



# Pre-K

Registration Period: February 4-28

## Kenilworth Public Schools Harding Elementary School

www.kenilworthschools.com  
426 Boulevard  
Kenilworth, New Jersey 07033  
908-276-5936

Dear Parent/Guardian:

Attached please find the pre-kindergarten registration packet for the Kenilworth School District. Please fill out all pages accordingly. Pre-kindergarten registration will be **scheduled by appointment only** between *February 4 and February 28*. Please call Mrs. Dutkevicz at (908) 276-5936 ext. 1512 or email [Lorrell\\_Dutkevicz@kenilworthschools.com](mailto:Lorrell_Dutkevicz@kenilworthschools.com) to schedule your appointment.

- ❖ All children are eligible for pre-kindergarten registration if they will be four (4) years old on or before October 1, 2019.
  
- ❖ ***DEADLINE FOR PRE-K REGISTRATION IS February 28<sup>th</sup>.***

To register your child, please bring the following required documents to your appointment:

1. **Completed Registration Packet** (Including Physical Examination Report and Certification of Immunization form filled out by doctor.)
2. **Child's Birth Certificate** (Please bring **original** and a copy.)
3. **Current tax bill, mortgage statement or lease** (Please bring **original** and a copy.)
4. **Two (2) current utility bills** (Please bring **originals** and a copy.)
5. **Custody Papers** (If applicable) (Please bring **original** and a copy.)

Please be sure to fill out the registration packet completely, and bring it with you to your appointment with the required documents listed above. **Your child's registration will only be complete once ALL required documents are provided. If any items are missing, you will be required to reschedule your appointment.**

If you know of any parents/guardians of eligible children who have not received this information, please advise them to contact the Harding School main office. Should you have any further questions, please do not hesitate to contact Mrs. Dutkevicz at (908) 276-5936 ext. 1512.

Sincerely,

Kathleen Murphy

Pre-Kindergarten Program at Harding School  
2019-2020

Harding School's pre-kindergarten program for school year 2019-2020 will consist of two inclusive pre-kindergarten classes that will service both general education and special education students in a shared setting. The enrollment for each of these classes will total approximately 18 students, 10 of whom will be general education students and 8 of whom will be special education students. This exciting program will offer valuable early childhood experiences for all in attendance.

In order to fill the general education seats for these sections, we will hold a lottery to give all applicants an equal chance for admittance. All students who register for pre-kindergarten, with an exception for special education students who are placed according to individualized program needs, will be put in a lottery and given a number as their names are selected. The first 20 students will be able to enroll in the pre-kindergarten program. Students with a number after 20 will be placed on a waiting list and called if a space opens up throughout the year or, immediately, if a family turns down its spot. The lottery drawing will be held on March 1<sup>st</sup>, and parents will be notified via letter of their child's number by March 8<sup>th</sup>.

The hours of the program are as follows:

Morning Inclusive Class:                      8:35 a.m. to 11:05 a.m.

Afternoon Inclusive Class:                    12:35 p.m. to 3:05 p.m.

The cost of the pre-kindergarten program is \$2500.00 for the school year, payable in installments of \$250.00 per month. A sliding scale will be available for those families who qualify for public assistance. The federal guidelines for determining free and reduced lunch for children will be used to determine the reduced cost of tuition. If you feel your income qualifies you for this reduced rate, you will have the opportunity to complete a Free and Reduced Lunch Application in September. Those families who qualify for reduced lunch will be charged a tuition rate of \$2250.00 for the school year, and the rate for those families who qualify for free lunch will be \$2000.00 for the school year.

Parents may request the morning or afternoon session based on their schedule needs. We will do our best to accommodate your request. However, as in years past, we cannot promise one section or the other.

If you have any questions, please feel free to call the school office. If you remain interested in our program, please fill out the registration forms and bring them to the Harding School office during your scheduled appointment time. Enjoy this precious time as your children begin their educational journeys.

