



Little Chute Elementary School  
901 North Grand Avenue  
Little Chute, Wisconsin 54140

---

*Jim Neubert - Principal*

January 31, 2017

Dear Parent(s):

Thank you for requesting an enrollment packet for the four-year old kindergarten (4K) program at Little Chute Elementary School (LCES). We are excited that you have selected the Little Chute Area School District for your child's education. Please read this letter carefully to make sure you complete all of the requirements to enroll your child in our 4K program.

### **ELIGIBILITY FOR 4K PROGRAM**

- Your child is **REQUIRED** to be four years of age on or before September 1, 2017;
- Your child **MUST** be a resident of the Little Chute Area School District **OR** your child must be approved to attend the Little Chute Area School District under Wisconsin Open Enrollment.

### **ENROLLMENT PROCESS FOR 4K PROGRAM**

- The enrollment process for 4K begins on Tuesday, February 7, 2017 from 4:00-7:00 p.m. at Little Chute Elementary School, 901 Grand Avenue, Little Chute, WI 54140. After this date, the enrollment will continue during school days from 7:30 a.m. to 4:00 p.m. (if you are unsure of school attendance days, please call 920-788-7610 to confirm that the office will be open). An additional evening enrollment date is scheduled for Thursday, February 9, 2017 from 4:00-7:00 p.m. Preference for the morning or afternoon session will be granted on a first come, first served basis (all enrollment requirements must be met). Once a session is full, a waiting list for that session will be created. Enrollment documents which are received in the mail prior to the start of the enrollment process will be entered at 7:00 p.m. on February 7, 2017 for purposes of preference. After this date, packets that are mailed to the school will be entered the day they are received.
- If the LCASD received a Wisconsin Open Enrollment application from the Department of Public Instruction, a parent is allowed to complete the 4K enrollment process. Open enrolled students will be granted preference for the morning or afternoon session similar to resident students. **Please note:** The Little Chute Area School Board approves Wisconsin Open enrollment requests. If the LCASD denies an open enrollment request, enrollment materials will be destroyed. If you have questions about Open Enrollment, contact Laura McCormick, Director of Pupil Services, at 920-788-7605 or at [lmccormick@littlechute.k12.wi.us](mailto:lmccormick@littlechute.k12.wi.us).

### **REQUIREMENTS FOR COMPLETING THE ENROLLMENT PROCESS**

- **Your child's birth certificate** (this will be visually verified and returned to you when you bring in your child's enrollment materials). If you mail your child's enrollment materials, you may send a copy of your child's birth certificate (this will be destroyed after it is visually verified).
- **Verification of address/proof of residency** (e.g. rental agreement, utility bill, bank statement, etc. that shows your correct/current physical address). A P.O. box will not be accepted as the sole

address without a physical address. This requirement does NOT apply to students who are enrolled under Wisconsin Open Enrollment.

- **Little Chute Area School District Student Registration Form** (ENCLOSED)
- **4K Preference Form** (ENCLOSED)
- **Home Language Survey** (ENCLOSED)

### **OTHER ENCLOSURES RELATED TO THE 4K PROGRAM**

- **Student Immunization Record**--this form or a waiver form is **REQUIRED** and must be turned in during the actual registration process in August (see below).
- **Student Health Examination Form**--this form is **OPTIONAL**--this information is helpful to the school in terms of meeting your child's medical needs--this form may be turned in during the actual registration process in August (see below).
- **Kindergarten Eye Health Examination Report**--this form is **OPTIONAL**--this form may be turned in during the actual registration process in August (see below).
- **Little Chute Elementary School 4K Program Description**--this is informational.
- **Little Chute Elementary School 4K Frequently Asked Questions**--this is informational.
- **Summer School Offerings for 4K Students**--this is informational; please contact the Office at 920-788-7610 or visit [www.littlechute.k12.wi.us](http://www.littlechute.k12.wi.us) for registration information.

### **2017-2018 REGISTRATION PROCESS**

The enrollment process is different from the registration process. The enrollment process reserves a space for your child for the 2017-2018 school year and assists in making the registration process easier for parents. The Little Chute Area School District has a district-wide registration process scheduled for **August 8 and 9, 2017**. At the registration process, you will.....

- be provided the name of your child's teacher
- be provided additional information relevant to the start of the school year
- be asked to turn in your child's completed immunization form or waiver form as well as any of the optional forms provided in this packet
- have access to the school nurse to discuss any medical issues
- have access to food service to pay milk fees (if applicable)
- have your child's picture taken by the District photography provider

Again, we are very excited that you have selected LCES for your child's education. Please make sure you read the "Frequently Asked Questions" document as this should answer many of your questions about the 4K Program. If you have questions about LCES, please contact the school at 920-788-7610 or visit the LCASD website at [www.littlechute.k12.wi.us](http://www.littlechute.k12.wi.us).

Sincerely,

*Jim Neubert*

Jim Neubert  
Little Chute Elementary School Principal