

## Enrollment Procedures – Frequently Asked Questions

### What information/documents do I need to enroll my child?

- **A valid address in Placentia within our school boundaries** (unless you have previously been to our district's Child Welfare and Attendance Office):
  - Verification is by a current **electric** or **gas** bill
  - In the case of a home purchase, an escrow agreement
  - In the case where utilities are included in the rental or lease agreement, a copy of the agreement on Property Management letterhead
- **Proof of age:**
  - Official birth certificate (not hospital document)
  - Passport
- **Official immunization records** are required for certifying up-to-date immunizations for each student.

Immunization Guidelines
<b>Polio... 3 Doses</b> (last dose must be on or after 4 <sup>th</sup> birthday, or 4 <sup>th</sup> dose is required. Last 2 doses 2 months apart)
<b>DTP/DtaP ... 4 Doses</b> DT/Td (last dose must be on or after 4 <sup>th</sup> birthday, or 5 <sup>th</sup> dose is required. Last 2 doses must be 6 months apart or counts as 1 shot)
<b>MMR Vaccine... 2 doses</b> or 1 MMR and 1 measles containing vaccine meets requirement (both doses must be given on or after 1 <sup>st</sup> birthday)
<b>Varicella (Chicken Pox) ... 1 dose</b> (dose must be given after 1 <sup>st</sup> birthday or disease to be documented by health care provider)
<b>Hepatitis B... 3 doses</b> (we will accept registration if the series is in progress) HBV 2 <sup>nd</sup> dose 1-2 months after 1 <sup>st</sup> dose; 3 <sup>rd</sup> dose 2-6 months after 2 <sup>nd</sup> dose; at least 4 months between 1 <sup>st</sup> and 3 <sup>rd</sup> doses

- All Kindergarten students must have completed a **physical examination** no more than six months prior to entering Kindergarten. (If an exam is completed between 6 – 12 months prior to Kindergarten entrance, another physical exam will be required prior to entering first grade.) All first grade students must have completed a physical examination no more than 18 months prior to first grade entry, unless previously done for Kindergarten enrollment.
- All kindergarten students must have a **Oral Health Assessment/Waiver** form filled out (forms will be in registration packets.) Forms may also be obtained at the following website:  
<http://www.pylusd.org/sites/education/healthservices/>
- A student living with a relative (other than parents) is required to go to our district's Child Welfare and Attendance Office.
- A student and parent/guardian living in the home of another party must have a notarized statement from the 3<sup>rd</sup> party that the student lives with him/her, or have the 3<sup>rd</sup> party come to the school office with a driver's license (with photo i.d.) and the 3<sup>rd</sup> party will write a letter stating that the student and parent/guardian live with him/her.
- Verification of identity of parent, licensed foster parent, or legal guardian may be required.
- **Emergency telephone numbers** are required
- Name, address and district of previous school, if applicable
- **Parent/Guardian's home/work phone and address**

### Helpful documents/information:

- An academic transcript or report card from your former school, if applicable
- For Special Education students: Prior IEP and Assessments
- For GATE students: Prior test scores and/or certification forms

### Where do I go to enroll?

Enrollment takes place at your neighborhood school during regular office hours. Brookhaven will begin handing out new student enrollment packets on Tuesday, March 10, 2009, and will hold their Kindergarten/New Student Registration Day on Tuesday, 4/7/09, from 1:00 p.m. – 2:00 p.m. in the Multipurpose Room. We request parents only, as there will be opportunity to bring your children to Open House on April 23, 2009 at 7:00 p.m. and a Kindergarten Tea to welcome the children before school begins in September.

## What is the minimum age for enrollment in school?

Only children who reach the age of five on or before December 2 of the school year are eligible for enrollment in Kindergarten.

