



# Westerville City School District *Kindergarten Registration*

## **CHILDREN MUST BE 5 YEARS OF AGE ON OR BEFORE SEPTEMBER 30, 2022**

Kindergarten is required for children before they enter first grade. If your child will be five years old on or before September 30, 2022, you may register him/her for kindergarten.

The Westerville City School District offers an All-Day Kindergarten option. The All-Day Kindergarten Program is available to families living within district attendance boundaries. Placement in All Day Kindergarten is determined by lottery, as there are limited seats in the program. Parents must indicate interest in All Day Kindergarten when completing the online enrollment application to be included in the lottery. Tuition for All Day Kindergarten is \$3000 for the school year. Tuition assistance is available for those that qualify. For information regarding All Day Kindergarten, please visit [www.wcsoh.org/ADK](http://www.wcsoh.org/ADK).

Our procedure for registration is designed to meet the needs of parents and to personalize this experience. Please call the Enrollment and Family Resource Center (614-797-7700) with any questions regarding kindergarten registration.

If your child is currently enrolled in the Westerville City Schools' preschool program at the ELC, you do **not** have to re-register with Westerville City Schools, although you are encouraged to download informational materials at [www.wcsoh.org/kindergarten](http://www.wcsoh.org/kindergarten) to familiarize yourself with Kindergarten-related opportunities and activities. Hard copies will be available in each elementary building and at the Early Learning Center/Administrative Office at 936 Eastwind Dr.

### **REQUIREMENTS FOR REGISTERING YOUR CHILD**

**Step 1:** Collect all **required** documents:

- 1.\* Original Birth certificate;
2. Photo ID for custodial parent/legal guardian;
- 3.\* Two (2) proofs of residency;
- 4.\* Updated immunization records;
- 5.\* Original Court-Stamped Documents for Divorce/Custody (if this applies to your situation) **MUST** be court signed and date/time stamped;
6. Negative TB test results if your child was born outside the United States (as #6)

\* See explanation on page 3 of this announcement for Items 1, 3, 4, and 5

**Step 2:** Complete the online enrollment application and **include a current working email address for the legal guardian.**

**Step 3:** At the end of your online application, please **schedule an appointment**. Because there is no face-to-face meeting, this appointment alerts our team there is an active application ready for processing. If you are enrolling more than one student, please schedule additional appointments for each student to allow for sufficient processing time.

Please don't call the Enrollment Center if you are unable to schedule an appointment within the first two weeks ~ additional appointments will continue to be offered throughout the two month registration process.

Once you have scheduled your appointment, please do not reschedule it, as changing it will delay your enrollment processing.

Please note that your appointment will be email communication only - you will **NOT** come to our OhioHealth location as our office remains closed.

**Step 4:** You will receive an email from an Enrollment Specialist on or before the date of your scheduled enrollment appointment.

**Step 5:** The required documents should be directly uploaded through the online enrollment application OR emailed to the Enrollment Specialist who reaches out to you to complete enrollment.

Your application must be completed within 30 days to avoid deletion due to inactivity.

**If you do not know your child's school of attendance, you may call any Westerville City Schools' elementary building or the Enrollment and Family Resource Center at 614-797-7700.  
You may also visit our website at [www.wcsoh.org](http://www.wcsoh.org).**

## **Kindergarten 101 available beginning Wednesday, January 5 at 5 PM**

Kindergarten 101 is a presentation by principals and Kindergarten teachers. The purpose of the presentation is to inform parents of the process for enrolling their child for Kindergarten, educating parents on the typical Kindergarten day and on what is expected of our Kindergartners throughout the school year.

Please go to our website at [www.wcsoh.org/kindergarten](http://www.wcsoh.org/kindergarten) for the video links and additional information.

## **EXPLANATION OF PARENT CHECKLIST ITEMS #1, #3, #4, & #5**

### **#1 – BIRTH CERTIFICATION**

- An original birth certificate

If birth certification is not presented within 14 days of initial entry, the principal/designee shall notify the Department of Administrative Services, who will notify the law enforcement agency having jurisdiction in the area where the student resides that the student may be a missing child.

### **#3 – TWO (2) PROOFS OF RESIDENCY**

Certification establishes residency on a 7-day-a-week basis in the Westerville City School District and not maintaining a separate residence elsewhere.

- *Provided proofs must be legible scans or legible photos uploaded to the application*

Provide one (1) proof from **A** and one (1) proof from **B**:

#### **A:**

- **Current Active**\* Rental/Lease Agreement with custodial parent's name listed on the lease (with the option to redact only the financial information), the signature page, and the landlord's name and phone number; *\*If your lease is on a month-to-month basis, bring that lease and current verification (on business letterhead), including the landlord's name and phone number;* **OR**
- **Current** (dated within the past 30 days) Mortgage Statement with custodial parent's name listed (with the option to redact only the financial information); **AND**

#### **B:**

- **Current** (dated within the past 30 days) Public Utility Bill, showing service address at Westerville School District residence and custodial parent/legal guardian's name (i.e. Gas, Water, Electric, Landline Phone, Cable, or Internet); **OR**
- **Current** (dated within the past 30 days) Government Mailing showing Westerville School District address and custodial parent/legal guardian's name (i.e. child support, government assistance)

### **#4 – IMMUNIZATION REQUIREMENTS & INFORMATION**

Must provide updated immunization record(s) (may be a printout from Doctor's Office). Ohio Revised Code requires that proof of immunizations be on file within the first 14 days of school, or the child shall be excluded from school attendance.

#### **IMMUNIZATIONS ARE AVAILABLE THROUGH YOUR LOCAL HEALTH DEPARTMENTS**

Westerville & Gahanna: 614-525-3719 Columbus: 614-645-7945 Delaware County: 740-203-2040

- DTaP/DT shots (Diphtheria, Pertussis, Tetanus): 5 doses required, unless the 4<sup>th</sup> dose was administered on or after the fourth birthday.
- IPV (Polio): 3 or more doses required; last dose to be given on or after the fourth birthday.
- MMR (Measles, Mumps, Rubella): 2 doses required; the 1<sup>st</sup> dose given on or after the first birthday.
- HEP B (Hepatitis B): 3 doses required, may take 6 months to complete.
- VARICELLA (Chickenpox) or disease history: 2 doses required, the 1<sup>st</sup> dose being given on or after the first birthday. If the student has had the disease, verification/date may be provided by physician or parent.

**#5 – DIVORCE/CUSTODY DOCUMENTATION** (if this applies to your situation) – **must** be court signed and date/time-stamped:

- Final Divorce Decree, which may include Shared Parenting Plan naming specific parent as residential parent for school placement; or
- Grandparent Power of Attorney; or
- Temporary Custody Order naming specific guardian; or
- Military Power of Attorney

**IF YOU KNOW, OR SUSPECT, YOUR CHILD HAS A DISABILITY, CONTACT WESTERVILLE CITY SCHOOLS' SPECIAL EDUCATION OFFICE AT 614-797-5900.**