# Checklist

- Registration Information Form (3 pages)
- Home Language Survey
- NJ Smart Data Sheet
- Military Status Sheet
- Custody Alert Form (Attach court documents if applicable)
- Student Health Information Form
- Comprehensive Physical Examination Form **(Must be filled out by doctor)**
- Certification of Immunization Form **(Must be filled out by doctor)**
- Child's Birth Certificate (ORIGINAL)
- Current Tax Bill, Mortgage Statement or Lease
- 2 Current Utility Bills
- Custody Papers (If applicable)



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**Registration Information**

Name of Student		Preferred Name	
Street			
City		State, Zip	
Home Phone		Grade	
Previous Address		Previous Phone	

Is this the student's Primary Residence? YES NO	Starting Date	Is the student's address temporary? YES NO	Is the student currently Homeless? YES NO
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Migrant <input type="checkbox"/> Immigrant	Ethnicity <input type="checkbox"/> Native American/Eskimo <input type="checkbox"/> Native Hawaiian/Pacific Islander Native <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Caucasian/European	<input type="checkbox"/> Asian/ Middle Eastern <input type="checkbox"/> American Indian/Alaska <input type="checkbox"/> African/African American	
Date of Birth		Birth Place	

**Mother/Guardian Information**

Mother/Guardian		Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow
Address			
Home Phone		Work Phone	
Cell Phone		Email Address	
Employer		Occupation	
Employer Address			

<b>Father/Guardian Information</b>			
Father/Guardian		Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow
Address			
Home Phone		Work Phone	
Cell Phone		Email Address	
Employer		Occupation	
Employer Address			

<b>EMERGENCY CONTACT INFORMATION</b>			
Name			
Relationship to Child		Work Phone	
Day Phone		Cell Phone	
Physician		Phone	
Physician's Address			

<b>HEALTH INSURANCE</b>
Do you currently have health insurance <input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, what is the name of the Health Care Provider? _____
_____
_____

<b>CUSTODY</b>
Does anyone other than the parent have legal custody of student? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, please explain and provide a copy of legal custody order.</b>
_____
_____
_____

OTHER CHILDREN IN HOUSEHOLD			
Name	Date of Birth	Gender	School
		M F	
		M F	
		M F	
		M F	
		M F	

PREVIOUS SCHOOL INFORMATION			
Name of school child last attended			
Address, City, State, Zip			
School's Phone		School's Fax	
Last grade Attended		Last day attended	

PREVIOUS SCHOOL INFORMATION	
What language is most often spoken at home?	
Do you have concerns about your child's learning needs, such as reading, writing, math, emotional, or behavioral? YES NO If yes, please explain:	
Is your child or has your child ever been classified for special education? YES NO If yes, provide a copy of your child's IEP	
Is your child currently eligible for Section 504? YES NO If yes, provide your child's accommodation plan	
Is your child currently eligible for Intervention & Referral Services (I&RS) or Pupil Assistance Committee (PAC)? YES NO If yes, provide your child's accommodation plan	

**REQUIRED NOTICE:** Eligibility to attended school is subject to review and re-evaluation. There is a potential for assessment of tuition in the event that an initially admitted applicant is later found ineligible.

**ASSISTANCE:** Questions regarding residency requirements may be addressed to the Board Secretary of the Kenilworth Public Schools, (908) 276-5936.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Home Language Survey Parent/Guardian Questionnaire

### PLEASE PRINT

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(first) (middle) (last)

Date of school entrance: \_\_\_\_\_

Person completing the survey:  Mother  Father  Grandparent  Guardian  Other

Please tell us about your child:

1. What language did the child learn when he/she first began to talk? \_\_\_\_\_
2. What language does the family speak at home most of the time? \_\_\_\_\_
3. What language (s) does the primary caregiver (s) speak to the child most of the time? \_\_\_\_\_
4. What language (s) does the child speak to his/her primary caregiver (s) most of the time? \_\_\_\_\_
5. What language (s) does the child speak to his/her brothers and sisters most of the time? \_\_\_\_\_
6. What language does the child speak to his/her friends most of the time? \_\_\_\_\_
7. Please list any preschool program(s) your child attended before coming to our program:  
\_\_\_\_\_
8. In which language do you wish to receive information from the school? \_\_\_\_\_
9. What name do you use for your child (if different from above)? \_\_\_\_\_

