

Dear (parents):

Welcome to the beginning of an exciting adventure – the start of your child’s formal education. We at (insert school name here) are pleased to be a part of this process.

Kindergarten registration will be held at (insert school name here) on (insert registration date) and (insert 2nd registration date). **Please call as soon as possible to set up an appointment.**

Children who are five years of age on or before August 15th are eligible and permitted to start kindergarten this year.

Please **complete all forms enclosed**. When you come to registration (it is *not* necessary to bring your child), you will need to bring these forms as well as the following:

- Your child’s birth certificate
- Your child’s immunization records
- Proof of residence

(SEE BACK OF THIS LETTER FOR DETAILS)

Registration has been scheduled so that you will have an opportunity to have your registration materials reviewed by both the school secretary and the school nurse. At that time you will be informed of any additional items that are needed in order for your child to start school in the fall.

At that time you will also make an appointment for you and your child to come back to the school to learn more about our Kindergarten program and meet our teachers. These appointments will be scheduled for late April.

If you have questions concerning registration or if you have decided not to enroll your child in kindergarten this year, please contact our office at (insert phone #).

Sincerely,

(insert Principal’s name)
Principal

Appointment Date: _____

Time: _____

BIRTH CERTIFICATE

Please present your child's original birth certificate.

If you do not have a birth certificate for your child, one may be obtained by contacting the address below for an application form:

Pennsylvania Department of Health
Division of Vital Statistics
P.O. Box 1528
New Castle, PA 16103

You can also order a copy of you child's Birth Certificate on line at 222.dsf.health.state.pa.us.

IMMUNIZATION RECORDS:

We would like to inform all parents that the Commonwealth of Pennsylvania requires the following immunizations for new entries into kindergarten and first grade:

3 or more properly spaced doses of polio vaccine (IPV or OPV)

4 or more doses of tetanus – diphtheria vaccine (one dose on or after the 4th birthday)

2 doses of MMR (Measles, Mumps, Rubella) – (2 doses live attenuated vaccine after 12 months of age or serological proof of immunity)

Hepatitis B – Series of 3 appropriately spaced doses

Varicella (chicken pox) immunity – either from vaccination, history of disease or laboratory testing

PLEASE NOTE: Your child will not be assigned to a class and WILL BE excluded from school until proof of proper immunization is given.

PROOF OF RESIDENCE:

The state now requires that parents must provide the school district with PROOF OF RESIDENCE. This can be a copy of any document that shows your name and street address that indicates that you reside in our school district. Documents that will be accepted are driver's license, lease, deed, monthly bill or bank statement.

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Your child will not be permitted to enter school unless you provide us with the above-mentioned documents (birth certificate, immunization records, proof of residence – all required by the state).