



ON THE ROAD TO KINDERGARTEN!

2022-2023 SCHOOL YEAR



The Public Schools of Brookline is excited to welcome our newest students to kindergarten! We know that this is a very special time in each student's life, and we look forward to joining you on this journey.

This booklet outlines the kindergarten registration process. The Office of Registration and Enrollment is committed to ensuring that you and your student have a successful transition into their first day of school in Brookline.

STEPS TO REGISTRATION

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Start
Kindergarten!

BEFORE GETTING STARTED...

Eligible kindergarten students are Brookline residents will be five (5) years old or older, on or before August 31, 2022. There are no exceptions to this policy.

You and your student must be active residents in the Town of Brookline in order to register for kindergarten. We anticipate that the Class of 2035 will be comprised of students born between September 1, 2016, and August 31, 2017.

During the registration process, you must present documentation of your student's primary residence in Brookline to the Office of Registration & Enrollment.



- Before a student is registered and can start school, their parent or legal guardian must provide proof of your student's primary residence in Brookline to the Office of Registration & Enrollment.
- **You must be a resident at the time of registration.** If you are planning to move to the Town of Brookline, you can register your student only once you are residing in your Brookline home.
- Temporary residence in the Town of Brookline for the sole purpose of attending the Public Schools of Brookline will not be considered residency.
- METCO or Materials' Fee students follow a different process for registration. If your student is accepted through either PSB program, the Office of Registration and Enrollment will contact you after you receive your acceptance notification with more details.



VERIFY RESIDENCY AND GATHER DOCUMENTATION

1



DOCUMENTATION NEEDED TO REGISTER YOUR KINDERGARTEN STUDENT INCLUDES:



Proofs that indicate you and your student are active residents in the Town of Brookline.



Proofs that indicate your student is age-eligible to enter kindergarten.



Proofs that indicate your student meets all the health requirements to enter Public Schools in the State of Massachusetts.

The parent/guardian must provide all required documents for each new student to enroll in the Public Schools of Brookline. If you are unable to provide these documents, please consult with the Office of Registration and Enrollment staff to determine suitable alternatives.

You must still bring all of the required documents even if you have previously enrolled other students in the Public Schools of Brookline, or you have enrolled/registered this student with the Public Schools of Brookline, Special Education Services, or the Brookline Early Education Program (BEEP) in the past. A list of required documents can be found at the end of this booklet.

You are required to submit these documents before your virtual registration appointment. Any documents regarding your residence in Brookline must be dated within 45 days of the appointment date. More information about how to submit your documents can be found in step 2 below.

We ask that all documents be completely translated into English. All translations should be completed by a professional translator or translation service prior to your appointment. Previous school records from daycare providers and preschool programs are NOT required for kindergarten registration.

A **Residency Certification Agreement** may be required for established/new residents whose residency falls under the following categories:

- Tenant-At-Will
- Sublet Agreement
- Living with Family/Friends
- Live-in Employment (e.g. Nanny, caretaker, etc.)
- Rental of rooms in a Brookline residence
- Student over age 18 living with family/friends).

Other situations may also require a Residency Certification Agreement upon request by the Office of Registration and Enrollment.



2

REGISTER ONLINE

COMPLETE THE ONLINE REGISTRATION APPLICATION, SUBMIT DOCUMENTATION ELECTRONICALLY, AND MAKE YOUR VIRTUAL APPOINTMENT WITH THE OFFICE OF REGISTRATION & ENROLLMENT.

Applications should only be completed by families who meet the residency requirements and are active residents in the Town of Brookline.

The final step of the online application requires you to select an appointment time for your virtual meeting with the Office of Registration & Enrollment. You will receive a link to make your appointment once you have completed the entire online application for your student. Make sure you complete this step and make a note of the appointment date and time before exiting the application.

PUBLIC SCHOOLS of BROOKLINE				
Please select a date and time for your virtual appointment:				
Timezone: US Eastern (12:03:50 PM)				
Nov 16, 2021 - Nov 24, 2021				
8	Wed 11/17	Thu 11/18	Fri 11/19	Tue 11/23
9	9:30 AM	9:00 AM	9:30 AM	9:00 AM
	10:00 AM	9:30 AM	10:00 AM	9:30 AM
		10:00 AM		10:00 AM

The online application for kindergarten will be available beginning **January 4, 2022**, on www.brookline.k12.ma.us/kindergarten. You can access the application at any time to begin reviewing and editing your student's information. However, you cannot submit the online application, select an appointment time, and complete registration until after January 4.