#### Sources:

Questions 1 – 8 are based on the *NJ DOE Home Language Survey* that was adapted from the sample survey in *A Manual for Community Representatives of the Title VI Steering Committee*, published 9/76 by the Institute for Cultural Pluralism, Lau General Assistance Center, San Diego University, San Diego, CA 92182

Question 9 was adapted from the Parent Questionnaire in *One Child, Two Languages 2<sup>nd</sup> Edition* published 2/2008 by Patton O. Tabors, Paul H. Brookes Publishing



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**NJ SMART DATA SHEET**  
Required by the N J Department of Education

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

State ID Number (obtained from previous school district -10 digit number) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Birth City \_\_\_\_\_ Birth State \_\_\_\_\_ Birth Country \_\_\_\_\_

Birth Certificate Number \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

First Entry in US School \_\_\_\_\_ US Entry Date (if born outside of US) \_\_\_\_\_

Primary Language \_\_\_\_\_ Home Language \_\_\_\_\_

Health Insurance  Yes  No Name of Health Insurance Carrier \_\_\_\_\_

Ethnicity  White  Black  Hispanic  American Indian/Alaskan  Asian Hawaiian/Pacific Islander

High School Entry Date \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Gender  Male  Female Special Education  Yes  No I&RS  Yes  No 504  Yes  No

Residency  Kenilworth  Winfield Park  Choice

Choice Students  Yes  No City of Residency \_\_\_\_\_ School District \_\_\_\_\_

Name of School student should attend if they did not attend Brearley \_\_\_\_\_





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**Student Registration - Military Status**

Effective August 6, 2015, the State of New Jersey requires all public schools to identify students' parent(s) or guardian(s) who are on Active Duty, in the National Guard, or in the Reserve components of the United States military services.

**Name of Student:**

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Please indicate the following military connection status for your child:

**Not military connected** - no active duty, National Guard or Reserve parent/guardian.

**Active Duty** - student is a dependent of a member of the Active Duty Forces – full time Army, Navy, Air Force, Marine Corps, or Coast Guard.

**National Guard or Reserve** - student is a dependent of a member of the National Guard or Reserve Forces – Army, Navy, Air Force, Marine Corps, or Coast Guard.

**Unknown** - It is unknown whether or not the student is military connected.



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**Custody Alert Form**

The legal parent, custodian or court-ordered guardian for

\_\_\_\_\_ is \_\_\_\_\_  
(Student Name) (Parent/Guardian Name)

The following people may not have legal access to the child or the child's records without written permission from the custodial person (must be accompanied by a copy of the custody papers or restraining order):

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent



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**Record Release Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Former)

School Address: \_\_\_\_\_  
(Street) (City, State) (Zip)

School Telephone: : \_\_\_\_\_ School Fax: : \_\_\_\_\_

Last Grade Completed: \_\_\_\_\_ State ID Number: : \_\_\_\_\_

**I hereby authorize you to forward *all* documents pertaining to the above student.**

All documents must have the State ID Number on them.

- Cumulative Records
- Health Records (immunizations, etc.)
- Guidance Records (Standardized test scores, Scholastics evaluations, Attendance records)
- Discipline Records (All information related to disciplinary actions and any notice that the students committed juvenile offenses)
- Free/Reduced Lunch Forms
- I&RS, PAC or Section 504 Plans
- Other: \_\_\_\_\_

Please forward all official records to:

- Harding Elementary School, 426 Boulevard, Kenilworth, NJ 07033, (908) 276-5936
- David Brearley Middle School, 401 Monroe Avenue, Kenilworth, NJ 07033, (908) 931-9696
- David Brearley High School, 401 Monroe Avenue, Kenilworth, NJ 07033, (908) 931-9696

**I hereby authorize you to forward *all* documents pertaining to the above special education student.**

- Child Study Team Evaluations (IEP's, Social History, Psychological, Learning Evaluations, Annual Reports, etc.)

