



**Pegasus Preschool
Handbook
2024-2025**



Pegasus 2024-25

Purpose

The purpose of the Pegasus Program is to provide on-site preschool for children ages 3 to 5 of Lamar CISD staff members while also providing preschoolers with disabilities an instructional setting in which to interact with typically developing peers. Staff members should be employees eligible for payroll deduction. A substitute is considered to be a part-time, seasonal or temporary employee, and they would not be eligible to participate in payroll deduction for the program's tuition.

General Description

The Pegasus Program consists of approximately 8 children of staff members in preschool together with children who have been identified through the Early Childhood Special Education (ECSE) program as eligible for special education services. The program is staffed by a Pegasus staff member, an ECSE teacher, and ECSE paraprofessionals.

Goals of the Program

- To recruit and maintain skilled staff by providing them with a high-quality, enriching preschool environment for their young children
- To provide an inclusive instructional environment for children with disabilities
- To build a strong school community by supporting early cooperative interactions among children with and without disabilities and their families

Cost of the Program

Tuition is charged to the parents of the children enrolled in the preschool program and defrays costs of hiring a Pegasus staff member, provision of snacks, general supplies, and substitute for any needed days.

- Tuition for the 2024-25 school year will be \$4,050 paid in 18 equal payroll deductions of \$225, beginning September 15, 2024 and ending May 30, 2025, plus the one-time non-refundable deposit of \$225. The Payroll Deduction Authorization form must be completed and given to the Secretary on the Pegasus Program campus along with the Program Agreement and the one-time-non-refundable deposit of \$225 no later than **May 17th, 2024**.
- In the event that the parent is not receiving a paycheck for the month, they must make a check payable to Lamar CISD and give it to the finance department. In the event the parent fails to make current payments to the finance department the child will be removed from the Pegasus program. A late fee of \$10.00 is due if collected after the 1st of the month.
- If a child is withdrawn from the Pegasus program, the parent must provide notification to the Pegasus Program Coordinator and the proper termination form **MUST BE** completed and submitted to payroll. If the withdrawal and forms are completed prior to the 15th of that given month, a half month tuition will be applied. If a child is withdrawn from the Pegasus program and the proper termination form is completed and submitted to payroll after the 15th of that given month, a full month's tuition will be applied.

Income Tax Credit

The Pegasus Program does not qualify as a pretax deduction (cafeteria plan) because it is not a registered day care. However, a portion of the cost of Pegasus tuition may be claimed as a tax credit for income tax purposes. Specifically, it may be claimed as a "Credit for Child and Dependent Care Expenses" on the income tax return. To claim the credit, parents complete an IRS form 2441 if they itemize and file their income tax return on form 1040A. Pay stubs serve as tuition receipts for tax filing purposes.

Enrollment Requirements

- Child must be 3 or 4 years of age by September 1 of the school year. (5 year olds will not be admitted)
- Parent/guardian must be a regular, benefits-eligible employee of Lamar CISD
- If the district staff member is not the biological parent, he/she must have legal guardianship of the child
- Child must not have documented delays in any area or be receiving outside therapies.
- Child must not display any consistent negative behaviors that would interfere with the classroom rules and procedures or excessive self-help needs such as potty training and must be able to function in the program with the 1-8 preschool teacher-child ratio
- Placement in the Pegasus Program may be revoked if excessive misbehavior occurs. Should this instance arise a committee will review all information/data and a recommendation for dismissal will be made. If a child has been dismissed or withdrawn due to disciplinary reasons they cannot reapply the following year.
- Child must not be receiving or qualify for any services that would be provided by special education.
- Child must be fully potty trained. We have a “No Pull-Up” policy.

Selection Criteria

- First selection for the program is designated for returning applicants regardless of previous campus selection.
- Second selection for the program is children of employees on the campus where Pegasus is located. If all children are children of employees of the Pegasus campus, seniority with the district will be used for eligibility.
- Third selection is children of any Lamar CISD employee. Seniority with the district will be used for eligibility.