## May I enroll my child in a school other than the neighborhood school?

Street name and number determine assigned neighborhood attendance areas. The majority of our students in our district attend their neighborhood school. We do have an Open Enrollment Policy at our district where students residing in (and out of) PYLUSD may elect to attend another school within the District. If you desire your child to go to another school other than your neighborhood school, refer to our district's web site: [www.pylusd.org](http://www.pylusd.org) or check with our Child, Welfare, and Attendance Office, located at our district office. Their phone # is (714) 985-8670. You must apply for open enrollment at CWA and there are certain periods of time when applications are accepted. **PLEASE NOTE: SIBLINGS WHO HAVE NOT BEEN ACCEPTED ON CHOICE TRANSFER ARE NOT AUTOMATICALLY APPROVED TO ATTEND THE SAME SCHOOL. EACH CHILD MUST BE ACCEPTED ON CHOICE TRANSFER INDIVIDUALLY!**

## What are the school's starting and ending times?

*Currently*, Brookhaven's regular school hours for grades 1 – 6 are 7:50 a.m. – 2:07 p.m. Kindergarten hours are different:

- Early Bear/Late Bear hours are 7:50 a.m. – 11:10 p.m. and 9:30 a.m. – 12:50 p.m.  
The times for these classes are as above to allow a smaller ratio of students per teacher during the core academic time such as Language Arts and Mathematics. **These times are subject to change!!!**

## Do you provide Child Care at Brookhaven?

Yes! You may call Brookhaven Child Care directly by calling (714) 996-0654. Please do not call until April 1, 2009, as Child Care will not have information available for the new school year prior to this date. Although Child Care is housed at school sites, the site does not operate the program. This is done through our district's Child Care. If you cannot reach our site's Child Care because of holiday or vacation, you may call the district Child Care for more information: (714) 985-8459.

## Is language assessment required?

Language assessment is required if

- A language other than English is frequently spoken in your home
- If your child spoke another language when he/she began speaking
- If your child most frequently speaks another language at home
- If your child was born outside of the U.S.

Language Assessment is done through our Assessment Center, located at Topaz Elementary School: (714) 528-1007; address is 3232 Topaz Ln, Fullerton 92831-2609.

Papers must be received back from the Assessment Center before final registration can be completed.

## May I enroll in Summer School prior to enrolling for the regular school year?

Summer School is open to students who have verified permanent residence in the school year. At this time, our Summer School program is only for students that have been identified at-risk.

## School Tours

Our principal will be conducting school tours for new enrollees. The *tentative* dates for these are as listed:

- Tuesday, February 3, 2009 8:05 – 8:45 a.m.
- Tuesday, April 7, 2009 1:00 – 2:00 (after Kindergarten Roundup)
- Thursday, April 23, 2009 7:00 p.m. (self-guided tour during Open House)
- Tuesday, May 26, 2009 8:05 – 8:45 a.m.

Please check the school calendar on this website to get current information regarding the dates/times of the tours.

## When does school start?

We are on a traditional school calendar with school starting after Labor Day, Tuesday, September 8, 2009. A calendar of the major holidays is included with your registration packet. We also post monthly calendars of school events and important dates on our website. Please check the calendar often, as it is updated when events are added or changed.

## **Do you have a GATE program?**

### **Elementary Program:**

Elementary students who are identified as gifted may be served either in their home schools or through magnet programs. In either case, students receive qualitatively different instruction. This may be provided through the enrichment strands of the language arts and mathematics programs, special projects, variations on class assignments or accelerated instruction. Typically, GATE students who remain in their home schools are grouped in clusters to meet their instructional needs. Students who opt to attend the magnet programs are assigned to classrooms where all students qualify for the GATE program. Golden Elementary School houses the magnet program for Brookhaven. Further information can be viewed at [www2.pylusd.k12.ca.us/gate/](http://www2.pylusd.k12.ca.us/gate/)

## **What Special Education Programs are provided?**

Placement for Special Ed students is done through our district office: (714) 985-8660. If your child has been in an RSP or SDC class or Speech class, please bring his/her current IEP and Assessments with you to enrollment.

### **Additional Questions?**

Please call the Brookhaven office for further information (714) 986-7110.