Please forward all official records to:

- Harding Elementary School, Office of Special Services, 426 Boulevard, Kenilworth, NJ 07033

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of School Official



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### Student Health Information Form

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

General Health Questions	Yes	No	Comments if "Yes" & date of occurrence
Has the student been under a doctor's care in the past 12 months?			
Has the student been hospitalized in the last 12 months?			
Has the student ever had any surgeries?			
Does the student have any missing organs? (eye, kidney, testicle, etc.)			
Has the student ever had chest pain during or after exercise?			
Does the student have trouble with breathing or coughing during or after activity?			
Condition	Yes	No	Comments if "Yes" & date of occurrence
Anemia			
Allergies ( <b>food, insects, medications, latex</b> )			
Allergies/Hay fever (seasonal)			
Asthma			
<b>Use of Inhaler?</b>			
Attention-Deficit/Hyperactivity Disorder			
Behavioral problems			
Bladder problems			
Bowel problems			
Bronchitis			
Cancer			
Cerebral Palsy			
Chicken Pox			
Cystic Fibrosis			
Dental Problems			
Developmental problems			
Diabetes			
Ear Infections (frequent)			
Eczema			
Glasses or contact lenses			
Head or Spinal injury			
Headaches (frequent)			
Hearing Aide(s)			
Hearing problems or Deafness			
Heart problems			
Hemophilia			

Hepatitis			
High Blood Pressure			
Condition	Yes	No	Comments if "Yes" & date of occurrence
Hydrocephalus			
Immune disorder			
Kidney problems			
Lyme Disease			
Meningitis			
Migraines			
Mononucleosis			
Muscular Dystrophy			
Muscle problems			
Orthopedic problems			
Pneumonia			
Seizures			
Sickle Cell Disease			
Skin problems			
Skull Fracture			
Speech problems			
Stomach problems			
Strept throat (frequent)			
Tuberculosis			
Vision problems			
Other			

List all prescription and over-the-counter **medications** your child takes regularly:

Describe any other important health-related information about your child:

Student's Pediatrician or Primary Care Provider:	Medical Specialists or Specialty Clinics caring for this student:
Has the student ever seen a Dentist? Yes      No      (circle one)	Name of Dentist:

**For Parents/Legal Guardians of Students**

The information on this form is current and correct to the best of my knowledge. I understand that if the medical status of my child changes in any significant way, **I will notify his/her school nurse of the change immediately.** I also understand that my child's health/medical information may be shared with other school staff members in order to ensure my child's health and safety while at school.

By signing below, I am agreeing to the above statements.

<b>Signature of Parent or Legal Guardian:</b>	<b>Date:</b>
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**For Nursing Use Only:**

Action Plan Received  IHP  Emergency Response Plan  504 Plan  Medication Forms



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**Comprehensive Physical Examination Report**

To be completed by a licensed physician/licensed nurse practitioner.			
Name: _____		Ht. _____	Wt. _____ BMI _____ Age _____
DOB: _____		BP _____	T _____ P _____ R _____
Current Meds: _____		Allergies: _____	
Past Medical History		<b>Asthma:</b> No Yes: Intermittent • Moderate • Persistent • Severe • Persistent • Exercise induced <i>If yes, please see school Nurse for Asthma Action Plan.</i> <b>Anaphylaxis Allergies:</b> No Yes: Food • Insects • Latex • Unknown source <i>If yes, please see school Nurse for Emergency Allergy Plan.</i> History of Anaphylaxis No Yes Epi Pen required No Yes	
Major illness _____			
Hospitalizations/Surgeries _____			
_____			
_____			
<b>Nutritional Assessment</b>		<b>Dental Assessment</b>	
Special Diet _____		Any Dental Disease No Yes	<b>Reproductive</b>
Vitamins/Supplements _____		Dental Caries No Yes	Menarche age _____ LMP _____
Comments: _____		Brush Teeth Regularly No Yes	
		Dental Visit in the last year No Yes	
<b>Vision Screen</b> (if indicated) Not indicated		<b>Hearing Screen</b> (if indicated) Not indicated	<b>TB:</b> High-risk Group? No Yes
Subjective: any eye disorder Yes No		Subjective: response to voices Yes No	Positive/Referred _____ mm
Wear eyeglasses/contacts Yes No		Delayed speech development Yes No	
Objective: visual acuity R 20/ __ L		Recurrent O.M. Yes No	
20/ __		Hearing 20db HL (pass or fail)	
with glasses/contacts Yes No		1000Hz 2000Hz	
Muscle balance pass fail		4000Hz	
Color perception pass fail		Right ear _____	
		_____	
		Left ear _____	
		_____	
<b>Review of System</b>	<b>WNL</b>	<b>Abnormal</b>	<b>Comments</b>
Constitutional			
Eyes			
ENT			
Cardiovascular			
Respiratory			
GU			
GI			
Musculoskeletal			
Neurological			
Psychiatric			
Endocrine			
Hemat./Lymphatic			
Allergic/Immunological			

