



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

Ms. Sue Eitland, Administrator  
[eitsue@holmen.k12.wi.us](mailto:eitsue@holmen.k12.wi.us)  
608.526.1381, ext. 4133

January 2021

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 2021-2022 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 2021-2022 school year will begin on January 28<sup>th</sup>, 2021.**

- Children must turn four-years-old on or before September 1, 2021 in order to register.
- The School District of Holmen does not allow early entrance to 4K.
- Please contact the Public Preschool Office at (608) 526-1381 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 608-526-1309 to speak with Monika Buggy, 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. - 4:00 p.m.
- You may save the application once it has been started and return to it at a later time if needed.
- The online application cannot be completed on a phone.

**Yog nej muaj lus nug, hu rau KellyVang pem tsev kawm ntawv (608) 526-1313, ext. 4255. 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 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. 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:

**INFINITE CAMPUS-ONLINE REGISTRATION LINK**

**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 - Enrollment - Open Enrollment.

The Open Enrollment window is Feb. 1 - April 30, 2021.

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.



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### Information regarding the School District of Holmen's 4K Program

Holmen Public Preschool (4K and Early Childhood Special Education services) collaborates with families and the community to build a foundation of success for all children. We balance social-emotional growth and academic skills within a play-based, creative, and nurturing environment.

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

Breakfast and lunch are NOT provided at 4K, but we do have a designated snack time.

The School District of Holmen has four elementary schools. Although 4K is housed within Viking Elementary, it is not necessarily the school where they will attend elementary school for K - Gr. 5.

Our 4K classes meet five days/week for 2 hours 45 minutes. We have an AM and a PM session.

- AM 8:15 a.m. - 11:00 a.m.
- PM 11:45 a.m. - 2:30 p.m.

On District Early Release Days (the second Wed of each month), the 4K classes do NOT have school. We utilize this day for family and community outreach/collaboration.

You will receive your children's session (AM or PM) and teacher information during the second week of August.

Transportation is offered within our school district boundaries, so indicate within the online enrollment if you would like to utilize this service. An Educational Assistant (EA) typically rides on the bus, along with the driver. You will need to select **one** pick-up/drop off location for your children, which determines which session they will attend. **Parent requests for change in transportation during the school year may result in a need to alter your children's session or teacher.**

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

You will be able to find your transportation information on your Infinite Campus Portal by the second week of August. Directions will be provided.

Additional details pertaining to 4K will be provided on September 1<sup>st</sup> when you and your children will come to school for a scheduled 45-minute Orientation time with their assigned teacher. The 4K students' first regular day of school will be on September 2<sup>nd</sup>.

Our staff is looking forward to providing quality learning experiences for your children and meaningful outreach activities for your entire family! We look forward to collaborating with you!

Sincerely,

Sue Eitland  
Holmen Public Preschool Administrator