



Norma Elementary School

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Patience Respect Integrity Diligence Empathy

Dr. Priscilla Ocasio-Jiménez, Principal (ext. 4732)

February 1, 2024

Dear Parents/Guardians,

The Pittsgrove Township School District has begun its Preschool Registration for the 2024-2025 school. This registration includes two locations: **Norma Elementary School** and **Firm Foundations**. All registration documents will be available online at <http://norma.pittsgrove.net/>.

Registration must be completed in its entirety with appropriate documentation provided and submitted via email to djohnson@pittsgrove.net. In addition to the registration documentation, **parents must also complete this Google Form**, which will also be available on our website. If you are unable to scan and send the registration documentation electronically, you will be able to drop off your registration documentation packet at our Central Office at 1076 Almond Road, Pittsgrove **from 8:30 AM – 3:30 PM**. All registrations must be completed by **April 5, 2024**, in order to gain entry into a lottery, if applicable.

Our Preschool program is free to all Pittsgrove and Elmer Borough residents only. If your child will be three (3) years of age by October 1st, he/she will be eligible to attend our Preschool 3-year-old program in September of 2024. If your child will be four (4) years of age by October 1st, he/she will be eligible to attend our Preschool 4-year-old program in September of 2024.

Please note that this program is FREE to all Pittsgrove and Elmer Borough residents ONLY.

If your child is a Pittsgrove or Elmer Borough resident and is already enrolled in our Pittsgrove preschool program at Norma Elementary School or Firm Foundations, you do not need to re-register your child; these students will automatically be placed in PreK4 classes.

If you know someone who has a Preschool age child, please share this information with them. Thank you in advance for your interest.

Below you will find information included with this letter to assist you in the registration process, which is also available online <http://norma.pittsgrove.net/>.

Sincerely,

Dr. Priscilla Ocasio-Jiménez

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Principal

Information to Assist Registration Documentation:

- Steps for scanning and emailing the registration documents:
The Notes App on an iPhone or iPad can be used as a scanner. Android phones also offer this scanner option. Open a new note, press the camera button, the option to scan a document will pop up. Once the document is scanned, you can then email the document.
- **ALL** documents need to be completed in full. Any missing paperwork will delay the registration process.
- If you should have any questions, please reach out to either myself (pocasio-jimenez@pittsgrove.net), Ms. Hall (bhall@pittsgrove.net) - School Secretary, Ms. Patch (lpatch@pittsgrove.net) - School Nurse, or our Registration Secretary, Ms. Johnson (djohnson@pittsgrove.net). If you need a hard copy of the registration packet, please reach out to Becky Hall.
- Additional directions regarding the documentation needed for Registration:
Page one lists the registration checklist items that are needed for registration. The checklist is explained in detail below:
 - 1) Parent/Guardian Photo Identification: Driver's License/State Issued ID or Passport
 - 2) Proof of grade placement (if your child has attended any public school prior to this year): Transfer card, Report card, or Transcript.
 - 3) Proof of Immunizations - A current copy of all immunizations received to date.
 - 4) Proof of Physical - Must be a current physical completed within 30 days of registration. Please print the Universal Medical Form and bring it to your doctor if your child does not have a current physical.
 - 5) Proof of Residence: Two proofs of residency **MUST** be provided, one from List A and one from List B. Parent/Guardian **MUST** be the name listed on **BOTH** proofs. **Please review List A and List B on Page 1.** If a parent/guardian does not have two proofs with their names listed, please follow directions for 5a.
 - a) If parent/guardian of the student is not listed on lease/deed/tax bill, then please complete the *Families in Transition form or the**affidavit, both of which must be notarized. The residents of Pittsgrove/Elmer Borough must then provide documentation from List A and List B. The parent must provide documentation from List B. Please see the descriptions below, but please feel free to reach out to the office if you are unsure of the appropriate documentation:

*The Families in Transition form needs to be completed for Families in Transition with a temporary living arrangement and is living with family or friends out of necessity. This form **MUST** be notarized and the resident of Pittsgrove/Elmer Borough must provide documentation from List A and List B.

The Affidavit form needs to be completed if the living situation is more permanent where the family is residing with family and friends. This form **MUST be notarized and the resident of Pittsgrove/Elmer Borough must provide documentation from List A and List B. The parent must provide documentation from List B.
 - 6) Proof of Student's Date of Birth and relationship to Parent/Guardian. One must be provided: Birth or baptismal certificate of student, Foster parent (state agency documentation), Legal guardian (court documentation).
 - 7) Proof of Custody or restricted contact (if the student does not reside with both natural parents). We must have on file any paperwork that has been provided by the court system.
 - 8) Completed registration packet