



Harry Lee Cole School

Mr. Brian Middleton-Cox, Principal

26 Middleton Road

Boxford, MA 01921

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www.boxfordschools.org/hlcole.html

Dear Parents/Guardians:

January, 2012

Our records indicate that you have a child who will be eligible to enter Kindergarten in the fall of 2012. All students are required to be five years of age on or before September 1, 2012.

Kindergarten Registration will be held for all age eligible children on **Wednesday, February 1st** and **Thursday, February 2nd** between 1:00 and 2:30 pm in the lobby of Cole School. Parents whose last name begins with **A-L** will register on Wednesday, February 1st and parents whose last name begins with **M-Z** will register on Thursday, February 2nd. Please review the enclosed sheet "*To prepare for Kindergarten Registration*" and follow the step-by-step instructions.

Program Options. Our present Kindergarten program offers two options. The core program is the three-day program. There is also a five-day tuition based option available. The Boxford School Committee is considering other Kindergarten models for implementation next year including a five-day program without tuition. If there are changes to the program models, you will be notified in writing by the Cole School office as soon as possible to notify you of your options. The final decision on this will not be made by the time of Kindergarten Registration. Therefore, in the meantime, we will conduct registration as we have in the past. Parents may select either a 3 full day or a 5 full day kindergarten program for their child. On the attached form, please rank order your choices. Please return this form to Cole School by **Tuesday, January 24th**. Please see enclosed for additional information on our program options. If the school committee approves the 5-day tuition-free program, you will be notified in writing as soon as possible.

The Public Lottery and Placement will be held on **Monday, February 6th at 2 pm**. Every child will receive a spot, however the lottery process establishes a fair method of assigning students a number that will establish the order of consideration for placement into our kindergarten classes. Parents do not need to attend, but are welcome to. Results will be posted on the Main Office windows of the school on February 6th by 4 pm. We request that you come in person to view the lists instead of calling our office, as the volume of calls could be significant and will make it difficult for our office staff to attend to their other responsibilities.

We look forward to welcoming you and your child to Cole School!

Sincerely,

A handwritten signature in black ink that reads "Brian Middleton-Cox".

Mr. Brian Middleton-Cox
Principal

Harry Lee Cole School

26 Middleton Road, Boxford, MA 01921

(978) 887-2856

January, 2012

Kindergarten Program Options

Our present Kindergarten program offers two options. The core program is the three-day program. There is also a five-day tuition based option available. The Boxford School Committee is considering other Kindergarten models for implementation next year including a five-day program without tuition. If there are changes to the program models, you will be notified in writing by the Cole School office as soon as possible to notify you of your options.

We are pleased to be able to offer you and your child an opportunity to select from two program options this year. We will continue to offer a five (5) full day program, as well as our traditional three (3) full day program. Our school day begins at 8:40 am and ends at 3:10 pm. Please select the program option that best matches your needs at this time to allow us to fully prepare adequate staffing and to meet program needs in a timely manner. The following information may help you with your decision:

- The state and local curriculum are the same for both kindergarten programs. The pace of the lessons and the types of activities set up, as well as additional class time, are the main differences children and families will notice between the three day and five day programs. All classrooms will be staffed by certified kindergarten teachers.
- We currently offer two choices for our 3 Day program:
 - A: Monday, Wednesday, Friday
 - B: Monday, Tuesday, Thursday
- Actual enrollment and finalization of the school operating budget will impact how many three day and five day sessions we are able to offer. The decision will be made in late April/early May and we will notify parents by letter.
- Parents who select the five-day option will be responsible for the additional cost to staff the class and supply materials for next year. The additional cost for the 2011-2012 school year was \$3528.00. The School Committee has not yet announced the tuition for the 2012-2013 school year. We will publish it as soon as it becomes available if there will be a tuition-based program.
- The first payment will be due June 1, then September 1, November 1 and January 1. *We strongly encourage parents to set up online payments through their financial institutions.* This insures timely and accurate payment. If requested, we can establish a monthly payment plan for you instead of the four-payment plan. Your request must be made in writing to the principal prior to April 2, 2012.
- Enrollment for the 5 day kindergarten classes is limited and spaces will be filled based on the assigned lottery number. If requests exceed spaces available, registered students will be placed on a waiting list for a 5 day class and offered a space in one of our three day sessions.

Return to the Cole School Office by Tuesday, January 24, 2012.

Kindergarten Placement Form

Parent's Name: _____ Address: _____

Child's Name: _____

___ Yes, my child will be enrolled in Kindergarten for the 2012-2013 school year. Please rank order your program choices with a 1,2, and 3:

___ Five day program
(Tuition Based-
'11-12 Tuition was
\$3,528.00)

Three day program:
___ (Mon, Wed, Thurs)

___ I/we will attend registration ___ I/we are unable to attend registration*

___ No, my child will not enter kindergarten for the 2012-2013 school year.

___ He/she will be enrolled in preschool ___ He/she will be enrolled in private school
___ He/she will remain at home ___ We will be moving before September

*If you are unable to attend registration, you can pick up your registration materials after February 3rd from the Main Office.

