

WFISD Employees,

Will you be working for WFISD as an employee during the 2019-2020 school year? Do you have a child that will be 4 years old on or before September 1<sup>st</sup>, 2019? Is your child otherwise ineligible to participate in the state funded pre-k program?

If you answered “yes” to these three questions, then your child is eligible to participate in WFISD’s Tuition Based Pre-k Program for Children of District Employees!

Please read below for some basic information about the program.

#### QUALIFYING TO ATTEND PRE-K FOR FREE

- The Tuition Based Pre-k program is specifically designed for employees whose children would otherwise be ineligible to attend pre-k for free. Before enrolling in the tuition based program, be sure that you do not meet the state’s criteria for free pre-k. Visit TEA’s website for more information at <https://tea.texas.gov/ece/eligibility.aspx>
- If you are unsure as to whether or not you meet the eligibility requirements, please contact Travis Armstrong at extension 15040 or by sending an email to [tdarmstrong@wfisd.net](mailto:tdarmstrong@wfisd.net)

#### TUITION

- Tuition for this program is \$300 per month.
- The finance department has notified our department that the first deduction for employees participating for the 2019-2020 school year will be deducted in August 2019. The last deduction will be in May 2020.
- The only option to pay the tuition is through payroll deduction.

#### STEPS FOR REGISTRATION / ENROLLMENT

1. If you are interested in the program, please complete the pre-registration form at the following link <https://forms.gle/Z14MNWTqyBBPLRDH8>
2. After completing the form, you will receive an email confirmation of the information you entered.
3. When campus placement is verified, you will receive a letter indicating your child’s assigned campus. (The campus principal, or their designee, assigns students specific teachers / classrooms on the campus. Our department does not do that).
4. The finance department will provide you with a payroll deduction form to be signed and returned.
5. When the PEIMS Department notifies our department that “infosnap” (the district’s online enrollment system) has “rolled over” and is ready to collect data for the 2019-2020 school year, you’ll be notified to take your child’s enrollment documents to the campus secretary of your child’s campus and complete infosnap.
6. You will be provided with the times and dates of in-person meetings regarding the program and to answer any questions you may have. These will be scheduled for early

August – Feel free to ask any questions beforehand by calling Travis Armstrong at extension 15040.

Thank You,

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