March 2016

Dear Parent / Guardian:

Sending a new kindergarten student off to school for the first time can be among the most exciting (and sad!) moments in a parent’s life. I want to take this opportunity to welcome you and your child to University Place School District. If you have older children in our schools, I hope you already feel confident that your little one will be in good hands. If this is your first experience with public education, I want to assure you that we take the trust you are placing in us very seriously. We will make every effort to work closely with you to ensure your child’s success.

Enclosed with this letter is a packet of information related to kindergarten registration. Please note the name of your primary school principal, and his/her phone number. I urge you to maintain close communication with your child’s school, and to feel free to contact the school at any time.

It is my hope that we will have the privilege of working with you and your child through his or her graduation from high school. For whatever length of time you are with us, we will work hard to ensure your experience with our schools will be a positive one.

Again, we welcome your child to kindergarten, and look forward to working together with you in the years ahead.

Sincerely,

Patricia Anne Banks,
Superintendent
Table of Contents

Important Dates - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Page 1
Registering for Kindergarten - - - - - - - - - - - - - - - - - - - - - Page 2
Kindergarten Program - - - - - - - - - - - - - - - - - - - - - - - - - Page 3
Immunizations Required - - - - - - - - - - - - - - - - - - - - - - - - Page 4
Registration Checklist - - - - - - - - - - - - - - - - - - - - - - - - Page 5
Transportation - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Page 6
UPSD Primary Schools - - - - - - - - - - - - - - - - - - - - - - - - Page 7
Important Dates

March 2
Registration for in-district students begins. Please register as early as possible.

April 18
Begin accepting releases for out-of-district Kindergarten students

Note: Out-of-district students may turn in registration forms AFTER they receive an acceptance letter from the Student Transfers Office.

To verify your resident primary school, call 566-5600.
Kindergarten registration for the 2016-2017 school year begins on March 2, 2016 at each primary school in UPSD, and continues until June 21, 2016. If you are unable to register your child prior to June 12th, please check the UPSD website for additional registration options.

Eligibility Requirements

Children must be 5 years old by August 31, 2016 and reside in the University Place School District, as prescribed by District policy.

Please bring the following when registering your child:

- Certified copy of child’s birth certificate
- Immunization records (See page 4 for detailed information on immunization requirements)
- Verification of UPSD residency - A current utility bill (no older than two months), or a copy of a lease agreement until a current utility bill can be obtained.

Please Note:

- Cell phone bills are not accepted

*Utility Bill statement must include:

- Name of the company sending the bill
- Name of parent/guardian of student
- Service (residence) address of the parent/guardian within UPSD attendance area.
- Bills that have a Post Office Box for the mailing address must also include the service (residence) address.
All kindergarten classes are full-day classes in University Place School District

Program Format
Students enrolled in the Kindergarten Program are enrolled for the full school year and follow the same school calendar as students in Grades 1-12. Students arrive in the morning along with all other primary school students and leave at the end of the day with students in grades 1-4. Students have lunch at school (breakfast is also available). UPSD provides bus transportation to and from school for eligible students. (See page 6.)

Entrance requirements
To enter the Kindergarten Program, children must be 5 on or before August 31, 2016. Students should be registered at their home school. If you wish to have your child attend a school other than their home school, you must submit an in-district transfer request.

Estimated Cost
There is no cost for the kindergarten program.
Immunity Required

Immunizations Required for ALL Entering Kindergarten Students

- 5 doses DTaP (Diphtheria, Tetanus, Pertussis/Whooping Cough). Four doses are acceptable if the last dose is given on or after the 4th birthday.

- 4 doses Polio (OPV or IPV), IF child received dose 4 on or after 4th birthday AND doses 3 and 4 are separated by at least 6 months. Three doses are acceptable if the last dose is given on or after the 4th birthday.

- 2 doses MMR, 1st dose must be given on or after the 1st birthday. 2nd dose must be given at least 28 days after the first dose.

