



4K & Early Childhood Special Ed Services  
Viking Elementary School  
500 East Wall St.  
Holmen, WI 54636

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608.526.3316, ext. 4133

February 2024

Dear Parents/Guardians:

The time has come to begin enrolling children, who live within Holmen District boundaries, in Four-Year-Old Kindergarten (4K) for the 2024-25 school year! **For families who reside OUTSIDE of the School District of Holmen boundaries, but would like their children to attend 4K in Holmen, there is additional information on the back side of this letter under the box that states, "Infinite Campus Online Registration Link."**

**Online registration for the 2024-2025 school year is open.**

- Children must turn four-years-old on or before September 1, 2024 in order to register.
- The School District of Holmen does not allow early entrance to 4K.
- Please contact the Public Preschool Office at (608) 526-3316, ext. 4133, or dial 0 for the Main Office, if you feel it is best for your four-year-old child to wait a year before starting school.
- If you know of other families with age-eligible 4K children, please share this information and encourage them to enroll as soon as possible. Thank you!

Notes about the online enrollment application:

- **If at any time you need assistance with your application, please call 608-526-6610, ext. 1309 to speak with Courtney Wilson, District Registrar.**
- In order to complete the online enrollment application, you need an email address that will be used to begin the application and to provide updates once the application has been submitted.
- If you do not have an email account or access to the website, you may go to the District Office at 1019 McHugh Road in Holmen to complete your application at a kiosk. Office hours are Monday through Friday from 7:30 a.m. - 3:30 p.m.
- You may save the application once it has been started and return to it at a later time if needed.

**Yog nej muaj lus nug, hu rau KellyVang pem tsev kawm ntawv (608) 399.5110, [vankel@holmen.k12.wi.us](mailto:vankel@holmen.k12.wi.us)  
Ua tsaug.**

Before you begin online registration for your new student, gather the following information. Then, continue as noted on the back of this letter.

- Household Information - address along with \*Proof of Residency (unless applying under the open enrollment application) and phone numbers for all household members
- Legal Parent/Guardian Information - work and cell phone numbers, as well as email addresses
- Student Information - demographic information, \*\*Original Birth Certificate, \*\*\*Immunization Record, health/medication information
- Emergency Contact - hospital, doctor, dentist and emergency contact phone numbers and addresses

The three documents marked with an \*asterisk in the previous section are required documents to enroll your students and will need to be either uploaded into the application, emailed to the District Registrar ([wilcou@holmen.k12.wi.us](mailto:wilcou@holmen.k12.wi.us)), or brought to the District Registrar before the application will be processed.

1. **\*Proof of Residency - accepted documents:**

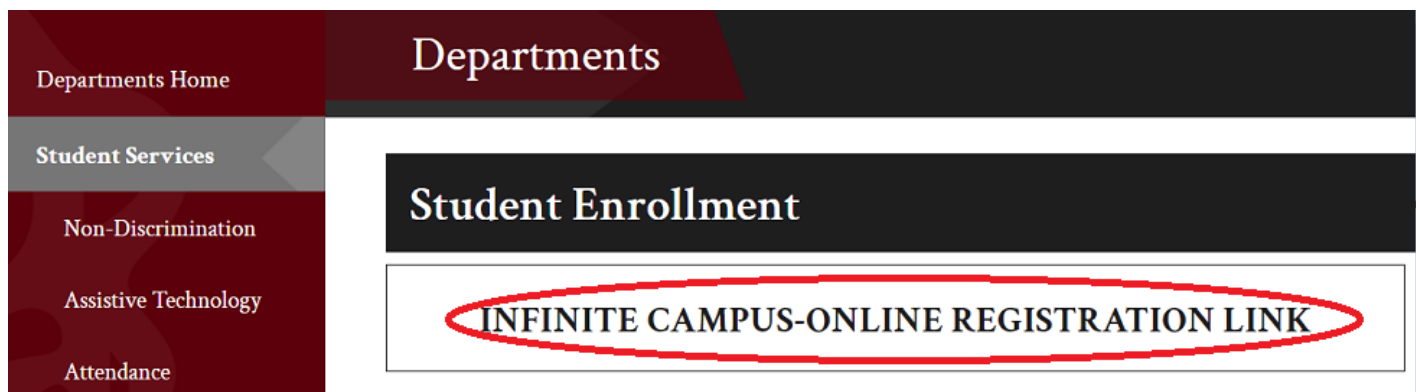
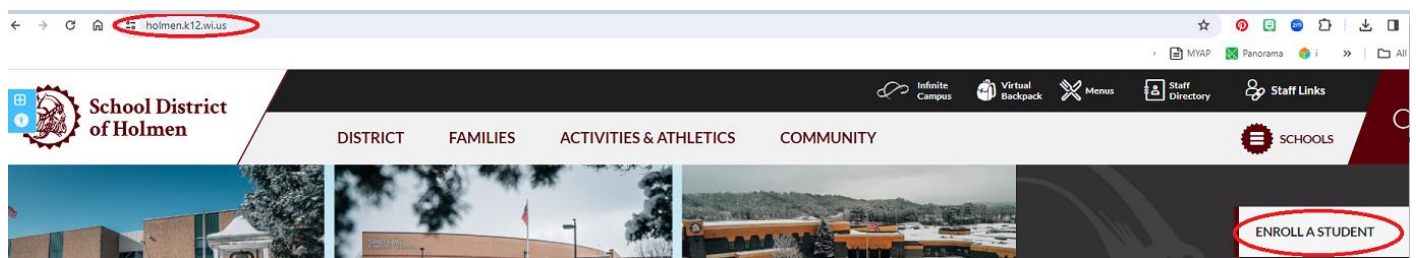
- Current Utility Bill (within the past 45 days) - gas, electric, or water bill with name, address and current service address
- Lease Agreement - current address, names of all parties residing at the address, effective date and all parties' signatures

