ROBINSON ELEMENTARY SCHOOL

245 East Street
Mansfield, Massachusetts 02048

Kerri L. Sankey, Ph.D., Principal
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West Office 508-261-7513 ph 508-261-7418 fax
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www.mansfieldschools.com

February 2019

Dear Parent/Guardian of Incoming Kindergartners,

Welcome to the Robinson School! Thank you for completing our online pre-registration (step 1) on Family Connection. In this packet you will find the additional steps necessary to complete Kindergarten registration for your student.

Step 2: **Schedule a registration/health interview appointment by March 22nd once you have pre registered you will be sent a link to sign up.** Appointments are available April 23rd - April 25th (Tues, Wed & Thurs) from 9:30am-1:30pm and on Wednesday, April 24th from 5:30pm-7:00pm. Appointments will take approximately 45 minutes and are held in the Robinson School Library. You will meet with a registrar and a nurse to go over your required documents. *Please do not bring your student to this appointment.*

Step 3: **Gather REGISTRATION documents.** *In order to complete registration for your student, you must bring ALL of the following items to your appointment:*

1. **His/her original birth certificate with DOB on or before 9/1/14**. In Mansfield a student must be 5 years old on or before September 1, 2019 in order to attend Kindergarten in September. *We will copy and return the document at your appointment.*

2. **A (recent) photo of your student** with his/her name printed on the back.

3. **KINDERGARTEN QUESTIONNAIRE** - Form can be filled out online or downloaded and printed from our website at www.mansfieldschools.com (choose Robinson Elementary School, then under the Parents tab choose Kindergarten Registration). *(Form can also be mailed by request - call 508-261-7510)*

4. **Proof of Residency.** You **MUST** have **one document** from **EACH** of the following **three** columns with **a PARENT or GUARDIAN's name listed** as complete proof of residency:

Column A Evidence of Residency	Column B Evidence of Occupancy	Column C Evidence of Identification
Home Ownership: ○ Deed ○ Recent Mortgage Payment ○ Fully Signed & Executed Purchase and Sales Agreement ○ Property Tax Bill	○ Fuel Bill ○ Electric Bill* ○ Water Bill ○ Cable Bill *In Lieu of Electric Bill, a letter from Mansfield Electric with account information can be provided. Bills must be dated within the last 30 days. Above must list parent/guardian name and valid street address of resident. *If a bill cannot be provided then an Occupancy Affidavit or letter of residency must be notarized to validate occupancy.*	○ Valid Driver's License ○ Valid Photo Identification Card ○ Valid Passport ○ Other Government Issued Photo ID
Rental: ○ Fully signed and executed Lease and/or Rental Agreement (executed by both parties) with all residents listed (includes HUD /Section 8 lease) ***If no residency in parent's name:*** ○ Residency/Occupancy Affidavit* or Notarized Letter listing students **This form can be found on the Student Registration website*		

All students, regardless of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, or housing status, have equal access to all programs including athletics and other extracurricular activities.

Step 4: **Gather HEALTH documents.** One of the Robinson School nurses will meet with you to review your student's health history and create his/her school health record. Children may **NOT** enter school until a School Nurse has verified that all medical requirements have been met.

Please bring the following items to your health interview:

1. **Health Survey -** Form can be filled out online or downloaded and printed from our website at www.mansfieldschools.com (choose Robinson Elementary School, then under the Parents tab choose Kindergarten Registration). *(Form can also be mailed by request - call 508-261-7510)*

2. Proof of a **Physical Exam** completed after August 31st 2018. **Please bring an immunization record with you even if you do not have a current physical.**

Record must indicate month/day/ year of the following:

- ✓ Diphtheria, Tetanus, Pertussis (Dtap) – 5 doses
- ✓ Polio – 4 doses
- ✓ Measles, Mumps and Rubella (MMR) – 2 doses
- ✓ Hepatitis B – 3 doses
- ✓ Varicella (Chicken Pox Vaccine)- 2 doses (or verification from your physician that he/she had the disease)
- ✓ Proof of lead screening

3. **Certification of Vision Screening including Stereopsis** conducted by your primary care physician or an eye doctor dated after August 31, 2018.

4. **Risk Assessment for tuberculosis** and TB test if indicated by your physician.

If you have any questions or need assistance scheduling your registration appointment, please contact the Robinson School East Office at 508-261-7510 or email nicole.reynolds@mansfieldschools.com. If you have health-related questions, please call the Robinson School Health Office directly at 508-261-7387.

Sincerely,

Robinson School Administration

PS. Mark on your calendar for Kindergarten Parent Orientation on Tuesday, March 12th at 6:30pm in the Robinson Cafeteria. We will present an overview of the registration, health interview, academic screening process, and a day in the life of a Kindergarten student. **Please do not bring your student.** They will be invited to visit our school for Academic Screening in May, at Open House in August and at Classroom Orientation in September. Thank you for your cooperation.

****Hints to a quick and complete Registration****

- **Schedule your registration appointment by March 22nd once you are pre-registered you will be emailed a link to sign up genius.**
- Use the CHECKLIST on the following page to ensure a complete registration.
- Allow 45 minutes for your appointment which is held in the Robinson School Library.
- Call the office with any questions 508-261-7510.

Please Note: If you do not schedule your appointment by March 22nd, the office will assign an appointment for you. Thank you for your cooperation.

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Parent/Guardian Checklist for Completing Kindergarten Registration

You must bring ALL of the following items to your registration appointment in the library:

For Office Staff:

- □ **Schedule your Registration Appointment by March 22nd.** *(See page 1 for link.)*
- □ Your student's original birth certificate with **DOB on or before 9/1/14.**
- □ A recent PHOTO of your student *(with name written on back).*
- □ The Kindergarten Questionnaire which can be downloaded from our website *(or mailed upon request).*
- □ Your Proof of Residency. *(See page 1 of this packet for specific documents needed.)*
  - □ Evidence of Residency from Column A
  - □ Evidence of Occupancy from Column B
  - □ Evidence of Identification from Column C
- □ Additional paperwork - as applicable *(IEPs, Court Documents, etc.)*

For the Nurses:

- □ The New Student Health Survey which can be downloaded from our website *(or mailed upon request).*
- □ His/Her Physical Exam w/ Immunizations *(bring most recent copy)*
- □ Certification of Vision Screening including stereopsis
- □ His/Her Risk Assessment for Tuberculosis

All students, regardless of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, or housing status, have equal access to all programs including athletics and other extracurricular activities.