



BARROW COUNTY SCHOOL SYSTEM  
**PRE-K PROGRAM OPEN ENROLLMENT GUIDELINES**  
**2024-2025 SCHOOL YEAR**



*Thank you for your interest in the Pre-K program operated by the Barrow County School System (BCSS). The following information provides answers to several frequently asked questions. We hope that you find it helpful.* Our state government reviews all lottery-funded programs each year and decisions made at the state level may need to be enacted at the local level. We will make you aware as we are informed of these decisions. **All Pre-K classes are pending state budget/funding and approval of the BCSS Pre-K Grant Agreement by Bright from the Start, Georgia Department of Early Care and Learning.**

### **Application Information**

**Applications for the Barrow County School System 2024-2025 Georgia Pre-K Program Lottery will be accepted online starting March 1 at 8AM until March 29 at 5PM using the BCSS Pre-K Lottery Online Application System.** Children must be four years of age on or before September 1, 2024, to apply for the BCSS Pre-K program. Children who are five years of age on or before September 1, 2024, may apply for the BCSS Pre-K program, if they did not attend a Bright from the Start Georgia Pre-K Program as a four-year-old. *Parents are encouraged to consider the child's date of birth, physical maturity, emotional maturity, and prior experiences when making the decision to enroll their child in the Pre-K program at age four or five.*

**The link to the Pre-K Lottery Online Application System can be found on the [BCSS Pre-K Lottery webpage](#).** Parents will use the online system to submit their Pre-K Lottery application and upload the required documents. Parents will be required to upload a photo or scanned copy of each of the required documents (proof of residency, proof of birth, and parent photo ID). Current proof of residency (*must be dated within the last 30 days*) will be used to verify their elementary school attendance zone. *Proof of residency is a utility bill (electric, gas, water, cable/satellite, garbage, or house phone), settlement statement, or a rental/lease agreement. If a child's family is living with someone and does not have proof of residency, parents should contact the registration department at 770-867-4527.* Parents will also need to upload a copy of their child's birth certificate or other acceptable proof of age and identity to verify the child's birthday/age. **The Pre-K Lottery Online Application System will close on March 29<sup>th</sup> at 5:00PM.** Completion of a Pre-K Lottery online application does not guarantee that a child will be enrolled, but instead places the child on the list for the BCSS Pre-K Lottery for 2024-2025. **Any families who miss the March 29<sup>th</sup> deadline will not be eligible to participate in the Pre-K Lottery.** After the BCSS Pre-K Lottery, a parent will need to email Margrette Bailey at [margrette.bailey@barrow.k12.ga.us](mailto:margrette.bailey@barrow.k12.ga.us) starting April 24<sup>th</sup> to make a request to be placed on the BCSS Pre-K Waiting List for their child's school attendance zone.

### **Pre-K Lottery Information**

All online applications submitted for each Pre-K class will be assigned a lottery number based on the elementary school attendance zone. **After you submit your online application and required documents, it may take up to three business days to receive your child's lottery number. Our staff will verify the information provided and email you a copy of your pre-k lottery application with your child's pre-k lottery number listed on the bottom of the application.** Families with more than one child eligible for Pre-K will be assigned one number and the siblings will be drawn together. The lottery consists of random drawings from all applicants within each elementary school attendance zone. Ten separate lottery drawings will be held to determine the class lists and waiting lists for each elementary school. Each drawing will be pre-recorded. **On April 17<sup>th</sup>, 2024 links to view the Pre-K Lottery drawings will be posted online on the [BCSS Pre-K Lottery webpage](#) after 1PM.**

**All families submitting Pre-K Lottery Applications will be notified by email whether their child is on a Pre-K class list or on a waiting list.** For safety reasons, the Pre-K Lottery will not be open to the public, class lists will not be posted online, and no information will be given over the phone. *If you do not receive an email by April 19, 2024, you may contact Margrette Bailey at [margrette.bailey@barrow.k12.ga.us](mailto:margrette.bailey@barrow.k12.ga.us).*

