request
3. After reviewing the written request, additional information in regards to income eligibility and the IEP/IFSP will be reviewed.
4. A decision of acceptance or denial for Early Admission will be mailed, with instructions for next steps. Placement is contingent upon space availability. All Tier 1 and Tier 2 age eligible students are priority.

¹Parent is defined as the biological or adoptive parent, legal guardian, or person acting in the absence of the parent or guardian.

5. All cases of early admission will be on an initial trial basis for a period of six weeks. Following the six-week trial period, all involved parties will meet and consider information related to the child's ability to function successfully at the grade level as reflected through observation and documentation made by members of the evaluation team and classroom teacher. If the team agrees the child is functioning satisfactorily, then the team will place the child in the appropriate educational setting.

Appeal Process

1. A parent who does not agree with the early admission decision made by the school may appeal that decision in accordance with the following process. All appeals must be in writing; **no verbal or electronic communications will be accepted.**

2. Appeal to the Assistant Superintendent of Curriculum and Instruction.
 - 0 A decision by the home school to deny early admission to kindergarten under these guidelines may be appealed to the Assistant Superintendent of Curriculum and Instruction.
 - 0 The appeal must be made in writing and filed with the Assistant Superintendent of Curriculum and Instruction **within fifteen (15) calendar days** of the date of the notice of early admission denial.
 - 0 The appeal should be mailed to:
Assistant Superintendent of Curriculum and Instruction
Queen Anne's County Public Schools
202 Chesterfield Avenue
Centreville, Maryland 21617

The Assistant Superintendent of Curriculum and Instruction and/or his/her designee, will review the facts of the case and issue a decision in writing within two weeks of receiving the appeal.

3. Appeal to the Superintendent
 - 0 If the appeal is denied or the party is not satisfied with the decision rendered by the Assistant Superintendent of Curriculum and Instruction, he/she may further appeal that decision by filing an appeal with the Superintendent.
 - 0 The appeal must be made in writing and filed with the Superintendent **within ten (10) calendar days** of the date of the Assistant Superintendent of Curriculum and Instruction decision.
 - 0 The appeal shall be mailed to:
Office of the Superintendent
Queen Anne's County Public Schools
202 Chesterfield Avenue
Centreville, Maryland 21617
 - 0 The Superintendent, or his/her designee, will review the facts of the case and issue a decision in writing within two weeks of receiving the appeal.

4. Appeal to the Board of Education

- 0 A decision of the Superintendent, or his/her designee, regarding the denial of early admission to kindergarten may be appealed to the Board of Education of Queen Anne's County.
- 0 The appeal must be made in writing and filed with the Board **within thirty (30) calendar days** of the date of the Superintendent's decision.
- 0 The appeal shall be mailed to:
 - President of the Board of Education of Queen Anne's County
 - Queen Anne's County Public Schools
 - 202 Chesterfield Avenue
 - Centreville, Maryland 21617