



Holmen Public Preschool
Early Childhood Special Education Services

4K School Sites:
Prairie View Elementary and Viking Elementary

Public Preschool Office

500 E. Wall St.
Holmen, WI 54636
(Phone) 608.526.1381
(FAX) 608.526.1393

Ms. Sue Eitland, Administrator
eitsue@holmen.k12.wi.us

February 2019

Dear Parents/Guardians:

The School District of Holmen's Public Preschool Program will begin enrolling children in Four-Year-Old Kindergarten (4K) for the 2019-20 school year on February 12th. In order to develop balanced class lists and transportation routes in a timely manner, we are asking parents to enroll their children in 4K as soon as you know they will be attending our program during the 2019-20 school year. The School District of Holmen utilizes online enrollment.

Notes about the online enrollment application:

- *In order to complete the online enrollment application, you will 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 in to the District Office at 1019 McHugh Road in Holmen, Monday - Friday between the hours of 7:30 a.m. and 3:30 p.m. to complete your application at a kiosk.*
- *The online application cannot be completed on a phone.*
- *If at any time you need assistance with your application, please call 608-526-1309 to speak with Monika Buggy, District Registrar.*

Yog nej muaj lus nug, hu rau Mai Yang pem tsev kawm ntawv (608) 526-1313. Ua tsaug.

Before you begin online registration for your new student, please gather the following:

- *Household Information - address along with *Proof of Residency for new student enrollments (unless applying under the open enrollment application) and phone numbers for all household members*
- *Legal Parent/Guardian Information - work and cell phone numbers; email addresses*
- *Student Information - demographic information, **Original Birth Certificate, ***Immunization Record, health/medication information, as well as previous school report card or transcript as appropriate*
- *Emergency Contact - hospital, doctor, dentist and emergency contact phone numbers and addresses*
- *****Request for Records - address and phone of previous school unless never before attended school*

*The documents marked with an *(asterisk) above are required documents to enroll your student(s) and will need to be either uploaded in the application or brought in to the District Office to the District Registrar before the application will be processed.*

***Proof of Residency - accepted documents:**

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

****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](#).*

*****Immunization Record** - *available from your healthcare provider*

******Request for Records** - *This form is available inside the application. Please have your student (s) former school address and phone numbers available to complete the form unless your student has never been in school.*

If at any time you have questions or need assistance, please contact the District Registrar, Monika Buggy, at 608-526-1309. You may save the application and return to it at a later date if needed.

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

1. Go to www.holmen.k12.wi.us
2. Under “Departments,” select Student Services
3. Along the left side column, click on Student Enrollment.



4. Click on

On Thursday, February 21st, the Holmen Public Preschool staff will be hosting a special 4K registration event, from 4:30 p.m. – 6:30 p.m. at Prairie View Elementary School (1201 Newport Lane). During this optional event, parents can complete online enrollment forms in a computer lab, submit the documentation listed in bold print above if not already uploaded online, and have questions answered by staff and administration. You and your children will also have an opportunity to visit a 4K classroom and check out a big, yellow school bus before you leave! If you are unable to attend the special registration event on February 21st and are not able to upload the required documentation forms (birth certificate, immunization records, and proof of residency) you must take those documents to the District Office at 1019 McHugh Road between 7:30 a.m. and 3:30 p.m. on Monday – Friday. Once again, we appreciate this happening at your earliest convenience. Thank you! We hope to see many of you on February 21st!

Please note that 4K is designed to be a one-year program. Therefore, your child should attend the year prior to entering Kindergarten. Also, make certain to note that the site where your child attends 4K is not necessarily the location where they will attend elementary school the following year. Currently, we have 4K classrooms at Prairie View and Viking Elementary Schools. The morning sessions are held from 8:15 a.m. – 11:00 a.m., and the PM sessions take place from 11:45 a.m. – 2:30 p.m. A family’s need for transportation determines which site and session (AM or PM) each student will attend 4K.

If your child will be utilizing district transportation services (608.526.4752 or transp@holmen.k12.wi.us), please indicate that within the online enrollment application. Families utilizing district transportation need to select **one** pick-up/drop off location. District transportation service for all students is designed according to parameters, which include a school bus picking up/dropping off students at the end of a driveway or other designated stop. As mentioned above, your child’s 4K site (Prairie View or Viking) and session (AM or PM) will be determined by the pick-up/drop off location, which will not be assigned until the majority of students are registered. **Any parental request for change in transportation during the school year may result in a need to alter your child’s site and/or session.** 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 notified by mail of your child’s pick-up/drop off location and time during or before the third week of August.

Timeline of Upcoming 4K Events/Notifications:

February 12th – Online Enrollment Begins

February 21st – Special 4K Registration Event at Prairie View Elementary (4:30 p.m. – 6:30 p.m.)

August (second week) – Receive packet via postal mail containing 4K site and session information

August (TBD) – Welcome Back to School Night (**Optional**) at both Prairie View and Viking Elementary Schools

September 3rd – Orientation Session with teacher (Only need to attend at your assigned time; approximately 45 min.)

September 4th – 1st day of 4K (AM and PM sessions)

September 11th – District Early Release Day, which means NO SCHOOL for 4K students

Please feel free to contact me should you have any questions. The Holmen Public Preschool staff is looking forward to providing quality learning experiences for your child!

Sincerely,

Sue Eitland

Holmen Public Preschool Administrator

Holmen Public Preschool 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.

School District of Holmen ~ Educating every student to achieve global success