



# TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS

3228 COLES MILL ROAD  
FRANKLINVILLE, NJ 08322  
Telephone: 856-629-9500 ext. 1200

## KINDERGARTEN REGISTRATION INFORMATION - 2019-2020 SCHOOL YEAR

ENROLLMENT INFORMATION IS FOR CHILDREN WHO WILL TURN FIVE YEARS OLD ON/OR BEFORE OCTOBER 1, 2019, AND WHO RESIDE IN THE TOWNSHIP OF FRANKLIN OR IN THE BOROUGH OF NEWFIELD IN GLOUCESTER COUNTY.

**ONLINE PRE-REGISTRATION AND REGISTRATION APPOINTMENT REQUIRED**  
COMPLETE AND SUBMIT THE ONLINE PRE-REGISTRATION. **YOU WILL RECEIVE A TELEPHONE CALL TO SET UP A REGISTRATION AND KINDERGARTEN SCREENING APPOINTMENT AT THE MARY F. JANVIER SCHOOL, 1532 PENNSYLVANIA AVENUE, FRANKLINVILLE, NJ 08322.**

**REGISTRATION DATES LAST NAMES (A-L): APRIL 24, 2019**  
**REGISTRATION DATES LAST NAMES (M-Z): MAY 2, 2019**  
**LATE REGISTRATION: JULY 23, 2019**

**SCREENING DATES: JULY 11<sup>TH</sup>, 17<sup>TH</sup>, & 23<sup>RD</sup>**

### Documentation Required for Registration:

- **Birth Certificate** – original copy must be presented.
- **Immunization Records** – official document from the doctor's office must be presented. It is a N.J. State Law that children must receive their 5-year-old boosters **before** they start Kindergarten. **PLEASE NOTE: CHILDREN CANNOT START WITHOUT A COPY OF THEIR IMMUNIZATIONS. NO EXCEPTIONS.**
- **Proof of a Physical** – documentation of your child's well visit within 12 months from September 2019 must be presented. **PLEASE NOTE: CHILDREN CANNOT START WITHOUT A COPY OF THEIR LAST PHYSICAL. NO EXCEPTIONS.**
- **Proof of Residency**
  - **If you own your home:** Most recent property tax notice from the Franklin Township or Borough of Newfield Property Tax Office **AND** a current utility bill. If you have recently purchased a home and have yet not received a property tax notice, a copy of your settlement statement **AND** certificate of occupancy is required.
  - **If you rent your home:** Current lease **AND** a current utility bill
  - **If you and your child are residing with another family:** Homeowner's most recent property tax notice or current lease **AND** they must complete a *Statement of Residency Verification for Student Enrollment 2019-2020* form, which can be found under ***Documents*** on the last page of the online pre-registration or picked up at the Board Office in the Administration Building. You will also be requested to provide us with a recent bill or piece of mail in your name at this address.
- **Court Documents** – If there are court documents regarding the parental custody of your child, or if you are the guardian of the child being registered, a copy of the custody document is required.

### Student Registration Application:

- **Online Pre-Registration Form – Required:** To complete this form you will need to go to our website [www.franklintwpschools.org](http://www.franklintwpschools.org). Click on **Parents/Students**. Scroll down to ***Student Registration/ Application, Online Pre-Registration Form - Required*** and **CLICK HERE**. You will need to complete and submit the online pre-registration form in order to receive a telephone call for a registration appointment. **The following forms are listed on the last page of the Pre-Registration Form under**

**Student Registration Forms.** They can be printed out, completed and brought to your child's registration appointment. If you are not able to print these forms, you can pick them up in the Board Office prior to registration or they will be given to you at registration.

- **Emergency Form 2019-2020 – Required:** This form needs to be completed so that we will have your contact information and phone numbers for any additional emergency contacts. The State of N.J. has requested that we survey incoming students about health coverage – please answer that section accordingly. Sign your name only if your child does not have health insurance which will allow us to release your name and address to NJFamily Care.
- **Student Enrollment Residency Questionnaire 2019-20 – Required:** This form needs to be completed to determine what type of residence your child is living in. If you and your child are living with another family, we need to know if it is your choice or if you are living there out of necessity (had to abruptly leave your permanent home due to fire, eviction, domestic violence, etc.)
- **Home Language Survey – Parent/Guardian Language Questionnaire – Required:** This form needs to be completed so that we are aware if your child speaks a language other than English.
- **Student Health History Form – Required:** This form needs to be completed so that we are aware of any diseases or infections your child may currently have or has had in the past. We also need to be aware of any allergies your child may have and any other health information that you feel is important.
- **Medical Examination Notice 2019-20 – Required:** In compliance with N.J. State Law, you will need to present proof that your child has had a recent physical or that you will be scheduling one for him/her. If your child does not have a doctor, please let the school nurse know at the time of registration. Please complete this form appropriately.
- **Physical Examination Report – Required:** This form, titled *Universal Child Health Record*, needs to be completed by your child's doctor for proof of his/her physical.
- **Statement of Residency Verification For Student Enrollment 2019-20 – Required ONLY if you and your child live with another family.** The homeowner with whom you reside will need to complete this form and have their signature notarized. Please see above under **Proof of Residency** for other documentation you and the homeowner will need to give to us.

### **Other Important Information:**

- **Transfer from Preschool** – If your child has ever attended, or currently attends, a **Public** (not private) **Preschool Program**, we are requesting that you contact that school and get a **Transfer Form**. We need the information on this form so that we can enroll your child into our school district.
- **Transportation** – Busing will be provided for your child. If you will be using a babysitter or a daycare center in Franklin Township or Newfield, or utilizing our before and after school program, Just Kids, you must fill out a Caregiver Application. The Caregiver Application and information regarding daycare centers and Just Kids can be found on our website – [www.franklintwpschools.org](http://www.franklintwpschools.org). Go to **Parents/Students** and click on **Before & After School Care**. If you are not able to print out the Caregiver Application, you can get one at Kindergarten Registration. **(Please note:** Pick up and drop off locations must be the same for your child Monday through Friday).
- **Kindergarten Screening** – You will be asked to make an appointment for this screening which is completed by our teachers to assess the readiness skills of your child. The screening takes place at the Mary F. Janvier School.
- **Kindergarten Orientation** – You will be asked to bring your child to the Mary F. Janvier School to meet his/her teacher. You will also meet with the Principal and School Nurse while your child meets with the Transportation Dept. (they will enjoy a short ride on the bus from our parking lot). The orientation will

take place on/or about August 21, 2019, and an agenda will be mailed to you a week before that date.

## **IMPORTANT MESSAGE FOR PARENTS/GUARDIANS**

Please be aware that **a Birth Certificate, Proof of Residency, Custody Papers** (if applicable), **Immunization Records** and **Proof of a Physical** are required for enrollment in our school district. If any of these items are missing from your child's records, the registration will be considered incomplete. You will be requested to present the missing item(s) to the Administration Building/Board Office as soon as possible. If we do not receive them by August 22, 2019, your child will not be able start school. If you have any questions, please contact Krysta Hahn at 856-629-9500 Ext. 1200. Thank you.