

FIRST CLASS PRE-K



*ALABAMA'S VOLUNTARY PRE-K PROGRAM AT THE
DOTHAN CITY EARLY EDUCATION CENTER
IS PREPARING FOR AN EXCITING SCHOOL YEAR!!*

Alabama's state-funded First Class Pre-K program has been awarded the highest quality rating by the National Institute for Early Education Research for the past nine years.

To enroll in the program at the Dothan City Early Education Center, children must be 4 years old on or before September 1, 2019 and live in the Dothan City limits.

First Class: Alabama's Voluntary Pre-K is part of the Office of School Readiness. First Class Pre-K provides effective high-quality early childhood experiences that prepare Alabama's children for school success and lifelong learning.

School readiness means a child enters school with:

- An enthusiasm for learning
- An ability to function in a social setting
- Age-appropriate communication and problem-solving skills
 - Age-appropriate physical and emotional skills
 - Optimal health

IMPORTANT INFORMATION FOR REGISTRATION

We are accepting online pre-registration applications for the 2019-2020 school year. For assistance with accessing the online application, please contact:

Christy Martin, Principal
Dothan City Early Education Center
334-618-5435
chmartin@dothan.k12.al.us

Enrollment is open to all children four years of age on or before 9/1/19 who are residents of the city of Dothan.

Parent/Guardian must provide a copy of the child's birth certificate (may be uploaded into the online pre-registration site or submitted directly to the local school/program).

Parent/Guardian must provide proof of residence – either a current utility bill or copy of a lease or mortgage (may be uploaded into the online pre-registration site or submitted directly to the local school/program).

There is no registration fee for this program.

Upon selection to the program, the child's immunization record must be provided.

No child will be denied participation on the basis of income, gender, race, color, national origin, or disability.

********Pre-Registration Dates********
January 15 – March 10



Registration Information

Go online to <https://alprek.asapconnected.com/> or click the button below. Carefully read the steps for pre-registration and complete the Form. Submit a birth certificate and proof of residence. Directions for selecting the programs for which you wish to register, are listed at the bottom of this document.

If requested, click Allow to open the webpage.

**CLICK HERE FOR
REGISTRATION FORM**

Acceptance to the Program

Acceptance is strictly through a random drawing to be held on **March 11th at 1 p.m. at Honeysuckle Middle School's Auditorium**. Parent/Guardian does not have to be present at drawing. Notices will be emailed beginning April 16th.





FIRST CLASS PRE-K

Alabama's Voluntary Pre-K Program

PRE-REGISTRATION PARENT GUIDE



- 1** NOTE: If you already have an email address, skip to step 5. You must have a valid email address to pre-register. If you do not already have a valid email address, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.



- 2** In the address field at the top of the screen, type in accounts.google.com/signup and hit Enter. Enter your First and Last Name in the displayed fields.



- 3** Type your desired username under Choose your username. Your email address will be your username followed by "@gmail.com" which is already typed for you. Enter a password for your Gmail account under both Create a password and Confirm your password.

Enter your birth date and gender in the fields provided. Skip to the bottom and click Next step. Scroll to the end of the *Privacy and Terms* and click I Agree.

- 4** You may be asked to verify your account. If so, enter a phone number and indicate whether you wish to receive a verification code by a text message or voice phone call, then click Continue. When you receive the verification code, enter it and click Continue. You will receive a welcome message stating your newly created email address.

Your new email address is prekmom2018@gmail.com
Thanks for creating a Google account. You'll be able to log in to Gmail as you'd like, view that for free, and search photos on Maps and list more.

- 5** To begin pre-registration, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone. *Note: As you fill in pre-registration information, type carefully using correct capital and lowercase letters. The information you enter will go directly into our database.*



- 6** In the address field at the top of the screen, type in alprek.asapconnected.com and hit Enter. (Do not use "www" in the address.) You will see the First Class Pre-K Online Pre-Registration welcome page. Carefully read the information provided, then click the link at the bottom to go to the next page.



Read the additional information provided carefully, then select the Create An Account button. Each family may create only one account.

- 7** Fill in required fields about your family with correct information. *An error message will display if all required fields are not completed. Those with red asterisks beside them are required.*

You may upload proof of residence (current utility bill or copy of lease or mortgage). If you do not, you must deliver a copy to each school/program for which you pre-register.

- 8** At the Create Your Login Info section, enter a valid email address and create a password for your Pre-Registration Account.

Next, provide the First Name of the child you are pre-registering as it appears on the Birth Certificate. You may pre-register an eligible sibling by clicking the *Add Another Child* button. Click Next.