Please provide contact information for the student you

Appointment Type *

~~Current school year~~

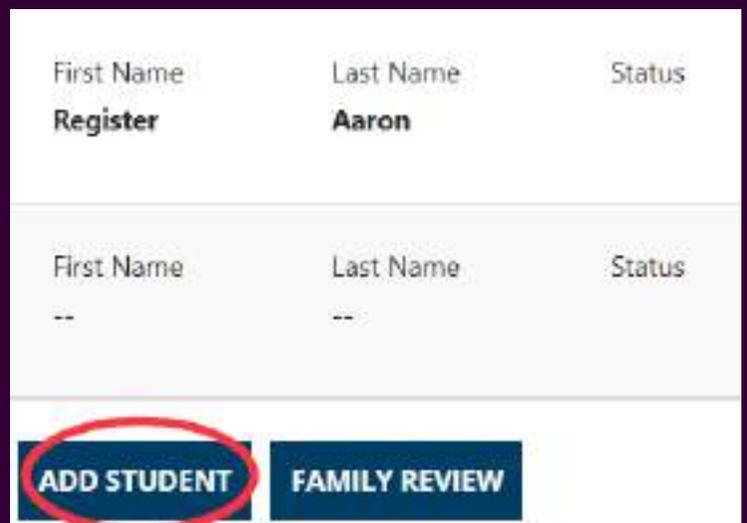
Next school year, Kindergarten

As it appears on the student's birth record

All incoming kindergarten students that are entering the Public Schools of Brookline must select **"Next School Year, Kindergarten"** as their appointment type in the application to request enrollment for September 2022.

Appointments will take place virtually beginning mid-January 2022. Please note that all families who complete registration during our first kindergarten enrollment period (January - March) will have equal weight for school assignment preferences. **Pre-registration appointments for the 2022-23 school year are reserved only for kindergarten students during the months of January and February; students in other grades planning to attend PSB for the next school year will be able to begin registration in March 2022.**

If you have previously used our online registration software to register for BEEP, special education services, or your student's sibling(s), please use your existing username and password. The Office of Registration and Enrollment will be happy to assist you in retrieving and resetting your login credentials if necessary. To add your kindergarten student to the application, please click "Add Student".