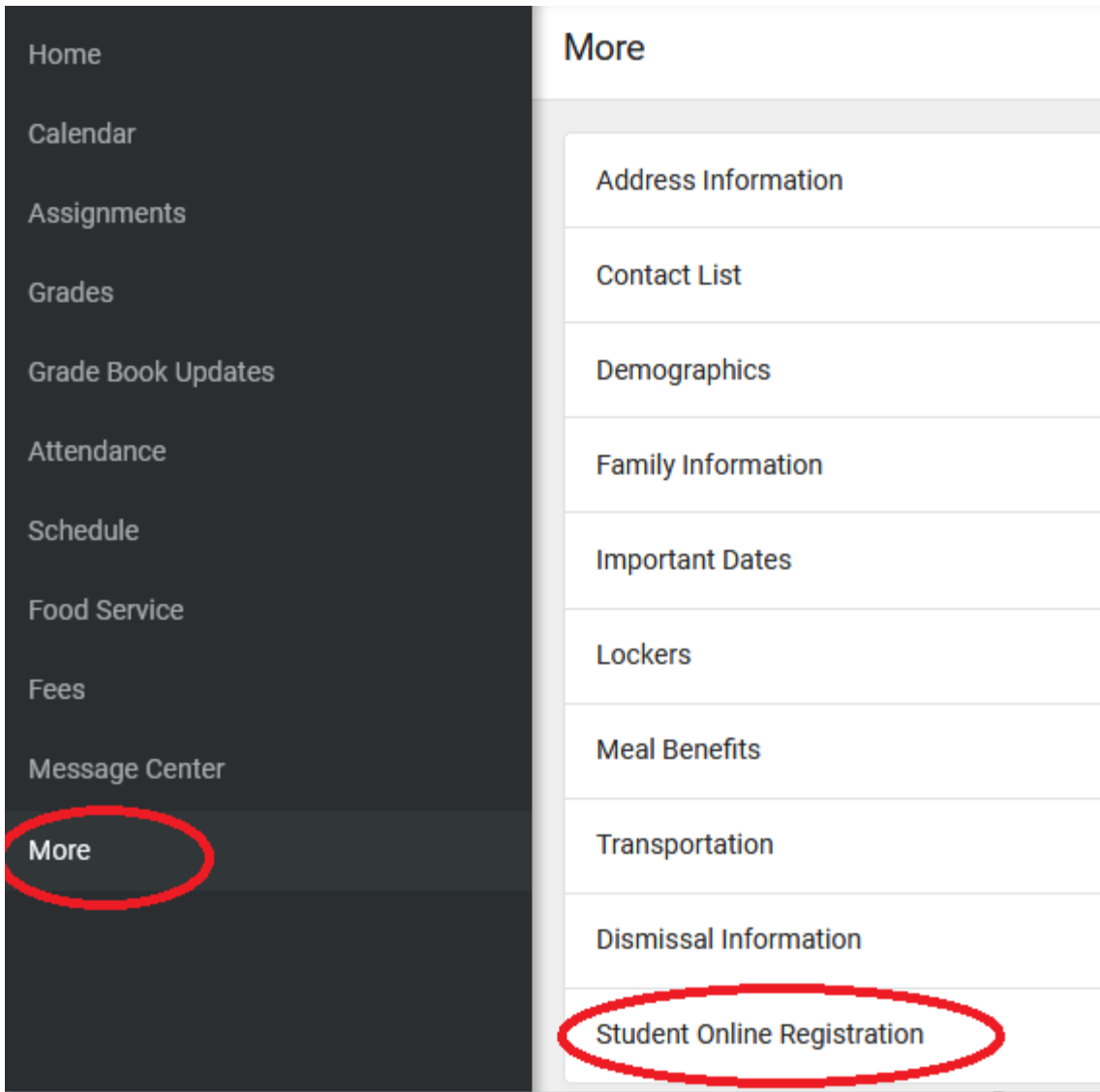
2. **\*\*Original Birth Certificate** - If you are in need of an original birth certificate for your student, you may request a birth certificate from the Wisconsin Department of Health Services by calling them at (608) 266-1371 or by completing an application on their website at [Wisconsin Department of Health Services Birth Certificate Link](#).