Fill in required fields about the child with correct information. You will repeat this process for each child you are pre-registering.

- 9 Note that you may upload a copy of your child's birth certificate. If you do not, you must deliver a copy as proof of age to each school/program for which you pre-register. When fields are complete, click Next.

After you have entered information for each child you are pre-registering, you will be asked to carefully review what you have entered, and will be given the opportunity to edit and correct any mistakes. *Please ensure that names and addresses have been entered correctly.*

- 10 Click the Select button at the bottom of the screen to begin selecting the schools/programs for which you wish to pre-register.

Carefully read the directions provided for selecting schools/programs.

- 11 Select one or more counties from the green drop-down menu at the top left of the screen, then scroll down to view the list of schools/programs available in the county or counties you selected. Note that the program type and address of each school/program is provided.

Click the Register Now button beside each school/program you are interested in having your child attend. **Note: If registering for a public school, verify with the school system that your residence meets its zoning requirements before selecting that location.**

- 12 After each selection, you will have the opportunity to continue selecting schools/programs or to check out. After all desired programs have been selected, click the button to proceed to Checkout.

On the Pre-Registration Summary page, read the information provided and make corrections as needed.

- 13 Then click the Continue Checkout button at the bottom of the page.

If you wish, click the Print Confirmation button to keep a record of your pre-registrations.

- 14 To finalize your pre-registration, you must click the Log Out button at the bottom of the confirmation page. Once this is done, you will receive an email confirmation of your pre-registration.

What happens next?

All First Class Pre-K programs will hold their random drawings between the dates of March 1st and 31st. Programs will draw names to fill their available positions, then continue drawing names to determine the order of names to go on the waiting list.

- 15 During the week of April 16th, families will receive emails notifying them of their child's pending (selected for an available position) or waitlisted status for each program they selected. This notice will go to the email address provided at pre-registration. For each program in which the child was chosen for an available position, the parent/guardian should contact the director of the program to accept or decline the position.



We appreciate your interest in having your child participate in Alabama's nationally recognized First Class Pre-K Program!



PRE-KINDER DE PRIMERA CLASE
Programa Voluntario de Pre-Kinder de Alabama
GUÍA DE PRE-REGISTRACIÓN
FIRST CLASS PRE-K
Alabama's Voluntary Pre-K Program
PRE-REGISTRATION GUIDE



- 1 **NOTA: Si usted ya tiene dirección de correo electrónico, salte a paso 5.** Usted debe tener una **dirección válida de correo electrónico** para pre-registrar. Si no tiene una dirección válida de correo electrónico, abra Chrome, Safari, Firefox, Internet Explorer, u otro navegador de web en una computadora, tableta, laptop, o "Smartphone".



- 2 En el campo para la dirección en la parte superior de la pantalla, escriba **accounts.google.com/signup** y oprima **Enter**. Apunte su Primer Nombre y Apellido en los campos mostrados.



- 3 Ponga su nombre preferido de usuario bajo **Choose your username**. Su dirección de correo electrónico será su nombre de usuario seguido por "@gmail.com" que ya está notado ahí. Entre su contraseña para su nueva cuenta de Gmail bajo ambos **Create a password** y **Confirm your password**.



Ponga su fecha de nacimiento y género en los campos proveídos. Salte a la parte inferior y haga click en **Next step**. Desplácese hasta el final de *Privacy and Terms* y haga click en **I Agree**.

- 4 Le pueden pedir **verificar su cuenta**. Si es así, entre un número telefónico e indique si quiere recibir un **código de verificación** por mensaje de texto o de llamada telefónica, entonces haga click en **Continue**.



- 4 Cuando recibe el código de verificación, póngalo y haga click en **Continue**. Recibirá un mensaje de bienvenidos declarando su **nueva dirección de correo electrónico**.

- 5 Para **empezar la pre-registración**, abra Chrome, Safari, Firefox, Internet Explorer, u otro navegador de web en una computadora, tableta, laptop, o "Smartphone".
Nota: Como va llenando la información de pre-registración, escriba cuidadosamente usando las letras mayúsculas y minúsculas correctamente. La información que pone va directamente a nuestra base de datos.



- 6 En el campo para dirección de la parte superior de la pantalla, ponga **alprek.asapconnected.com** y oprime **Enter**. (No use "www" con la dirección.) Va a ver la página de bienvenida a First Class Pre-K Online Pre-Registration. **Lea cuidadosamente** la información proveída, y haga click en el enlace en la parte inferior para pasar a la siguiente



Lea cuidadosamente la información adicional proveída, seleccione **Create An Account** se permite **solamente una cuenta**.