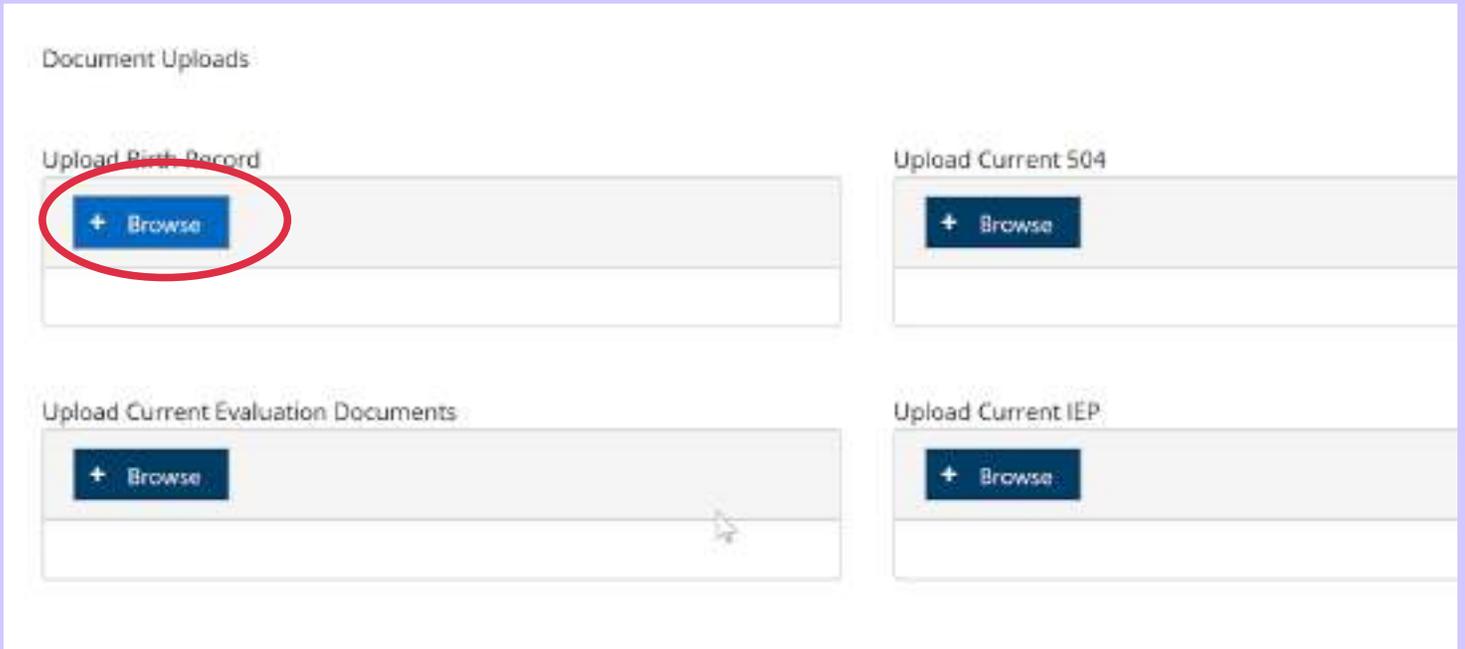


First Name	Last Name	Status
Register	Aaron	
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ADD STUDENT FAMILY REVIEW

SUBMITTING DOCUMENTS

At the end of the online application, you will be asked to electronically upload and submit the required documents. Click on the “Browse” button for each appropriate document category and select a file from your device to upload. Please note that our application only supports PDF, PNG, and JPG uploads at this time.



Document Uploads

Upload Birth Record

+ Browse

Upload Current 504

+ Browse

Upload Current Evaluation Documents

+ Browse

Upload Current IEP

+ Browse

If you have difficulty uploading the files or converting it into a PDF, PNG, or JPG format, you may also email them directly to our office at enroll@psbma.org with the subject line: “[Student Last Name] - Registration Documents - [Date of Registration Appointment].” You may also mail/drop off a physical copy of these documents at:

**PUBLIC SCHOOLS OF BROOKLINE
OFFICE OF REGISTRATION AND ENROLLMENT
BROOKLINE TOWN HALL, 4TH FLOOR
333 WASHINGTON STREET, BROOKLINE, MA 02445**

Our office dropbox is located at the main entrance of the Brookline Town Hall, in the vestibule. Please note that if you intend to drop off the documents physically, you can only do so during the hours in which Town Hall is open. We will return any original copies you send to us by physical mail upon request.

BEEP STUDENTS

If the student you are registering is a current BEEP student, the Office of Registration and Enrollment will work to prepare an application for you. We ask that you review the application we have created and verify your student's information, consents/permissions, and medical histories. Our staff will contact you directly to navigate this process beginning in December 2021.

Registration verification appointments for kindergarten are required for all students, including those currently enrolled in BEEP. You will be required to schedule an appointment time for your virtual appointment as part of the application verification process. All current BEEP families are required to submit updated residency and student health documents for Kindergarten registration, regardless of when they were first enrolled in the district.

ENROLLMENT MEETINGS

3



MEET WITH THE OFFICE OF REGISTRATION AND ENROLLMENT THROUGH A VIRTUAL APPOINTMENT

When you book your virtual meeting you will receive a calendar invitation with the login credentials to your virtual meeting. If the parents/guardians require the support of additional guests (e.g. translators, family advocates, social workers, etc.), please notify us ahead of time. A member of the Office of Registration and Enrollment team will begin the registration appointment once all participants have joined.

All registration meetings will be held through Zoom, with a telephone conference call as an alternative option. During the virtual appointment, the Office of Registration and Enrollment will review your application, verify the required documents, and discuss the next steps for your student's enrollment. While we only require one parent/guardian to be present, all members of your family are welcome to attend the meeting with our staff.

Please have ALL registration documents submitted to our office **before** the time of your appointment. **Your student will not be registered until all of the required documents are verified by a member of our team.**

ENGLISH LEARNER EDUCATION (ELE)

The Office of Registration and Enrollment will help all families complete a Home Language Survey during your registration appointment. Massachusetts Department of Elementary and Secondary Education (DESE) regulations require that all schools determine the language(s) spoken in each student's home to identify their specific language needs.



