



2017-2018 Spring Enrollment 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 students that will be entering Irving for the 2017-2018 school year.

To begin the process, you will need to pick up or download your registration packet. These are available at the Irving School main office and online at www.hpschools.net. The registration forms should be filled out neatly and accurately. You will need to bring your completed packet (see attached checklist) to Irving School to complete the enrollment process on one of the designated days below. At that time, you must have all documentation with you for review. Only a parent or legal guardian may enroll a child. Please note that your registration times will be dependent on your child's last name, see the schedule below for more information.

Date	Child's Last Name A-K	Child's Last Name L-Z
March 21, 2017	9:30-11:00am	1:00-2:30 pm
April 20, 2017	1:00-2:30pm	9:30-11:00am
May 11, 2017	9:30-11:00am	1:00-2:30pm
May 22, 2017	1:00-2:30pm	9:30-11:00am
June 6, 2017	9:30-11:00am	1:00-2:30pm
June 14, 2017	1:00-2:30pm	9:30-11:00am

All Spring registration appointments will take place at Irving Primary School, 121 South 11th Avenue, Highland Park, NJ. Your child's presence is not required during the registration process.

Notes About Registration Days:

- Age Requirements:
 - Pre-K: 4 years old on or before October 1, 2017
 - Kindergarten: 5 years old on or before October 1, 2017
 - First Grade: 6 years old on or before October 1, 2017
- You do not need an appointment. There is an hour and a half for each session. You can come in when it is convenient for you during that hour and a half time period.
- If you still have questions, please see the attached FAQ page or call us at: 732-572-2400.



FAQ About Spring Enrollment

Will my child and I get to visit the school? Yes. If you register in the spring, you will have the opportunity to sign your child up to visit a classroom.

- **Kindergarten Parents:** There will be a Kindergarten Information Night prior to school starting for all *registered* kindergarteners.
- **Pre-K, Kindergarten, and Grade 1:** In September, all registered students will get to visit the school prior to the first day.

Should my child come to registration? No. Your child does not need to be at registration.

When will I find out my child's class placement? Parents will be notified of class placement in the summer.

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 12/31/17.

I missed the spring registration dates, how do I register my child? After June 14, 2017 all registration will be done by appointment only. Please call the number below to schedule an appointment. Unfortunately, we cannot accommodate classroom visitations or tours in the summer.

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

Irving Primary School
121 South 11th Avenue
Pre-Kindergarten through Grade 1
Keisha Ingram at 732-572-2400 ext. 1002
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