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 **CUT HERE AND RETURN THE TOP PORTION TO THE OFFICE**

Required Kindergarten Immunizations

According to Massachusetts School Immunization Law (C-76, S15MGL), incoming Kindergarten children **must** be immunized as follows:

- Five (5) doses of DPT (unless the fourth dose was given after the fourth birthday)
- Four (4) doses of Polio vaccine (unless the third dose was given after the fourth birthday)
- Two (2) doses of Measles/Mumps/Rubella vaccine
- Three (3) doses of Hepatitis B vaccine
- Two (2) doses of Varivax (administered after age 1) or physician documented proof of the chicken pox disease
- Physician's documentation of Tuberculosis (Tb) risk assessment
- One (1) lead screening test

These requirements can be waived, if they conflict with religious beliefs or if your physician certifies that the health of your child would be endangered by such immunizations. Since the state mandates these immunizations, we will be unable to consider your registration complete until they are on file with us and the teacher assignment will be delayed until that time. Your cooperation is greatly appreciated.

Harry Lee Cole School

26 Middleton Road, Boxford, MA 01921

(978) 887-2856

To prepare for Kindergarten Registration:

If your child attended the Cole School Preschool, please follow the instructions in **Section A** to complete the information for your child's kindergarten registration for this fall.

If your child is a **NEW** student, please follow the instructions in **Section B** to complete the information for your child's kindergarten registration for this fall.

Section A – Existing Cole School student (includes Cole Preschool students)

- 1) If any of your contact information has changed, please download and complete the School Entrance Questionnaire found on our website (see instructions below)
- 2) Please provide a copy of your child's most recent physical exam and immunization records. His/her exam must have been completed within the last twelve months.*

Section B – New to Cole School

To prepare for Registration, please go to our website, www.boxfordschools.org:**

- 1) Click on *Harry Lee Cole School*
- 2) Locate *2012-2013 Kindergarten Registration*
- 3) Please download and complete the following forms and bring them with you on your assigned Registration day:**

- | | |
|---------------------------------|---|
| - School Entrance Questionnaire | - Home Language Survey (<i>appropriate page only</i>) |
| - Health History Form | - Contact Permission/Record Release Form |

In addition to the above forms, please bring:

- An original copy of your child's birth certificate (which will be returned to you)
- Verification of Boxford residency (property tax bill, lease, deed, etc.)
- A copy of your child's five year physical exam*
- A record of your child's immunizations, which must be complete or certificates of exemption to be provided to school personnel at the time of registration.

*You may or may not have this information if your child is not yet five, that's ok. We will need this information or proof of a scheduled appointment over the summer on or before June 1st in order to complete your registration and mail out your teacher assignment on July 1st.

**If you do not have access to the internet, please contact our office and we will be happy to mail the necessary forms to you.

If you are interested in volunteering in your child's classroom next year, we will ask you to complete a CORI (Criminal Offender Record Information) form that requires photo identification. **Please bring this with you to registration.**

If you have any questions concerning registration, please call the Cole School at 978-887-2856.

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2012 - 2013 KINDERGARTEN PROGRAM

Please mark your calendars for these important dates:

Wednesday, February 1, 2012	Registration for Parents with last names that begin with A-L in the Cole Lobby from 1:00-2:30pm.
Thursday, February 2, 2012	Registration for parents with last names that begin with M-Z in the Cole Lobby from 1:00-2:30pm.
Wednesday, May 30, 2012	All registrations must be complete and the first 5 Day payment must be paid in order to receive a placement letter in July.*
Thursday, May 31, 2012 at 7:30 pm	Orientation/Informational Meeting for Kindergarten Parents/Guardians <u>only</u> in the Cole School Cafeteria hosted by Mr. Brian Middleton-Cox, Principal.
Monday, July 2, 2012	Letters will be sent to the parents/guardians of those students whose registration is complete. Your letter will include your teacher and session assignment, a school calendar, class list, Kindergarten Orientation information, first day routines and other important information.
Late August/Early September (Prior to the start of school)	Kindergarten Orientation. Includes time to meet your classroom teacher, classmates, see your classroom, have a snack in the Cafeteria and a ride around the block on a school bus. (Screening will take place in September.)

* Children who have summer birthdays (June 1-September 1, 2012) will need to provide documentation of a scheduled medical appointment to complete a physical and all required immunizations in order to receive their placement information in July.

Five Day Kindergarten Tuition Information

The two additional days of kindergarten are part of a self-sustaining program and are beyond the DOE requirement for kindergarten, so each year, the School Committee establishes a tuition to cover the cost of additional materials and staff time. The tuition for 2011-2012 was \$3528.00. We expect the School Committee to set the 2012-2013 tuition by March 1st and we will contact parents by mail. The first payment will be due on or before **June 1, 2012**. The remaining payments will be due as follows:

On/before	September 1, 2012
On/before	November 1, 2012
On/before	January 1, 2013

Please make your check payable to the Town of Boxford and drop it off or mail it to the above address. We do not invoice for the quarterly payments. We strongly encourage parents to set up an online payment with your financial institution. This ensures timely and accurate payments. Should you wish to pay it all at once or set up an alternative payment schedule, please contact Mr. Middleton-Cox in writing by April 2, 2012 and we will be happy to make arrangements. If you have more than one child enrolled in the program, there is a 10% discount off the second tuition.

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