3. **\*\*\*Immunization Record** - Available from your healthcare provider

**To open the New Student Enrollment Online Application, follow the steps listed below:**

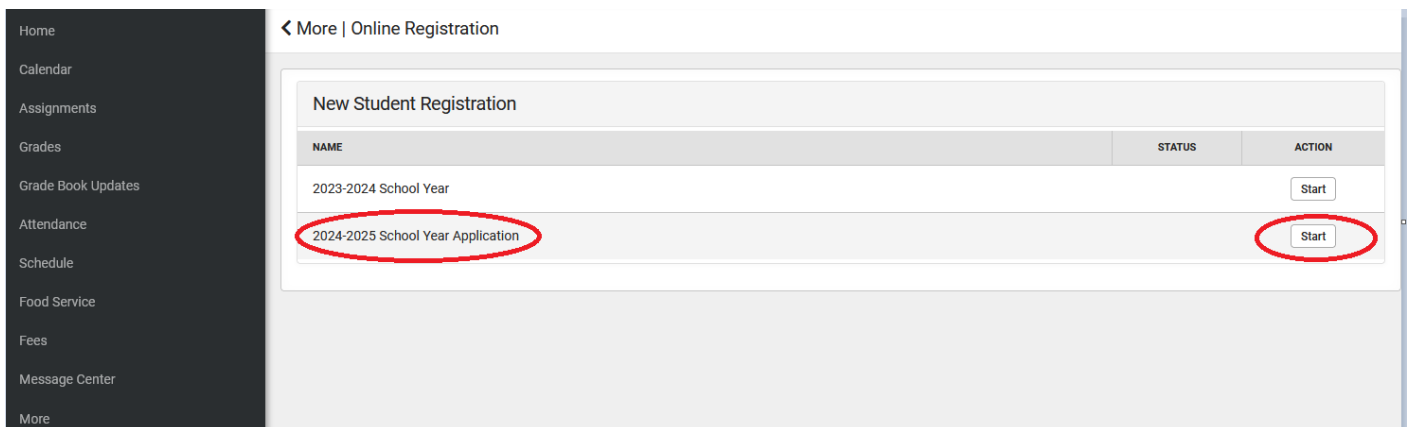
1. New families to the district (no current students enrolled) go to [www.holmen.k12.wi.us](http://www.holmen.k12.wi.us)
2. Along the right side of the page, click on Enroll A Student.
3. Click on:





**Existing School District of Holmen Families (have other children already enrolled in the district):**

1. Go to your existing Infinite Campus Parent Portal



**Open Enrollment Information** (For Families who reside outside of the School District of Holmen, but would like their children to attend Holmen's 4K Program)

If you are open enrolling into Holmen's 4K program, please follow the Open Enrollment process which is provided by going to [www.holmen.k12.wi.us](http://www.holmen.k12.wi.us) - Departments - Student Services - Student Enrollment - Open Enrollment. <https://www.holmen.k12.wi.us/departments/open-enrollment.cfm>

*The Open Enrollment window is Feb. 5 - April 30, 2024.*

*Once you have completed the Department of Public Instruction (DPI) online Open Enrollment process, you will receive an acceptance or denial letter from the School District of Holmen. Families typically receive Open Enrollment acceptance letters from us in late May or June.*

*Upon confirmation of acceptance into the district, the families, who are open-enrolling, will then register their children for 4K by following the preceding information.*

## **Four Year Old Kindergarten (4K) Frequently Asked Questions**

### **Do I have to be a resident of Holmen in order for my child to attend Four Year Old Kindergarten (4K)?**

Only School District of Holmen residents are able to enroll their children in our district. The exception to the residency rule is to apply for Open Enrollment (typically February through April) through the Wisconsin Department of Public Instruction and be approved for Open Enrollment by our district.

