



HIGHLAND PARK PUBLIC SCHOOLS

IRVING PRIMARY SCHOOL

121 S 11th Ave, Highland Park NJ, 08904

PRINCIPAL MEGAN MCNALLY

mmcnally@hpschools.net

(732) 572-2400, EXT 1001

www.irving.hpschools.net

2020-2021 Revised Registration for Irving Primary School

Welcome to Irving Primary School! We can't wait for you and your child to be a part of our community of learners. Irving Primary School is home to our Pre-K through First Grade students. Our faculty and administration work to create a warm, comfortable place where our youngest learners take the journey through those magical primary grades. This letter will outline our spring enrollment process for any new preschool, kindergarten, or first grade student that will be entering Irving for the 2020-2021 school year (please refer to age requirements below). If your child already attends Irving, you do not need to re-register.

To begin the process, you will need to complete the [online registration](#) found at www.hpschools.net. Because of the school being closed indefinitely, please be mindful of the following items that will be required to complete your child's registration:

- Child's Birth Certificate
- Lease Agreement, Deed or Mortgage agreement (top page indicating address is fine for now)
- Immunization Record

Along with completion of the online pre-registration, you will need to upload the documents listed above for the main office to schedule a phone conference/Zoom conference with you to review registration documents. Please note, you may use the App (designed for Android or iPhones) called **Genius Scan**, which is free and can be downloaded on your phone. This app allows you to take a picture of your documents and it will turn them into PDF files that you can upload to the pre-registration. If the above items are not received, we will not be able to continue with your registration until they are received. If you are able to upload all of the items on the [Registration Checklist](#) you may do that. Otherwise, they will be required as soon as the school is open. Ms. Ingram will explain this further on your registration call.

If you do not have access to a Smart Phone or the Internet, you may pick up a registration packet in the Bartle Gym from 8:30-10:30 OR the parking lot at the back of the Cedar Lane Apartments (located on Cedar Lane), closest to building 11 from 11-1pm (starting on 4/1). You may fill this out and once school re-opens you may drop them off and we will then schedule appointments for all paper registrations and documents.

If you have turned in all necessary items to register, you will be receiving an email from Ms. Ingram with a time-frame for your phone or Zoom conference which you can decide upon with her. These appointments will be scheduled on a first-come basis based upon completed pre-registrations.

Dates for Phone/Zoom Conferences	Times
March 31, 2020	9am-2pm
April 2, 2020	9am-2pm
April 7, 2020	9am-2pm
April 9, 2020	9am-2pm
Paper Registrations	TBD based upon when school re-opens



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- Age Requirements (no exceptions!)
 - **Pre-K:** 4 years old on or before October 1, 2020
 - **Kindergarten:** 5 years old on or before October 1, 2020
 - **First Grade:** 6 years old on or before October 1, 2020

FAQ about Spring Enrollment

Will my child and I get to visit the school? Due to the circumstances at hand, we are not sure whether or not our scheduled opportunities will be available to run. If they will be (K Orientation and the Strawberry Festival), all registered families will be contacted with the dates and times. Following this, our Kindergarten students (if they are new and didn't attend Pre-K with us, will be asked to come in for a screening assessment). Again, all of this is dependent upon when we resume a normal schedule.

Before the start of school, families can join us for our supply drop off evening. Information for that comes later in the summer.

When will I find out my child's class placement? Parents will be notified of class placement in mid-August.

Can I choose which Pre-K session my child attends (am/pm)? You will be given an option to request the session you would like your child to attend. Placements are made on a first come, first serve basis. Requests are not a guarantee.

Do I need to have a current physical for my child? All new students entering Irving are required to supply proof of a health physical completed not more than 365 days prior to the start of school and proof of current immunizations. All Pre-K students under 5 years old must provide proof of the flu shot before 12/31/2020.

I missed the spring registration dates, how do I register my child? Once the schools are reopened, all families with paper registrations may drop them off and an appointment will be scheduled. Anyone else needing to register can use our pre-registration link above.

If you have additional questions, feel free to reach out to:

Keisha Ingram
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kingram@hpschools.net