



Theodore Roosevelt Elementary School

"Brilliant Beginnings"

Tami L. McElwee
Principal

December 2020

Dear Parents of **Potential 2021/2022 Kindergarten Students:**

Our Kindergarten Registration process will be conducted virtually this school year. If you have a child who is eligible for kindergarten (5 years old on or before December 1, 2021), all applications must be submitted by email to Teresa Bussi at tbussi@obenschools.org or mail to Teresa Bussi, District Registrar, Oyster Bay-East Norwich CSD, Administration Building, 1 McCouns Lane, Oyster Bay, NY, 11771. Please contact Ms. Bussi if you should need any other assistance at 516-624-6555. Documents should be in PDF form. Once your registration packet is reviewed, you will receive a confirmation letter/email from the Registrar Office to confirm that your registration application is complete. We will begin open enrollment in December of 2020 through April 16, 2021.

We encourage you to register your child as early as possible because participation in our K Orientation and our K Screening process both held in the spring are only for registered students. It is also extremely helpful to our placement process conducted in late spring to have as many registered kindergarten students as possible.

In order to complete your child's registration in the Oyster Bay-East Norwich Central School District, **the following documents must be provided for each child:**

- **DOCUMENTATION OF AGE:** Birth Certificate or Record of Baptism, **OR** Passport
- **DOCUMENTATION OF RESIDENCE:** Parents/guardians must provide sufficient proof that they reside in the School District. Examples of proof of residence include, but are not limited to:
 1. A copy of mortgage statement or copy of deed of ownership;
 2. A tax bill for the Town of Oyster Bay;
 3. A copy of a lease executed by the tenant and landlord, or a sworn or unsworn affidavit by a landlord that a lease is in effect with a copy of the landlord's mortgage statement or deed of ownership;
 4. Statements for utility bills;
 5. The portion of a current telephone bill showing name and address;
 6. A pay stub or income tax form showing the in-district address;
 7. A copy of a driver's license or insurance identification card;
 8. A voter registration document or a state- or other government- issued ID.
 9. A third party affidavit, sworn or unsworn, (usually by a neighbor or social services provider);
 10. A letter from the person you pay rent to saying you live there
 11. Custodial papers or other government issued document with evidence of address, as supplementary proof of residence;
 12. Membership document such as a library card with evidence of address, as supplementary proof of residency.

**150 West Main Street
Oyster Bay, New York 11771**

Phone: (516) 624-6500

FAX #: (516) 624-6591



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- **Parent(s)/Guardian(s) shall provide proper proof of parental relationship:** Guardianship papers or a custodial affidavit for students not living with parents. If divorced or separated, judgment of divorce (pages referring to custody and visitation). For all others, please contact the registrar for additional information.
- **HEALTH EXAMINATION:** Proof of a satisfactory health examination conducted by a physician, physician assistant, or a nurse practitioner licensed in New York, upon first entering the District, and upon entering kindergarten. To be acceptable, such examination must have been conducted no more than 12 months before the first day of school. *Dental Health Certificate – Optional.*
- **IMMUNIZATIONS:** Proof of immunization in accordance with the age-appropriate schedule recommended by the Advisory Committee for Immunization Practice (ACIP). The school nurse will review and approve immunization records prior to enrollment of new students. No child may be admitted to, or allowed to attend, school for more than fourteen (14) days without acceptable evidence of immunization.
- **IEP** (if student is in Special Ed. Program.)

Please be advised that the children will not be admitted to Kindergarten without proof of age, residence, complete health exam and complete immunizations records. Details regarding class assignments, school hours and bus transportation will be sent to all Kindergarten parents during the summer.

IMPORTANT NOTE: If your child is currently in our Pre-K program, Kindergarten registration is still required; he/she will not automatically be promoted to Kindergarten in the Fall.

Please forward this information to friends, relatives or neighbors who may have a child who will be eligible for the Kindergarten program. More information, along with registration forms, may be found on the district website, www.obenschools.org. If you have any questions, please call the registrar at 516-624-6555.

Sincerely,

Tami L. McElwee

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