<b>Social History/Devel. Assessment</b> (Use additional sheets for more information).		<b>Anticipatory Guidance</b>	
<i>Cognitive Devel.</i>		Nutritional/Diet _____	
Speech/Lang. Devel.		SkinCare/Hygiene _____	
Social/Emot. Devel.		Oral/Dental _____	
Health Beh./Habits (Drugs/ETOH/Tobacco)		Behavioral Devel. _____	
		Safety _____	
		School Status _____	
		Health/Reproduction _____	
		High Risk Activities _____	
<b>Comments:</b>			
Medical Provider's Name (print) _____		<b>Physician Stamp required:</b>	
Phone #: (_____) _____			
<b>Signature of Medical Provider:</b> _____			
<b>Date:</b> _____			



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**K ENILWORTH PUBLIC SCHOOLS  
S CHOO L ENTRANCE HEALTH FORM  
Ce rtification of Immunization**

**To be completed by a physician, registered nurse, or health department official.**

(A copy of the immunization record signed or stamped by a physician or designee indicating the dates of administration including month, day and year of the required vaccines shall be acceptable in lieu of recording of recording these dates on this form as long as the record is attached this form).  
Only vaccines marked with an asterisk are currently required for school entry. Form must be signed and dated by the Medical Provider or Health Department Official in the appropriate box.

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
*Last*
*First*
*Middle*
*Mo.*
*Day*
*Year*

IMMUNIZATION	RECORD COMPLETE DATES (month, day, year) OF VACCINE DOSES GIVEN				
*Diphtheria, Tetanus, Pertussis (DTP, DTaP)	1	2	3	4	5
*Diphtheria, Tetanus (DT) or Td (given after 7 years of age)	1	2	3	4	5
*Tdap booster (6 <sup>th</sup> grade entry)	1	2	3	4	5
*Polio myelitis (IPV, OPV)	1	2	3	4	5
*Haemophilus influenza Type b (Hib conjugate) *only children <60 months of age	1	2	3	4	5
*Pneumococcal (PCV conjugate) *only children <2 years of age	1	2	3	4	5
Measles, Mumps, Rubella (MMR vaccine)	1	2			
*Measles (Rubeola)	1	2		Serological Confirmation of Measles Immunity:	
*Rubella	1			Serological Confirmation of Rubella Immunity:	
*Mumps	1	2			
*Hepatitis B Vaccine (HBV)	1	2	3		
*Varicella Vaccine	1	2		Date of Varicella Disease OR Serological Confirmation of Varicella Immunity:	
Hepatitis A Vaccine	1	2			
Meningococcal Vaccine	1				
Human Papillomavirus Vaccine	1	2	3		
Other	1	2	3	4	5
Other	1	2	3	4	5

I certify that this child is **ADEQUATELY OR AGE APPROPRIATELY IMMUNIZED** in accordance with the **MINIMUM** requirements for attending school, child care or preschool prescribed by the State Board of Health's *Regulations for the Immunization of School Children*.

Signature of Medical Provider or Health Department Official: \_\_\_\_\_ Date (Mo., Day, Yr.): \_\_\_\_/\_\_\_\_/\_\_\_\_