If the answer to any question on the Home Language Survey is a language other than English, the Public Schools of Brookline is required to do further screening with your student. The Office of Registration & Enrollment will coordinate with the PSB English Language Education (ELE) department to schedule a separate appointment for your student should they require this additional screening. You will be notified of this meeting by email. Appointments for an English Language Proficiency Screening will be available beginning in Spring 2022.

IMMUNIZATION RECORDS

Your student will not be allowed to attend school at PSB until all immunization requirements are met.

Immunizations must be approved by our Student Health Services staff prior to school attendance. Student Health Services staff will assist families to determine if students meet all immunization requirements. The immunization requirements for the 2021-2022 school year are listed on the next page.

Any changes to PSB's immunization requirements will be communicated to you directly from the school nurse during or after school meetings (step 5).

Massachusetts School Immunization Requirements 2021-2022[§]

Massachusetts school immunization requirements are created under authority of [105 CMR 220.000 Immunization of Students Before Admission to School](#)

Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students, even if over 18 years of age.

Childcare/Preschool^{¶†}

Attendees <2 years should be immunized for their age according to the [ACIP Recommended Immunization Schedule](#). Requirements listed in the table below apply to all attendees ≥2 years. These requirements also apply to children in preschool classes called K0 or K1.

Hib	1-4 doses ; the number of doses is determined by vaccine product and age the series begins
DTaP	4 doses
Polio	3 doses
Hepatitis B	3 doses ; laboratory evidence of immunity acceptable
MMR	1 dose ; must be given on or after the 1 st birthday; laboratory evidence of immunity acceptable
Varicella	1 dose ; must be given on or after the 1 st birthday; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Grades Kindergarten – 6^{¶†}

In ungraded classrooms, Kindergarten requirements apply to all students ≥5 years.

DTaP	5 doses ; 4 doses are acceptable if the fourth dose is given on or after the 4 th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP
Polio	4 doses ; fourth dose must be given on or after the 4 th birthday and ≥6 months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 th birthday and ≥6 months after the previous dose
Hepatitis B	3 doses ; laboratory evidence of immunity acceptable
MMR	2 doses ; first dose must be given on or after the 1 st birthday and second dose must be given ≥28 days after first dose; laboratory evidence of immunity acceptable
Varicella	2 doses ; first dose must be given on or after the 1 st birthday and second dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

§ Address questions about enforcement with your legal counsel.

¶ Meningococcal vaccine requirements (see Grades 7-10 and 11-12) also apply to residential students in Grades Pre-K through 8 if the school combines these grades in the same school as students in Grades 9-12.

† Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year and religious exemptions (statement from a student, or parent/guardian if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs) should be renewed annually at the start of the school year.

* A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant, or designee.

See following pages for Grades 7-10, Grades 11-12, and College (Postsecondary Institutions)

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SCHOOL ASSIGNMENT



THE OFFICE OF REGISTRATION AND ENROLLMENT WILL FACILITATE AND DETERMINE ALL SCHOOL ASSIGNMENTS FOR FAMILIES.

Assignments are determined based on the date your child has completed the following prerequisites:

- Completion of the virtual appointment;
- Verification of required documents;
- Additional screenings for student services or programming, if needed.

PRE-REGISTRATION PERIODS

WINTER
(JANUARY -
MARCH)



Families that complete registration **by March 31** will receive school assignments by **April 30**.

SPRING
(APRIL - MAY)



Families that complete registration **by May 31** will receive school assignments by **June 15**.

SUMMER
(JUNE -
AUGUST)



Families that complete registration **after May 31** will receive school assignments **on a rolling basis throughout the summer**.

FALL
(SEPTEMBER
ONWARDS)



Families who complete registration **during the school year** will be assigned as soon as each of the bulleted steps are completed.

DETERMINING YOUR SCHOOL ZONE

Students are generally assigned to a school based on the location of their primary residence in Brookline. To see which school zone your student is assigned to, please visit <http://gisweb.brooklinema.gov/whereami/>.

When searching, please select the address without the zip code. To review the school district, make certain to look for the "School Buffer Zone", which is listed after "School Zone". If a buffer zone is listed, the school zone for that address is part of a buffer zone.

BUFFER ZONES

PLEASE KEEP IN MIND THAT MANY ADDRESSES IN BROOKLINE FALL WITHIN BUFFER ZONES.



