

February 26, 2018



Dear Parent/Guardian,

The Neenah Joint School District (NJSD) is excited to invite your child to attend our Four-Year-Old Kindergarten (4K) program for the 2018-2019 School Year!

The NJSD 4K program is for any child who will be 4 years-old on or before September 1st. It will operate Monday-Friday, either AM or PM, and will follow the NJSD calendar. Hours for the AM and PM programs will vary by site. Please read over the enclosed handouts for specific information.

Enrollment for the 4K program will take place **ONLINE beginning at 8:00 AM on Monday, March 12th, 2018.**

Directions for completing the ONLINE enrollment are included in this packet.

If you need assistance with the online process, you are welcome to stop by the NJSD Administration Building, 410 S. Commercial St., Neenah during the following dates/times:

Monday, March 19th: 8:30-6:00

Tuesday, March 20th: 8:30-4:00

Wednesday, March 21st: 7:30-11:30

To complete the enrollment process, you will need:

- your child's birth certificate
- proof of address (e.g. driver's license, utility bill, lease agreement)

If completing enrollment online, you will have the option of uploading the necessary documents **or** you can email them to njsd4k@neenah.k12.wi.us **or** mail copies to Washington School, 220 E. Franklin Ave, Neenah WI 54956.

An overview of the attendance area boundaries and transportation policies for the 4K program for the 2018-19 school year are as follows:

4K boundaries

Please use this link to view the 4K boundary map: <http://bit.ly/2ojRCOH>

- Site assignments will be based on the student's HOME address, with some exceptions for Head Start, special education, and district placements due to enrollment capacities
- Consistent with practices for K-5th grade, students would be expected to attend their assigned site unless approved for a boundary exemption. If approved, parents would be responsible for transportation

Transportation

- Transportation TO the AM session is available if you live outside of a 2-mile radius from your designated 4K site
- Transportation FROM the AM *and* TO and FROM the PM session is available to ALL 4K students with no radius limits
- PLEASE NOTE: If you request to attend a 4K site other than the site determined by the 4K boundary map, you are required to provide transportation

Placements

- We will make every effort to accommodate your request for session time. Historically, the AM session fills up first and we are not always able to accommodate AM requests
- There are multiple factors considered for making placements. Initial placements will begin after March 21st and are not made on a first-come, first-served basis.
- **Final placement letters indicating site and time your child has been assigned, along with request forms for transportation, will be sent out by May 1, 2018.**

If you have specific questions that are not answered in this packet, please call Stacie Brethouwer, 4K Program Administrator, at 751-6990 or send an email to njsd4k@neenah.k12.wi.us.

We will hold a Parent Orientation meeting in August to go over specific information about the 4K program. You will receive additional information at a later date.

We look forward to seeing you at our enrollment days and to working with you and your child this coming school year!

Please call 751-6990 if you do not plan to enroll your child in the 4K program.

Sincerely,



Steve Dreger
Assistant District Administrator
Of Learning and Leadership
(920) 751-6800 x 10114



Stacie Brethouwer
Principal, Washington School
4K Program Administrator
(920) 751-6990 x24101

4K Site Information

Neenah Joint School District

410 S Commercial Street, Neenah WI 54956



The Neenah Joint School District (NJSD) will operate this free public school program in the following sites. All 4K classrooms will have a DPI licensed, NJSD teacher and full time educational assistant, and will run 5 half-days per week according to the district calendar.

Enrollment for the 2018-19 school year will be based on HOME ADDRESS within your 4K attendance area boundary.

You may view the 4K Boundary map here: <http://bit.ly/2ojRCOH>

A Child's Imagination, Inc., 1368 Cold Spring Rd., PH 920-729-6153

- NJSD 4K session times are: 8:30-11:10 AM and 12:05-2:45 PM
- Child care facility for ages 6 weeks to 12 years
- Child care available M-F from 6:30 AM to 6:00 PM
- If additional child care is needed, before or after the 4K session, separate registration with ACI is required (limited space is available)
- Priority placement for NJSD students enrolled with ACI
- One 4K classroom (AM and PM session) available

Hoover Elementary, 950 Hunt Ave.

- 4K-5th grade school
- 4K session times are 8:05-10:45 AM and 12:25-3:05 PM
- One 4K classroom (AM and PM session) available

Washington School of Early Learning, 220 E. Franklin Ave.

- Early Childhood Special Education, Head Start & 4K school
- NJSD 4K session times are 8:30-11:10 AM and 12:05-2:45 PM
- Head Start eligible students will need to apply directly with the UW-Oshkosh Head Start Program (<http://www.uwosh.edu/headstart>)
- Six 4K classrooms (AM and PM sessions) available

Wilson Elementary, 920 Higgins Ave.