## **How Pre-K Classes Are Established**

**Starting in the 2024-2025 school year, the Department of Early Care and Learning (DECAL) will be reducing the pre-k class sizes from 22 students per class down to 20 students per class.** The Barrow County School System will have 19 Pre-K classrooms located at ten elementary schools. All Pre-K students must attend a Pre-K class within their elementary school attendance zone, unless student numbers create a need for a combo class. The number of pre-k classes located at each elementary school will be determined based on the number of pre-k applications taken in the lottery and other factors such as available space and funding, etc. **The Pre-K classes will be drawn by using one of two ways based on the needs of each school.** One way is by drawing 20 students for class A and then drawing 20 students for class B. The other way is by drawing 40 students for two classes and the school will place the students in their pre-k classes. **The rest of the students drawn in the lottery will establish the order of the waiting list for that school attendance zone.**

Enrollment is limited to twenty students per class. Any openings that become available in the 19 Pre-K classes will be filled using the waiting list. The Pre-K Director will keep documentation of the progression of each school's waiting list. **After notification, families of children who are placed in a BCSS Pre-K class will need to register their child. Details regarding the BCSS online registration process will be included in the email sent to each family.** In addition to completing the online registration, families will need to provide their child's birth certificate, Immunization Form 3231, Hearing, Vision, Dental, and Nutrition Screening Form 3300, and social security card/wavier. **Proof of residency will be required at the time of registration and must be dated within 30 days of the date of registration.** Proof of residency is used to verify the elementary school attendance zone.

*We allow for a range of documents to demonstrate age, residency, identity, and immunization status; exceptions will be made where appropriate; and no document will be required that would cause or result in discrimination based on race, color, national origin, or immunization status.*

## **What if we move after the Pre-K Lottery or during the Pre-K school year?**

**If your child is placed in a Pre-K class and you move after the Pre-K Lottery is held (over the summer or during the school year) you have the following options:**

**1. If you still reside in Barrow County, you can do ONE of the following:**

- Parents can make a request for their child to stay at their current school and provide their own transportation for the remainder of the Pre-K year only. *\*If this option is chosen, the parent must send a request in writing to the Principal & the Pre-K Director asking to stay at their current elementary school in the Pre-K Program for the remainder of the school year and the parent will provide their own transportation.*  
*The student must still live in Barrow County.*

**OR**

- Parents may choose to place their child on the bottom of the waiting list for the new elementary school attendance zone and lose their child's current spot. *The student must also still live in Barrow County.*

**2. If you no longer reside in Barrow County (child's physical residence is in another county), you must give up the BCSS Pre-K spot and look for another Pre-K spot in the county you reside in.**

Once the school year begins, if a child on the BCSS Pre-K waiting list attends another lottery-funded Pre-K or Head Start Program in Barrow County, the child will be removed from the BCSS Pre-K Program waiting list. We want to work together with the other Pre-K providers in Barrow County to serve as many students as we can. *However, parents may make a special request, based on their individual situation, to keep their child on the BCSS Pre-K Program waiting list by contacting Margrette Bailey at 770-867-4527 Ext. 100133 or emailing her at [margrette.bailey@barrow.k12.ga.us](mailto:margrette.bailey@barrow.k12.ga.us).*

## **Pre-K Information**

The BCSS Pre-K Program will be located at ten elementary schools. We will follow the Barrow County School System calendar and elementary school hours of operation (7:30AM-2:00PM). Bus transportation will be available within your child's school attendance zone. *For further information, please visit the [BCSS Pre-K Program webpage](#) or contact the Barrow County School System Pre-K Program at 770-867-4527 Ext.100133 or email Margrette Bailey at [margrette.bailey@barrow.k12.ga.us](mailto:margrette.bailey@barrow.k12.ga.us).*