### **Is my child age-eligible for 4K?**

To be eligible for Four Year Old Kindergarten (4K), children must be 4 years old on or before September 1st of the school year you plan to enroll them.

4K is designed to be a one-year program. Therefore, your child should attend 4K the year prior to entering Kindergarten.

### **Can my 5 year old attend 4K?**

We recommend that students attend school with their same-aged peers. If you feel your child is not yet ready for their year of 4K, please contact the Holmen Public Preschool Program at 608.526.3316 to schedule a time to discuss any developmental concerns you may have.

### **Do you have a 3-year-old preschool program?**

We have a three-year-old program for children who qualify for early childhood services. These students may attend once they turn 3 years old, based upon individual needs.

### **When does 4K enrollment start for the upcoming school year?**

School District of Holmen residents may begin enrolling in February for the following school year. If you are not a resident of the district and are applying for Open Enrollment into the School District of Holmen, you must complete the Open Enrollment application found on the WI DPI website. Once you receive notification from the School District of Holmen that your application has been approved (May or June), you may register your child for 4K.

### **How do I enroll in 4K?**

All student enrollment is completed on the [School District of Holmen website](#). It will not work to complete registration on a phone. The District Office has kiosks available for anyone who would prefer to complete the registration there. Please contact District Registrar, Courtney Wilson, [wilcou@holmen.k12.wi.us](mailto:wilcou@holmen.k12.wi.us) or 608.526.6610, ext. 1309, with any questions regarding the enrollment process. Specific 4K questions can be addressed to the Public Preschool Office at 608.526.3316. Dial 0 for the administrative assistant in the Main Office.

You will need 3 additional items to complete enrollment: Verification of Residency, Immunization Records, and Birth Certificate.

Items that can be used to provide Proof of Residency: Lease/Rental Agreement or utility bill (gas/electric, cable/internet, or property tax bill)

**Is there a cost associated with our 4K program?**

No, there is no cost or registration fee associated with our 4K program. However, there may be some school supplies and snacks that you will be asked to provide.

**Are meals provided in 4K?**

Breakfast and lunch are not provided at 4K, but we do have a designated snack time during both sessions.

**Where are 4K classes held?**

All 4K classes are currently located at Viking Elementary (500 E. Wall St).

The year after participating in 4K, your children will enter Kindergarten at the school aligned with your home address. There are 4 elementary schools in Holmen: Evergreen (510 Long Coulee Rd), Sand Lake (3600 Sand Lake Rd), Prairie View (1201 Newport Lane), and Viking (500 E Wall St). If you are unsure of which elementary school your child will attend for Kindergarten - Grade 5, please call the District Registrar at 608.526.6610, ext. 1309.

**How many days/week do children attend 4K?**

We have 2 half-day sessions of 4K, all five days per week.

When the District has Early Release Days (2nd Wednesday of most months), there is no 4K; however, we do offer Family Outreach activities on those dates for children to attend with caregivers.

**What are 4K class times?**

Both sessions are 2 hours, 45 minutes long.

AM: 8:15 a.m. - 11:00 a.m.

PM: 11:45 a.m. - 2:30 p.m.

**Do you provide transportation for 4K students?**

We do offer transportation for students attending 4K within District boundaries. Open-enrolled families must provide their own transportation unless the child attends daycare within our boundaries. Transportation determines the session (morning or afternoon) that your child attends.

For the safety of our 4 year old children, we prefer hand to hand transfer of all students, which means that parent/guardians and daycare providers accompany children to and from the bus.

You are typically able to find transportation information on your child's Infinite Campus Portal by the second week of August. Directions will be provided by the Transportation Department. Questions regarding Transportation should be directed to [transp@holmen.k12.wi.us](mailto:transp@holmen.k12.wi.us) or by calling 608.526.4752.

**Do I have a choice in the session (AM or PM) my child attends?**

We do our best to accommodate requests. However, when families utilize our district transportation, we place children in a session that is most efficient for the bus schedule.

NOTE: If families request a transportation change during the school year, this could possibly result in a change of session (AM or PM) or even the classroom teacher.

**When do we find out which session our children attend?**

Families will receive their children's session (AM or PM) and teacher information at the Summer Picture Day in August.

**When is the first day of school?**

The typical first day of school in the School District of Holmen is an Orientation Day for 4K students. We ask that families come to school with their child for a scheduled 45-minute block of time to receive additional details pertaining to 4K. The following day is a regular 4K school day (8:15 a.m. - 11:00 a.m. or 11:45 a.m. - 2:30 p.m.).

If you have further questions regarding the Holmen Public Preschool Program, please call 608.526.3316.