



BERLIN PUBLIC SCHOOLS

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Dear Parents/Guardians:

I am writing to you about one of the most important and exciting transitions you and your child will make next fall...entry into kindergarten. While this will be a very exciting time for both of you, it may also bring a bit of apprehension. Please be assured that we will work with you throughout the process to prepare for your child's first day of kindergarten on August 29.

In order to help you with this process, we will hold an orientation program for parents only (*details on page two*). We have also provided a registration checklist and additional information in the registration and residency section of our website (www.berlinschools.org). To get to the page, scroll over district on the red ribbon at the top of the home page and click on Registration & Residency when the blue box pops up. You can help us prepare for your child's entry into kindergarten by completing the registration process in a timely manner.

Kindergarten Registration: Registration will begin February 5, 2018. The Kindergarten Registration Form must be completed online. Please be certain to complete the **2018-2019** online registration form. Once completed, please submit all required supporting documents to the Berlin Board of Education, 238 Kensington Road, Berlin, CT 06037, by **Friday, March 23**.

Supporting documents can be submitted in person or mailed. If you would like to drop off your supporting documents in person, **you must call (860) 828-6581 first and request an appointment**. Please note that you are required to provide your child's **original long form** birth certificate, your photo ID, and **proof of residency** as outlined on the registration checklist. If you decide to mail the required supporting documents, and you would like the **original long form** birth certificate returned, **please include a self-addressed stamped envelope**. We do not accept copies of the birth certificate and we cannot be responsible for items lost in the mail.

Health Assessment Record: The health form provides important information for our school nurses to have on file for your child. The health form, the superintendent's health examination letter, and immunization requirements are available for download on the registration form. Please review all these items carefully. We have been advised by the Berlin Visiting Nurse Association that, in order to accommodate insurance companies, physical exams taken after September 1, 2017 and prior to the start of school on August 29, 2018 will be accepted. **Please note that it is not necessary to wait until you have a completed Health Assessment Record to return the kindergarten registration materials; however, the Health Assessment must be returned prior to the start of school on August 29.**

Current Preschool Students: All students currently enrolled in the Berlin Public Schools preschool program will need to submit a current Health Assessment Record and complete the 2018-2019 online registration form. This will complete your child's kindergarten registration unless: (a) you have moved and we do not have proof of residency on file for your new address, in which case, you will also need to submit proof of residency for your new address or (b) you did not provide a lease, mortgage statement or deed in your own name during the preschool registration process, in which case you will need to submit an affidavit renewal packet.

If your child is receiving special education services, you will have an opportunity to meet with the Planning and Placement Team (PPT) to discuss program options for next year.

Berlin-Peck Memorial Library: The Berlin-Peck Memorial Library invites you to apply for a free library card for your child. Please visit the library at 234 Kensington Road to obtain an application form. Developing strong literacy skills is one of the most important things parents can do for their children to ensure future success in school.

Food Services: Breakfast and lunch are offered at each of the elementary schools. The free/reduced breakfast/lunch application will be available by mid-July for the 2018-2019 school year. Please check the Food Services page of our website at that time for more information.

School Attendance Option Form: If you decide to exercise your option to withhold your child from kindergarten in the Berlin Public Schools for the 2018-2019 school year, you will need to submit a School Attendance Option Form to the Board of Education. **This form must be returned to the Board of Education even if your child will be attending a private or magnet school.** It simply states that you are opting your child out of public school. Please note that as long as you are a resident of Berlin, you may enroll your child in Berlin Public Schools at any time. The School Attendance Option Form is available on the Registration and Residency page under Additional Registration Forms.

Program Orientation for Parents: To familiarize you with the kindergarten program, the Berlin staff has arranged an orientation meeting **for parents**. Another program for parents and children will be offered prior to the opening of school in August. An overview of the kindergarten program and important timelines will be presented. Orientation will be held at each school on **Wednesday, April 4, 2018 at 5:45 p.m.** Please be certain that your child is fully registered prior to the orientation.

Griswold School: 133 Heather Lane, Kensington 860-828-6336

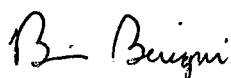
Hubbard School: 139 Grove Street, East Berlin 860-828-4119

Willard School: 1088 Norton Road, Berlin 860-828-4151

We look forward to welcoming you and your child to the Berlin Public Schools for the 2018-2019 school year. You will find that our schools are places where people care about each other and where our staff is committed to helping each child succeed.

Please feel free to contact us should you have any questions or concerns.

Sincerely yours,



Brian Benigni
Superintendent of Schools

BB/tj
Enclosures

pc: David Kitzman, Principal, Griswold School
Alfred Souza, Principal, Hubbard School
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Berlin Visiting Nurse Association