Enrollment Process

*Please note that a Pegasus program is subject to enrollment and availability and may be subject to closure in some circumstances.

- Pegasus Application Period is established through: March 25nd -April 12th, 2024. Applications submitted after this date may be considered if enrollment space remains.
- LCISD staff parents interested in Pegasus will complete the *Pegasus Application and Speech Screening Permission Form* and submit, along with a copy of the child’s birth certificate, to Alexandria Collins at the Special Education Annex or via email at pegasus@lcisd.org
- At the close of the application period, the selection criteria will be used to determine placement in Pegasus Programs and acceptance and decline letters will be sent out.
 - Returning applicants will receive an acceptance notification. Another speech/language screening is not required.
 - New applications will receive a pre-acceptance notification, and children will be required to pass a speech/language and hearing screening to confirm placement.
- Parent(s) will be notified of acceptance after completion of the speech screening. Upon acceptance, parents will be given a Pegasus Handbook and they will need to complete the online registration and then must return the following forms with the **non-refundable \$225.00 deposit** to the **Secretary on the Pegasus Campus in order to complete registration by May 17th, 2024.**
 - **Pegasus Program Agreement**
 - **Pegasus Payroll Deduction Authorization form**
 - **Parent’s employment assignment**
 - **Birth Certificate (verify birth date)**
 - **Social Security Card of the child**
 - **Current immunization records**
 - **Proof of address (utility bill, voter’s registration)**

Snacks and Supplies

Each Pegasus classroom will receive \$3000 for snacks and supplies for the staff children for the 2024-25 school year.

All purchases require Principal's approval.

Methods:

- The MasterCard credit card - Each elementary school has a MasterCard. Get the credit card from the school secretary and purchase snacks. Turn in the receipt to the school secretary; the secretary will send the receipt to Administration.
- Get a PO from the school secretary
- Buy with the staff's own funds and submit receipt for reimbursement

For all purchases, use the district Tax Exemption form; no taxes will be reimbursed.

Supplies and Materials

The allocation for staff children allows the team to purchase games and toys just for use after school for staff children, so that they will have some items specifically set aside for after school time. Items should be purchased using the regular campus purchasing procedures. The suggested Pegasus Supply List is the same for the first items on the list—those are individual items for that child to use (backpack, vinyl folder, composition book, etc.) Other items (glue sticks, markers, etc.) could be considered general supplies, and according to the Pegasus Program Agreement, would be paid for through Pegasus tuition.

Breakfast & Lunch

Students who attend the Pegasus program on a campus that participates in the Community Eligibility Provision (CEP) program will continue to receive free meals, without submitting the Free/Reduced On-Line Meal Application. Students who attend the Pegasus program on a campus that does not participate in the CEP program, will be required to pay the standard cost of meals if your student chooses to purchase their lunch at school, unless you are approved for Free/Reduced Meals. If you are interested in applying for Free/Reduced Meals, please visit:

<https://www.lcisd.org/departments/support-services/food-service>

LCISD Transportation

The district may be able to provide transportation services for Pegasus students in the afternoon time frame to a parent's home campus of employment. This service may be provided within the same color zone track only, and there already has to be a bus going to the employee's school. No new routes will be considered. A designated individual at the parent's home campus of employment will need a Blue Card to receive the child. Inappropriate behavior on the bus will follow transportation's discipline guidelines. If your circumstance falls under this criteria, please contact your campus administrator and the district transportation department to discuss the arrangement of services.

Staff Information

2024-25 School Year

The **first and last day** for children in the Pegasus Program is the **same as the first and last day** of school for students based off the LCISD district calendar. The Pegasus children follow the same 2024-25 district calendar as the ECSE students. The only exception is on district early release days where the Pegasus children have the option of staying until the regular end time.

Staggered Staff Hours

To provide supervision for the hours from A 6:30AM- 4:15 PM, B 7:00AM- 5:00 PM the staff staggers hours. Alternate or rotating schedules may be needed to meet the staggered hours of campuses and will be adjusted on a case-by-case basis.