A buffer zone is an area surrounding a neighborhood school district that serves two or more schools. All of the K-8 schools in Brookline have buffer zone streets in their district. Buffer zones are designed to keep class sizes small by allowing the Office of Registration and Enrollment the discretion to assign students to any of the schools in their buffer zone. In addition to class size, factors such as siblings and family preferences are all considered when making a school assignment.

Each family in a buffer zone is asked to make a request for a school assignment preference at the time of the registration appointment as well as given the opportunity to explain the reasons for your preferences.

The Office of Registration and Enrollment makes every effort to honor buffer requests. However, the enrollment at each buffer school that your child is entering plays an important part in the final decision.

- If you have older students already enrolled at a school, your rising kindergarten student will be assigned to the same school as their older sibling(s).

- If your child is the first student in your household to enter one of our K-8 schools, the Office of Registration & Enrollment will assign all students in the family to the school with the lower enrollment numbers.

Enrollment patterns can, and do, change; buffer zones are designed to allow the school district to flex with these changing patterns and keep our level of instruction at its best quality at all times. This may mean that historical patterns of school assignment that you may have observed in your neighborhood may change as enrollment at each school differs from year to year.

Buffer assignments are weighted equally within each pre-registration period, and not on a first-come, first-served basis. A family that registers during the first available registration appointment has no advantage over a family that registers on a later day of the same period (i.e. kindergarten registrations completed anytime between January to March are weighted equally before a decision is made).



NATIVE LANGUAGE SUPPORT PROGRAM (NLSP)

A student who qualifies for English Language Education (ELE) services may take advantage of a Native Language Support Program (NLSP) at the Public Schools of Brookline. NLSP supplements the instruction students receive in their general education classroom by providing additional instruction and English development to students through their home language.

The Native Language Support Program (NLSP) is offered in the following languages:

- Chinese - at Pierce School
- Hebrew - at Ruffin Ridley School
- Japanese - at Lawrence School and at Lincoln School
- Korean - at Baker School
- Russian - at Driscoll School
- Spanish - at Runkle School



A student may enroll at a school outside of their assigned zone for NLSP upon approval by the Office of English Language Education (ELE). The ELE department will communicate with the Office of Registration & Enrollment in facilitating and finalizing school assignments. Your child cannot be enrolled in NLSP until they have completed their English Language Proficiency screening.

SPECIAL EDUCATION

Special education services throughout the district address the needs of students who require specialized instruction and support. If your child is currently receiving these services, you will work with the Office of Student Services in determining an appropriate school placement, as well as other supports and services your student might need as they transition to kindergarten.

The Office of Registration and Enrollment will work closely with the Office of Student Services to ensure your student's school assignment and transition plan are closely followed. Resources for families of students who receive special education services in the Public Schools of Brookline can be found by visiting:

<https://www.brookline.k12.ma.us/specialeducation>.



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SCHOOL MEETINGS

AS PART OF THE SCHOOL ASSIGNMENT NOTIFICATION, YOU WILL RECEIVE A REQUEST TO PROVIDE SOME INFORMATION ABOUT YOUR STUDENT.

This is intended to help your student's classroom teacher and school counselor learn more about your student and prepare them for Kindergarten.

Any family that has specific questions or concerns regarding your child's kindergarten transition may request to meet with the school counselor to discuss your child. If you would like to schedule a time, the Office of Registration & Enrollment will help you facilitate scheduling an appointment.

Beginning in Spring 2022, school staff may reach out to you with opportunities to learn about your child's school and classroom. These events typically allow students to become more comfortable being a kindergartener at their new school. This is also a chance for parent(s) and guardian(s) to meet the school's leadership team and get a sense of what to expect in September.



STUDENT HEALTH AND NURSING

Before your child begins school in September, the school nurse may contact you and:

- Arrange for any special health care needs or for the administration of any essential medications or procedures that are prescribed during the school day.
- Confirm that your child's immunizations are complete and that they are clear to attend school.
- Request that you provide an updated physical exam report. This is most important for students whose annual pediatric visit occurs after registration.

If your child has specific health care needs, you must meet with the school nurse before they begin attending school. If you need assistance in scheduling a meeting with the school nurse, the Office of Registration and Enrollment can help you arrange a meeting.

