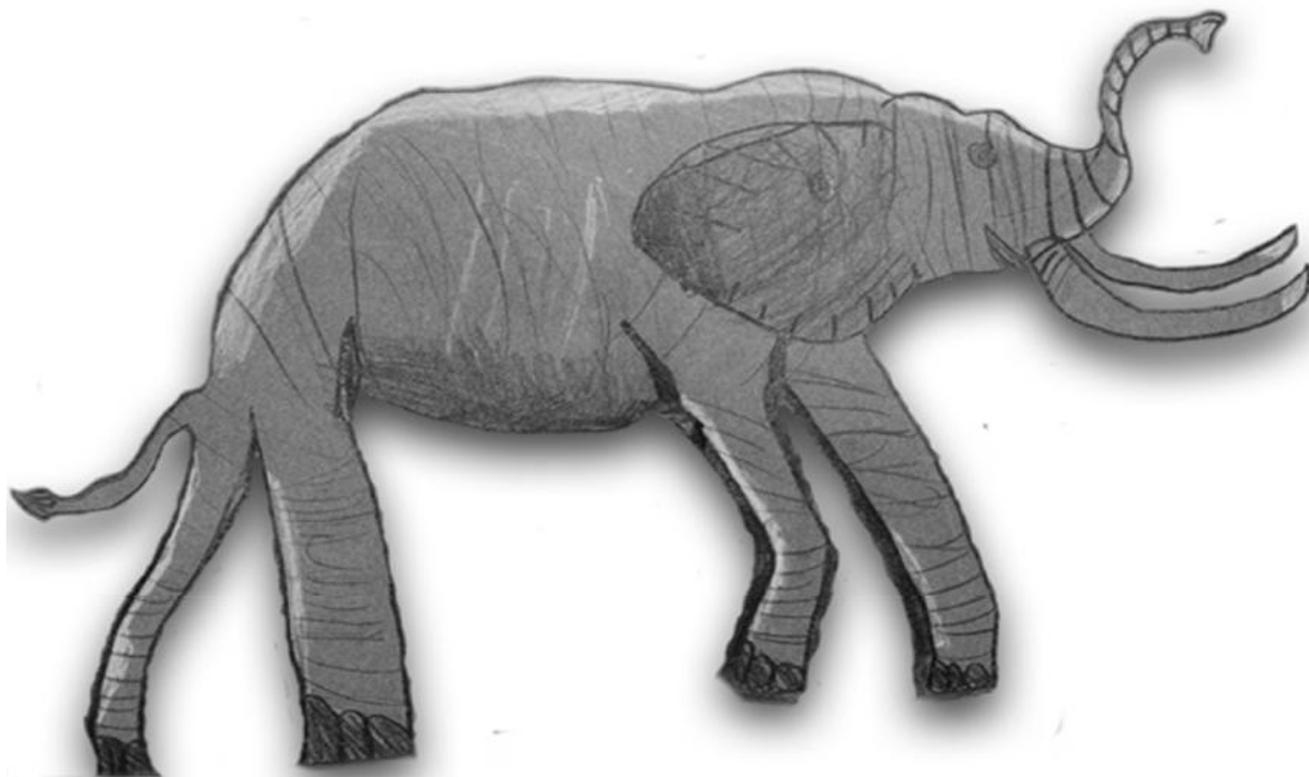


NEW YORK CITY DEPARTMENT OF EDUCATION

PRE-KINDERGARTEN DIRECTORY 2012-2013





**Department of
Education**

Dennis M. Walcott, Chancellor

Dear Parent or Guardian,

Welcome to New York City public schools! Selecting a pre-kindergarten program is an important decision marking an exciting first step in your child's academic career.

This directory includes information you should review in order to learn about the pre-kindergarten admissions process and available programs. In addition to reading this directory, we encourage you to research and visit **public elementary schools** and **community-based organizations** to learn more about the pre-kindergarten options in your community.

If you have questions about the admissions process, please call the Office of Student Enrollment at 718-935-2009 or visit www.nyc.gov/schools/prek.

A handwritten signature in black ink that reads "Robert Sanft". The signature is fluid and cursive.