- 3 doses Hepatitis B Series at appropriate intervals (1, 2, and 3) Dose 3 must be given on or after 24 weeks of age (interval between dose 2 and 3 = 16 weeks).

- 2 doses Varicella (chicken pox), first dose must be given on or after the 1st birthday, and second doses given at least 3 months later. Health care provider verification of disease is acceptable.

NOTE: Month, Day and Year must be provided on immunization form for each dose received.
Registration Checklist

☐ UPSD Registration Form ☐ Home Language Survey
☐ Student Placement Form ☐ Residence Verification Form
☐ Certificate of Immunization
☐ Pre-Enrollment Health Questionnaire

OPTIONAL Forms:
☐ Breakfast/Lunch Program Application

Also, remember to bring the following items at the time of registration:

◆ Certified copy of child’s birth certificate
◆ Verification of UPSD residency
  Acceptable forms of verification are: A current utility bill (no older than two months), or a copy of a lease agreement until a current utility bill can be obtained.

Please Note:
● Cell phone bills are not accepted

Utility bill statement must include:
● Name of the company sending the bill,
● Name of parent/guardian of student
● Service (residence) address of the parent/guardian within UPSD attendance area.
● Bills that have a Post Office Box for the mailing address must also include the service (residence) address.
The safety of all UPSD students is our first priority.

University Place School District provides bus transportation to and from school for eligible students. A Primary Student Transportation Planning Form will be sent to you before school starts. Please help us keep students safe by providing accurate information about how your student will arrive at school each day and how they will return home. If your transportation plan changes during the year, please contact the school immediately and complete an updated form.

Arrival & Dismissal Procedures
Each Primary school has designated areas for parents and buses to use for drop-off and pick up. Please be sure that you know and follow these guidelines and remind your student to follow directions given by teachers.

Bus riders: Buses pick-up and drop off students in designated loading areas at each site. Please do not drive in these areas. Students are expected to line up with supervisors for daily pick-up.

Parent Pick-Up & Drop Off: Each school has a designated pick-up and drop-off area. Please do not park in these areas. A brief stop and load/unload will keep traffic moving and avoid a backup. To decrease traffic at each school, we strongly suggest that parents send students to school on buses.

If you wish to make a permanent change to your child’s plan, please contact the school office promptly. If your child needs a different plan for a single day, please send a written note explaining the plan for the day.

If you need to talk with the transportation department, their number is (253) 566-5724.
Our Primary Schools

Chambers Primary School
9101 56th Street West
University Place, WA. 98467
Phone: (253) 566-5650
Principal - Allison Shepard

Evergreen Primary School
7102 40th Street West
University Place, WA. 98466
Phone: (253) 566-5680
Principal - Chris Backman

Sunset Primary School
4523 97th Avenue West
University Place, WA. 98466
Phone: (253) 566-5640
Principal - Mary Godwin-Austen

University Place Primary School
2708 Grandview Drive West
University Place, WA. 98466
Phone: (253) 566-5620
Principal - William Keith
The University Place School District complies with all federal and state laws, rules, and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability in student education programs, co-curricular activities, and employment practices. The district is an equal opportunity/affirmative action employer encouraging application of qualified minorities, women, and disabled persons for employment and other opportunities. University Place School District is committed to providing access to all District programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For elevator access at school sites, contact the principal’s office. The University Place School District is a drug-free/smoke-free work place and educational setting. Direct inquiries regarding compliance, grievance, or appeal procedures, or concerns involving students, should be made to the District Affirmative Action Officer/Civil Rights Compliance Coordinator/ Title IX Officer/HIB Compliance Officer, Jeff Chamberlin, jchamberlin@upsd.wednet.edu; or Section 504/FAPE/ADA concerns should be made to Maria Hetland, mhetland@upsd.wednet.edu. Both can be contacted at (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466.