



Wallingford-Swarthmore School District
Swarthmore-Rutledge School
100 College Avenue, Swarthmore, PA 19081
610.544.5700

TO: Parents of Prospective Kindergarten Students
FROM: Dr. Angela Tuck, Principal
SUBJECT: **REGISTRATION FOR KINDERGARTEN STUDENTS IN THE
WALLINGFORD-SWARTHMORE SCHOOL DISTRICT, 2016-17**
DATE: January 2016

Who needs to register?

If your child will be entering kindergarten in September 2016, it is important that you register your child as soon as possible. In order to facilitate staffing and planning, we need to have an accurate count of children planning to attend kindergarten during the 2016-17 school year.

Please share this letter with neighbors and friends.

If there is a child of kindergarten age in your neighborhood who has no siblings attending district schools, please relay this information to his/her parents.

How do I register my child for Kindergarten?

Eligibility

To be eligible for kindergarten admission in September 2016, children must be 5 years old on or before September 1, 2016.

Process

Registration packets will be available at any of the elementary schools. Required forms and registration information can also be found on the school website at www.wssd.org under the tab for Department of Child Accounting and Registration. The district will also be offering **online registration** this year. This can be accessed through the district website. Questions should be directed to the Child Accounting/Registrar's Office at (610.892.3470 ext. 1506). If you need assistance, you can also contact the SRS building secretary at 610.544.5700, Option "0"..

Deadline

Registration is ongoing, but children must be registered by March 1, 2016, in order to be included in the March 8th lottery to determine morning or afternoon kindergarten session placement.

On-Going Registration: After March 1st

If you are unable to register by March 1st, you should register online or in person. To register in person, please contact the Child Accounting/Registrar's Office at (610.892.3470 Ext. 1506) to schedule an appointment for registration. The Child Accounting Office is located in the WSSD District Administration Offices at Strath Haven Middle School at 200 South Providence Road, Wallingford, PA. Information and links to register online can be found on the website under Child Accounting/Registrar's Office.

Assignment to morning and afternoon kindergarten sessions

The Wallingford-Swarthmore School District Kindergarten is a half-day program. Each student is assigned to either a morning or afternoon session. The times for each session are listed below.

Morning Session: 8:45 a.m. - 11:30 a.m.

Afternoon Session: 12:45 p.m. - 3:30 p.m.

May I indicate a preference for morning or afternoon session?

Families may indicate a preference for either morning or afternoon session, but the school district cannot guarantee that requests will be granted. The following procedure will be used to ensure equity in assigning sessions. (Please note: Session assignment will not be made on a first come-first served basis and will not be performed during registration.)

A request form for kindergarten session assignment is included in the registration packet. Each family will be asked to note one of the following: **no preference, preference for morning session; or preference for afternoon session.** If the number of requests for one of the sessions exceeds our capacity to honor those requests, a lottery (i.e., random selection) will be used to determine session assignments. If a lottery is necessary, it will be held on March 8th, in conjunction with the Kindergarten Orientation (see below). **Please note: children must be registered by March 1st in order to be included in the lottery. Registration is not considered complete unless all required parts have been submitted. Parents are advised to allow enough time to collect immunization records to submit as part of the complete registration.** The district makes every effort to adhere to the selection order determined by the lottery, but reserves the right to make adjustments necessary for balancing classes to provide an optimal learning environment for all students. Parents will be notified in writing of kindergarten teacher assignments in mid-August of 2016.

Kindergarten Orientation

We invite all parents to join us for a kindergarten orientation on **Tuesday, March 8, 2016**, from 7:00-8:30 p.m. in the auditorium of Swarthmore-Rutledge School located at 100 College Avenue, Swarthmore, PA. The agenda will include information on school transportation, kindergarten health services, Home & School Association, and upcoming events for children and parents. (If necessary, the lottery – used to determine session assignment – will also be held at this time.)

Documentation Required for Registration

1. Proof of residency: (This is necessary even if you have other children in the Wallingford-Swarthmore School District.) Residency must be verified by presentation of **both** of the following documents:

- 1st proof: real estate tax bill, deed, or rental/lease agreement
- 2nd proof: current utility bill for the address

2. Age verification: A child must be five years of age by September 1, 2016 to be eligible for kindergarten. For verification purposes, one of the following documents is required: birth certificate, baptismal certificate, *or* passport.

3. Immunization: You must provide a written immunization record (baby book) or another document indicating immunization dates, **signed by a physician**, which provides proof that your child received the following:

- 4 doses of tetanus and diphtheria vaccine (one dose given on or after the fourth birthday—usually given as DTP, DTaP, DT or Td)
- 3 doses of polio vaccine
- 3 doses of the hepatitis B vaccine

The following vaccines administered at 12 months of age or older:

- 2 doses of measles vaccine or a blood test showing immunity (MMR)
- 2 doses of mumps (MMR) vaccine
- 1 dose of rubella (German measles—MMR) vaccine
- 2 doses of varicella (chickenpox) vaccine or signed physician statement showing your child had the disease

No registration will be accepted unless the three requirements listed above are fully met. If you have any questions, please telephone the Child Accounting/Registration Office at 610.892.3470 ext. 1506 or 1203.