Robert Sanft
Chief Executive Officer, Student Enrollment

Cover Art Created By:

Maurice Georges

P.S. 132, The Conselyea School, Brooklyn

Art Teacher: Heather de Koning Foley

Principal: Beth Lubeck-Ceffalia



Welcome to Pre-Kindergarten Admissions!

If your child is turning four years old in 2012, it's time to think about pre-kindergarten. Children born in 2008 who live in New York City are eligible to participate in pre-kindergarten programs that are offered by the New York City Department of Education.

Universal Pre-Kindergarten (UPK) programs are important because they create the foundation for your child's future success. Over the course of the school year, your child will develop basic literacy and math skills. He or she also will learn how to share, take turns, work in groups, think creatively, and solve problems.

All UPK programs are free of charge. Programs can be half-day (2 hours and 30 minutes) or full-day (6 hours and 20 minutes). Half-day programs may take place in the morning (AM) or afternoon (PM). All UPK programs are required to provide high-quality, standards-based instruction to promote school readiness for all students.

Programs are available at **public elementary schools** and **community-based organizations**. There are separate application processes for public schools and community-based organizations.

| | Public Schools | Community-Based Organizations (CBO) |
|------------------------------|---|---|
| How to Apply | Apply online at www.nyc.gov/schools/prek or Apply in person at an Enrollment Office | Contact individual CBOs directly |
| Application Deadline | April 5, 2012 | Rolling admission |
| Admissions Priorities | Please see page 3 of this directory | Vary by CBO, typically first-come, first-served |

Public School UPK Programs

Directory Pages 6-13

Each public school UPK program listed in this directory includes the school's DBN (School Code), the school name, address, and phone number. The directory also provides the number of available seats in each public school program (AM, PM, and Full-Day) for the 2012-13 school year, as well as information about the total number of applicants and seats from last year's pre-kindergarten admissions process. This historical information is provided to help you better understand how parents/guardians made their choices last year.

Community-Based Organization UPK Programs

Directory Pages 15-27

Community-Based Organizations (CBOs) are private pre-school centers that partner with the City to provide free half-day and full-day UPK programs to families. Programs identified as half-day may have extended day services available for additional hours; contact CBOs directly for more information. For each CBO UPK program listed in this directory, we have included the district where the program is located, the school name, address, and contact information. CBO UPK programs manage their own application processes. If you are interested in CBO programs, you must contact individual CBOs directly.

Important Information for Students with Individualized Educational Programs (IEPs)

If your child currently has an IEP that recommends related services, Special Education Itinerant Teacher (SEIT) services, and/or Special Class or Special Class in an Integrated Setting for only part of the day, and you want to apply to a New York City public school pre-kindergarten program for the 2012-13 school year, you may use the standard application processes described in this directory.

If your child has an IEP that specifies Special Class or Special Class in an Integrated Setting for a full day, you should work with the Committee on Pre-school Special Education (CPSE) at your local Committee on Special Education (CSE). For a listing of CSEs, call 311 or visit www.nyc.gov/schools/Academics/SpecialEducation/CSE.

Public School UPK Programs

Public School Admissions Calendar

Below is a list of important activities and dates for the 2012-13 **Public School UPK Programs** admissions process.

| Activity | 2012 Date(s) |
|---|-------------------|
| Application period begins; directories and applications available | March 5 |
| Deadline to submit application | April 5 |
| Offer letters mailed to families | Week of June 11 |
| Pre-registration at schools | June 12 – June 22 |

How to Apply

There are two ways to complete the pre-kindergarten application:

1. Online at www.nyc.gov/schools/prek
2. In person at an Enrollment Office (see page 4)

Do not submit an application by mail. The online and paper applications are the same and you should only submit one application.

Apply Online: The online application is available at www.nyc.gov/schools/prek. You must submit the online application by 11:59 pm on Thursday, April 5, 2012. Late applications will not be processed.

To apply online, all you need is an email address. If you do not have access to a computer at home, you may complete an application at a New York City public library location. Access to computers is available with a free library card. To sign up for a library card, you need to provide proof of address. To find a library in your area, call 311.

