

# Pre-Kindergarten Application Process

The following steps are required of all families wishing to enroll their child in a Pre-K 3 OR a Pre-K 4 classroom. The same steps are followed for new students in both Pre-K 3 and Pre-K 4.

Children who have completed the District's Pre-K 3 program will automatically be registered into the District's Pre-K 4 program.

1. Families must pick-up, complete and return the full Pre-K Registration Packet. Registration packets are available at the following locations:

- All District schools including Prep and High School levels
- The Niagara Falls City School District Administration Building - 630 66<sup>th</sup> Street - Door 2 - Registration Office
- The District's website
- The District's newsletter, *Your Schools* (Spring Edition)

The Pre-K registration packet includes the documents listed below. Please note that all required medical records are mandated by New York State Education Laws, as well as Public Health Laws.

- The District Pre-Kindergarten Application
- A copy of the child's Birth Certificate
- A current copy of the child's Immunization Record ( a list of the required immunizations is included in the packet)
- A current copy of the child's last Physical Exam
- Social History of the child
- Health History of the child
- A copy of the child's Dental Health Certificate
- Home Language Questionnaire
- Proof of residency (a copy of a utility bill with the families' name on it)

2. Once all documents have been completed in their entirety, the full Pre-K registration packet must be returned to the District Registration Office - 630 66<sup>th</sup> Street - Door 2.

3. All paperwork will be processed and sent to the child's school.

4. Families will receive detailed information regarding start dates, screening dates and orientation opportunities from the school Principal or child's Teacher.

Please Note, Children will not be registered until the full, completed packet has been returned to the Registration Office