- 4K-5th grade school
- 4K session times are 8:05-10:45 AM and 12:25-3:05 PM
- One 4K classroom (AM and PM session) available

To enroll, visit www.neenah.k12.wi.us

NEENAH
Joint School District

HOME ABOUT NJSD

FOR STUDENTS FOR PARENTS COMMUNITY

Student Enrollment

NEW families to the district may register online through the web portal at the link below.
<https://campus.neenah.k12.wi.us/campus/OLRLoginKiosk/neenah>

New families may also register in person at the appropriate school. Picture ID of the adult registering the student is required in addition to a form of proof of residency (current drivers license, lease agreement, or utility bill, etc). At the time of registration, parents should bring the complete student enrollment form in the menu to the right.

NEW STUDENT INFORMATION

- Student Enrollment Form
- Student Immunization Form
- Boundary Exemption Form
- District Map

Please select "For Parents" then Enrollment and Registration

Complete the information as seen and be sure to select the year in which your child will start attending school.

Note: you will need to allow pop-ups on your computer in order to complete this online registration.

Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency con

New Student Enrollment

This editor is to update data for students that have never been enrolled in the District.

Registration Year 18-19 Next Year *

Select the school year that you are enrolling your child for.

Begin Registration

Infinite Campus Online Registration

Please complete the information below to

Parent/Guardian First Name
Parent/Guardian Last Name
Date of Birth (MM/DD/YYYY)
Registration Year
Email Address
Previously Attended this District
Confirmation Number

ONLINE REGISTRATION KIOSK

Welcome to the district's Online Registration Kiosk!
Please select whether you are starting a new application or if you are returning to finish an existing application.

Start New Registration Return to Saved Registration

Please type the letters you see displayed in the image below

I'm not a robot

Begin Registration

Infinite Campus Online Registration

Please complete the information below to begin the registration process.

Parent/Guardian First Name *
Parent/Guardian Last Name *
Date of Birth (MM/DD/YYYY) *
Registration Year *
Email Address
Previously Attended this District

Please type the letters you see displayed in the image below

I'm not a robot

Begin Registration

Welcome to the Neenah Joint School District Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please email bmct@neenah.k12.wi.us

Welcome to the Neenah Joint School District!

Begin

Click Begin

* Indicates a required field

▼ Student(s) Primary Household ▼ Parent/Guardian ✓ Emergency Contact ✓ Other Household Children ✓ Student ✓

▼ Home Phone

Home Phone or Primary Cell
() - -

Next >

Home Address

Mailing Address

Save/Continue

Follow the on screen instructions on each screen and click next to go to the next tab down. After entering Home and mailing address information, select save/continue and you will be brought to the parent/guardian tab.

Click the edit/review button and verify the information on the demographic and contact tabs. When complete, select Save/Continue and if there is another parent/guardian, you may review their information or add the new parent/guardian if not listed.

* Indicates a required field

✓ Student(s) Primary Household ▼ Parent/Guardian ✓ Emergency Contact ✓ Other Household Children ✓

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
		F	✓	Existing	Review
		M	✓	Existing	Review

Please list all primary Parent/Guardians in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back Save/Continue

Emergency Contact

The schools require one emergency contact listed for your student. In the event, you do not have anyone else to contact, you may list yourself. You may add multiple contacts if you wish. You will be able to list a contact order later on the student tab.

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → Emergency Contact → Household Children →

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
		F	✓	New	<input type="button" value="Remove"/>

Please list all emergency contacts to be used for your children here. You can designate which should be contacted later (in case they are different for each student). Emergency contacts will be called if a parent can not be reached.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue

Green - Indicates that person is completed

Other Household Children

Skip this step by clicking Save/Continue. This information will be verified this summer after placements are made to confirm your information is accurate prior to the school year starting.

Infinite Campus Online Registration

Application Number 7903

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → Other Household Children → Student →

Other Household Children

First Name	Last Name	Gender	Completed	Record Type
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Please list all other children under the age of 20 of the primary household not currently enrolling in school. DO NOT INCLUDE those children that you will be enrolling. They will be added later. **CLICK SAVE/CONTINUE IF YOU HAVE NO OTHER CHILDREN RESIDING IN YOUR HOUSEHOLD.**

Yellow - Indicates that person is missing required information. Select the highlighted row to continue

Green - Indicates that person is completed

Student

Select Add New Student

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → ✓ Other Household Children → Student →

Student

First Name	Last Name	Gender	Completed	Record Type
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Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue

Green - Indicates that person is completed

Student Name: Ana Frozen

Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between. CHILDREN ENROLLING FOR 4K, SHOULD SELECT THE ENROLLMENT GRADE OF THEIR SESSION PREFERENCE OF EITHER 4A OR 4P (AM OR PM). THIS DOES NOT GUARANTEE SESSION PLACEMENT AND YOU WILL BE NOTIFIED OF SITE AND SESSION ONCE DETERMINED BY THE 4K ADMINISTRATOR.

Legal First Name: Ana
 Legal Middle Name: _____
 Legal Last Name: Frozen
 Suffix: _____
 Nickname: _____

Gender: Female
 Birth Date: 01/01/2001
 Date Entered U.S. (skip if born in U.S.): _____
 Foreign Exchange:
 Yes, this is a foreign exchange student
 No, this is not a foreign exchange student

Enrollment Grade: 4A

Please upload a Birth Certificate.