Apply In Person: Visit your local Enrollment Office to fill out a paper application or work with a counselor to complete the online application. Enrollment Offices are open from 8 am to 3 pm, Monday through Friday. The deadline to apply in person is Thursday, April 5, 2012 at 3 pm. Late applications will not be processed. For a list of Enrollment Offices, please see page 4.

Make Informed Decisions

During the application period, you can apply to your local zoned school and other schools of interest. Your zoned school is determined by your home address. If you don't know your zoned school, call 311 or visit www.nyc.gov/schools/schoolsearch and enter your home address.

We recommend that you call schools of interest to schedule time for a visit. You can find school contact information in this directory. It's important to visit schools so that you can determine travel time from your home. There is no transportation provided by the Department of Education for pre-kindergarten students.

Application Checklist Before you submit the application, review the checklist below:

- Do not use abbreviations on the application.
- Include your apartment number on the application (if applicable).
- List only those schools you are interested in having your child attend; if your child is offered a placement, it will be to one of the schools that you list on the application.
- Do not list Community Based Organizations (CBOs) on your application.
- Siblings:** In order for your child to receive sibling priority to attend his or her older sibling's school, you must list the older sibling's school in Section 3 of the application.

A sibling is defined as a brother or sister who lives in the same household as the applicant (this includes half, step and foster brothers and sisters).

Public School UPK Programs

Eligibility

Children born in 2008 who reside in New York City are eligible to participate in UPK programs that are offered by the New York City Department of Education.

Admissions Priorities

Students are admitted to NYC DOE public school UPK programs in accordance with the following admissions priority order:

1. Zoned students with a verified sibling who will be in grades K-5 in the school in September 2012;
2. Zoned students other than those in (1) above applying to the zoned school;
3. In-district students with a verified sibling who will be in grades K-5 in September 2012, and who have no zoned school or whose zoned school has no pre-kindergarten program;
4. In-district students with a verified sibling who will be enrolled in grades K-5 in September 2012, and who are zoned to a different school which has a pre-kindergarten program;
5. Out-of-district students with a verified sibling who will be enrolled in grades K-5 in September 2012 applying to a program at a school in their borough;
6. Out-of-district students with a verified sibling who will be enrolled in grades K-5 in September 2012 applying to a program at a school outside their borough;
7. In-district students with no zoned school or whose zoned school has no pre-kindergarten program;
8. In-district students applying to a program at a school other than their zoned school;
9. Out-of-district students applying to a program at a school in their borough;
10. Out-of-district students applying to a program at a school outside their borough.

Note: Schools are responsible for verifying sibling status before assignments are made. To be verified, a sibling must be pre-registered or enrolled at the school at the time of application submission.

As You Apply, Keep In Mind...

- There is no guarantee of a placement in a pre-kindergarten program.
- If there are more students applying than there are available seats within a priority group, there will be a random assignment process for the available seats.
- Placement in a pre-kindergarten program in a school does not provide priority for a kindergarten placement in that school for the following school year.

Public School UPK Programs

If you have questions or concerns about the public school pre-kindergarten admissions process, please contact the Office of Student Enrollment at 718-935-2009.

If you would like to apply in person for public school UPK programs, please visit one of the Enrollment Offices listed below.

| Enrollment Offices Open from 8 am – 3 pm, Monday through Friday | |
|--|--|
| Borough | Address |
| Bronx | 1 Fordham Plaza, 7th Floor, Bronx, NY 10458 |
| | 1230 Zerega Avenue, Bronx, NY 10462 |
| Brooklyn | 1780 Ocean Avenue, Brooklyn, NY 11230 |
| | 415 89th Street, Brooklyn, NY 11209 |
| | 29 Fort Greene Place, Brooklyn, NY 11217 |
| | 1665 St. Mark's Avenue, Brooklyn, NY 11233 |
| Manhattan | 333 Seventh Avenue, 12th Floor, New York, NY 10001 |
| | 388 West 125th Street, 7th Floor, New York, NY 10027 |
| Queens | 28-11 Queens Plaza North, Long Island City, NY 11101 |
| | 30-48 Linden Place, Flushing, NY 11354 |
| | 90-27 Sutphin Boulevard, Jamaica, NY 11435 |
| Staten Island | 715 Ocean Terrace, Building A, Staten Island, NY 10301 |

Public School UPK Programs

What You Can Expect After You Submit the Application

You will receive a decision letter the week of June 11, 2012. If you applied using the online application, you will be notified by e-mail and by standard mail. If you submitted a paper application in person at an Enrollment Office, you will be notified by standard mail only.