- 7 Llene los campos requeridos sobre su familia con **información correcta**. *Se mostrará un mensaje de error si todos los campos requeridos no son completados. Los con las estrellitas rojas a un lado son requeridos.*

Usted puede subir su **comprobante de residencia** (factura de servicios públicos o copia de contrato de renta o hipoteca). Si no lo hace, tiene que **entregar una copia** a cada escuela/programa de que está pre-registrando.

- 8 En la sección **Create Your Login Info**, ponga una dirección válida de correo electrónico y cree una contraseña para su Cuenta de Pre-Registración.



Siguiente, provea el Primer Nombre de su hijo que está usted pre-registrando **como parece en su Acta de Nacimiento**. Usted puede pre-registrar otro hijo elegible por hacer click en el botón **Add Another Child**. Haga click en **Next**.

9 Llene los campos requeridos sobre su hijo con la información correcta. Va a repetir este proceso para cada hijo que está pre-registrando.

Note que puede subir una copia del **acta de nacimiento** de su hijo. Si no lo hace, tiene que **entregar** una copia a cada escuela/programa de que está pre-registrando. Cuando los campos están completos, haga click en **Next**.



10 Después de que ha puesto información sobre cada hijo que está registrando, le va a pedir a usted que revise lo que ha puesto, y usted tendrá la oportunidad de hacer cambios o corregir cualquier error. **Por favor asegúrese que los nombres, apellidos, y direcciones ha sido puesto correctamente.**

Haga click en el botón **Select** en la parte inferior de la pantalla para empezar seleccionando escuelas/programas de que quiere pre-registrar.



11 Lea cuidadosamente las **instrucciones** proveídas para seleccionar escuela/programa.

Seleccione uno o más **condados** del menú que baja de la parte superior e izquierda de la pantalla, después desplácese hasta la parte inferior para ver la lista de escuelas/programas disponibles en el condado o condados que seleccionó.

Note que el **tipo de programa** y la **dirección** de cada escuela/programa están proveídos.



Haga click en el botón **Register Now** al lado de cada escuela/programa en que está interesada para asistir su hijo.

12 Después de cada selección, usted tendrá la oportunidad de seguir **seleccionando escuelas/programas** o de salir. Después de que ha seleccionado todos los programas deseados, haga click en el botón para continuar a la salida.



13 En la página de **Pre-Registration Summary**, lea la información proveída y haga las correcciones como necesario.

Después haga click en el botón **Continue Checkout** en la parte inferior de la página.



14 Si desea, haga click en el botón **Print Confirmation** button to keep a record of your pre-registrations.

Para **finalizar** su pre-registración, tiene que hacer click en el botón **Log Out** parte inferior de la página de confirmación. Once this is done, you will receive an **email confirmation** of your pre-registration.



¿Qué ocurre a continuación?

15 Todos los programas de Pre-Kinder de Primera Clase tendrán las selecciones arbitrarias entre las fechas del **1 y el 31 de marzo**. Los programas seleccionarán los nombres para llenar los cupos disponibles, después seguirán seleccionando nombres para determinar la posición en la lista de espera.

Durante la **semana del 16 de abril**, las familias recibirán **correo electrónico** notificandoles del estado **pendiente** (seleccionado para un cupo disponible) o de la **lista de espera** para cada programa que seleccionaron. This notice will go to the email address provided at preregistration. For each program in which the child was chosen for an available position, the parent/guardian should contact the director of the program to accept or decline the position.



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PRE-REGISTRATION TIMELINE



Advertising and Pre-Registration

- Recruitment flyers posted in community
- Parents/Guardians provide proof of residence and date of birth and pre-register children in ASAP
- Directors can view and monitor pre-registrations in ASAP

Random Selection Drawing

- Each program chooses a date and holds a random selection drawing

Random Selection Drawing Results Marked

- Directors mark each pre-registered child's status in ASAP as **Pending** (*selected in drawing for an available position*) or **Waitlisted** (*not selected in drawing for an available position*)

Parent/Guardian Notification

- DECE triggers emails notifying families of Pending or Waitlisted status
- Pending status families asked to accept or decline

Enrollment Completion and Class Creation

- Directors change status of children marked as Pending in ASAP to Completed status (if position is accepted) or Dropped status (if position is declined) based on parent responses
- Directors assign students with Completed Status specific classes in ASAP