[Upload Birth Certificate](#)

Birth Certificates may be loaded here

The nickname should only be what you want the teacher to call your child.

Enrollment Grade should be your preferred session placement (4A-AM placement or 4P PM placement). PLEASE NOTE THIS IS NOT A GUARANTEE OF SESSION PLACEMENT. SITE AND SESSION PLACEMENT WILL BE DETERMINED BY 4K ADMINISTRATION.

Suffix: _____
 Nickname: _____

Foreign Exchange:
 Yes, this is a foreign exchange student
 No, this is not a foreign exchange student

Complete information on each tab

Next >

- ▮ Race Ethnicity
- ▮ Housing
- ▮ Student Services
- ▮ Language Information
- ▮ Enrollment
- ▮ Previous School
- ▮ Relationships - Parent/Guardians
- ▮ Relationships - Emergency Contacts
- ▮ Health Services - Medical or Mental Health Conditions
- ▮ Release Agreements

Skip if English

Skip if never in school; answer no to expelled

On the Relationships-Parent/Guardians tab and the Relationships-Emergency Contacts tab, there is a place to indicate the contact order preference. If mom and dad are contacts 1 & 2, then emergency contacts would need to be 3 and beyond.

Parent/Guardians

son must be marked as 'Guardian'.

	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	OR
	Guardian	✓	✓	✓	✓		1	
Jan	Guardian	✓	✓	✓	✓		2	



Health Conditions

If your child has a health condition that staff need to be aware of that will affect their school day, please complete the conditions below.

▼ Health Services - Medical or Mental Health Conditions

No medical or mental health conditions

OR

Condition* Allergy, Nut	Comments and Instructions Only if consumed	Remove Condition
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Add Condition

- Yes, I have Health Insurance
- No, I do not have Health Insurance

[For more information click on this link.](#)



Full release forms are available on the website and parent portal. You will be asked to complete this information.

• Release Agreements

Media

- Yes - I give permission for my child to be photographed and/or filmed for use on the Internet and other publications.

No - I do not consent to the School and/or District's use of my child's photo.

Field Trip

- Yes - I give permission for my child to attend all school sponsored academic.

No - I do not consent for my child to participate in School and/ or District app

Technology

- ✓ I read and agree to the Technology responsibility agreement allowing student Chromebook.

[Technology Responsibility Agreement](#)

- ✓ * I have read and understand the NJSD Acceptable Use Policy.

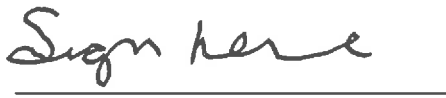
[Acceptable Use Policy.text*](#)

Handbook

- ✓ * I acknowledge that I am aware that the student handbooks are located on the consequences outlined in the handbook.

[You must click here to view Handbooks and Information.](#)

Please sign on the line below:



Clear

• Previous

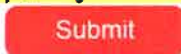
Delete Cancel Save/Continue

Save/Continue

Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ✓ Other

You must submit your application by clicking the following button.



Click Submit















PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your

If you are new to the NJSD, you will receive an email with your activation for the parent portal.



**Neenah Joint School District
4K Program
2018-19 School Year**

The following child care facilities, within the Neenah Joint School District, have agreed to allow transportation between their facility and the NJSD 4K sites for the 2018-19 school year. This list is not an endorsement by the NJSD, but rather information for parents to assist with planning for wrap-around care. For more information on each of the facilities please visit the Child Care Resource & Referral site at: <http://www.ccrfoxvalley.org/en/>.

- | | |
|---|--|
|  A Child's Imagination Inc.
1368 Cold Spring Road, Neenah
920-729-6153 |  Little Feet Giant Steps
657 Oak Street, Neenah
920-725-1925 |
|  Discover Little Miracles
1421 S. Commercial Street, Neenah
920-722-5159 |  Little Miracles Family Day Care
1112 N Lake Street, Neenah
920-722-6448 |
|  Early Learning Center
2425 Industrial Drive, Neenah
920-969-9122 |  Ms. Chloe's Nanny Service
747 Congress Street, Neenah
920-284-1802 |
|  Forever Young Child Care Center
1224 S Commercial Street, Neenah
920-720-9567 |  Neenah-Menasha YMCA
110 W. North Water Street, Neenah
920-886-2147 or 920-886-2134 |
|  Kids Place Family Child Care, LLC
929 Zemlock Avenue, Neenah
920-228-0542 |  Stepping Stones Learning Center
1303 American Drive, Neenah
920-725-1200 |
|  KinderCare
776 Birch Street, Neenah
920-722-1110 |  Twinkling Stars Child Care
2198 Redtail Drive, Neenah
920-420-6605 |
|  Lake Edge Learning Center
511 Nicolet Boulevard, Neenah
920-725-6139 |  Tree of Wonder Family Child Care
406 Haylett Street, Neenah
920-238-5113 |