Pre-Registration: If your child receives a pre-kindergarten assignment, you may choose to accept or reject the offer. If you decide to accept an offer, you must pre-register at the school site where you were offered a placement or you will forfeit your seat.

The pre-registration period is from June 12 through June 22, 2012.

What to Bring When You Pre-Register: You must bring your child and the required documents listed below.

- Offer letter
- Child's birth certificate or passport
- Child's immunization records
- Proof of residence (two documents), which will be verified by any **two** of the following:
 - ✓ A residential utility bill (gas or electric) in the resident's name issued by National Grid, Con Edison, or the Long Island Power Authority; must be dated within the past 60 days
 - ✓ Documentation or letter on letterhead from a federal, state or local government agency, including the Internal Revenue Service (IRS), City Housing Authority, Human Resources Administration (HRA), the Administration for Children's Services (ACS) or an ACS subcontractor indicating the resident's name and address; must be dated within the past 60 days
 - ✓ An original lease agreement, deed or mortgage statement for the residence
 - ✓ A current property tax bill for the residence
 - ✓ A water bill for the residence; must be dated within the past 60 days
 - ✓ Official payroll documentation from an employer such as a form submitted for tax withholding purposes or payroll receipt; a letter on the employer's letterhead will not be accepted; must be dated within the past 60 days

Community-Based Organization UPK Programs

Eligibility

Children born in 2008 who reside in New York City are eligible to participate in UPK programs that are offered by the New York City Department of Education.

Choosing a Community-Based Organization (CBO) UPK Program

Review the list of CBO UPK programs provided in this directory to identify programs that may be right for your child. Then, call or visit CBO UPK programs that interest you to ask about seat availability.

Applying to a CBO UPK Program

You can obtain the CBO application at any CBO UPK site or online at www.nyc.gov/schools/prek. Be sure to complete one CBO UPK application for each CBO program to which you are applying. You must deliver the application directly to the CBO site. Each CBO UPK site will notify you whether space is available for your child.

CBO Admissions Priorities

Admissions priorities vary by CBO, but typically students are admitted on a first-come, first-served basis. Some programs reserve seats for children already enrolled as three-year-olds at the CBO.

What You Can Expect After You Submit the CBO Application

Each CBO UPK site will notify you whether space is available for your child. You will be required to bring the same documents referenced on page 5.

In the event that your preferred CBO UPK site does not have space, you can review the CBO UPK program list that starts on page 15 of this directory for an alternative program or call 311 for more information. You can also visit City Maps (<http://gis.nyc.gov/doitt/nycitymap>) to identify other programs in your area.

Pre-Kindergarten Field Offices

For information about CBO enrollment processes and instructional programs for four-year-olds, please contact an Early Childhood Field Office listed below or visit www.nyc.gov/schools/Academics/EarlyChildhood/ParentResources.

| Field Office | Operations Manager | Program Administrator | Location |
|------------------------------------|--|---|---|
| Bronx/ Manhattan | Trisia Carter 718-741-3963 TCarter2@schools.nyc.gov | Alycia Rhinehart 718-741-7844 ARhinehart@schools.nyc.gov | 1 Fordham Plaza Room 808 Bronx, NY 10458 |
| Brooklyn/ Staten Island | Christopher McKay 718-643-1173 ext. 82239 CMckay@schools.nyc.gov | Teresa Caccavale 718-643-1173 ext. 82254 TCaccav@schools.nyc.gov | 300 Adelphi Street Room 206 Brooklyn, NY 11205 |
| Queens | Richard Switach 718-642-5803 RSwitac@schools.nyc.gov | Sherry Copeland 718-642-5871 SCopeland@schools.nyc.gov | 82-01 Rockaway Blvd Room 420 Ozone Park, NY 11416 |