COVID-19 REGULATIONS

Because of the rapidly-evolving situation of the COVID-19 pandemic, PSB will continue to adhere and adapt to best practices recommended by local and state departments. Please visit www.brookline.k12.ma.us/nurses to review the current PSB COVID-19 guidelines and procedures.

As of November 2021, a COVID-19 vaccine is not required for student entry into the Public Schools of Brookline.

CHANGING YOUR MIND?

WE UNDERSTAND THAT WE ARE ASKING YOU TO MAKE IMPORTANT DECISIONS ABOUT YOUR CHILD'S EDUCATION AMIDST A PERIOD OF UNCERTAINTY.

Kindergarten is an important milestone for everyone involved, and our staff is here to support you and your family in this transition. We strongly encourage all families who plan to start kindergarten in September to enroll.

Should you elect to enroll your child in homeschooling, or another year of Preschool/Daycare, or your family's circumstances change, our office will help coordinate the withdrawal process.

HOMESCHOOLING

UNDER MASSACHUSETTS GENERAL LAW CHAPTER 76, SECTION 1, AND THE CHARLES DECISION OF THE MASSACHUSETTS SUPREME JUDICIAL COURT, THE PUBLIC SCHOOLS OF BROOKLINE RECOGNIZE AND HONOR THE RIGHT OF PARENTS OR GUARDIANS TO EDUCATE THEIR CHILDREN AT HOME.

The Massachusetts Department of Elementary and Secondary Education (DESE) also states that "each child must attend school beginning in September of the calendar year in which he or she attains the age of six."

(<https://www.doe.mass.edu/lawsregs/603cmr8.html?section=all>).

Families living in Brookline who intend to homeschool children six years or older must register with the Public Schools of Brookline and establish a Home Education Plan with the district.

TEACHER ASSIGNMENTS

ALL STUDENTS WHO HAVE REGISTERED IN THE SPRING RECEIVE THEIR TEACHER ASSIGNMENTS FROM THEIR NEW SCHOOL DURING THE SUMMER.



Please note that our kindergarten teams develop class placements to create balanced groupings of students. Unfortunately, they are not able to honor teacher requests for the placement process.

Each family will have several opportunities to share information that will help our teaching teams to know your child better to assist with their transition to kindergarten. In addition, you will be able to provide us with input regarding any peer groupings (i.e. neighbors, friends from preschool, etc.) that you feel may present potential challenges for your child's kindergarten transition.



6

START KINDERGARTEN!

WELCOME TO KINDERGARTEN, AND
WELCOME TO BROOKLINE!

WHAT DOCUMENTS DO I NEED FOR KINDERGARTEN REGISTRATION?

YOUR VALID ID

DRIVER'S LICENSE, PASSPORT, AND/OR OTHER GOVERNMENT ISSUED PHOTO IDS



YOUR STUDENT'S BIRTH RECORD

ONE (1) PROOF OF RESIDENCY

ACCEPTABLE PROOFS INCLUDE:

- PROPERTY TAX BILL
- MORTGAGE STATEMENT
- HUD-1 SETTLEMENT STATEMENT
- QUITCLAIM DEED
- ACTIVE LEASE AGREEMENT



TWO (2) PROOFS OF OCCUPANCY

UTILITY STATEMENTS FROM DIFFERENT COMPANIES DATED WITHIN THE LAST 45 DAYS. ACCEPTED PROOFS INCLUDE:

- CABLE/INTERNET BILL OR STATEMENT OF SERVICE
- ELECTRIC BILL OR STATEMENT OF SERVICE
- OIL BILL OR STATEMENT OF SERVICE
- GAS BILL OR STATEMENT OF SERVICE
- HOME/RENTER'S INSURANCE POLICY



YOUR STUDENT'S MOST RECENT IMMUNIZATION AND HEALTH RECORDS



OTHER IMPORTANT DOCUMENTS

ACTIVE CUSTODY AGREEMENTS, COURT ORDERS, ETC. AS APPLICABLE



IF YOU ARE UNABLE TO PROVIDE THESE DOCUMENTS, PLEASE CONSULT WITH OFFICE OF REGISTRATION AND ENROLLMENT STAFF TO DETERMINE SUITABLE ALTERNATIVES. DOCUMENTS MUST BE ACCOMPANIED BY AUTHORIZED TRANSLATIONS IF THE ORIGINAL VERSION IS NOT IN ENGLISH.

ONLINE REGISTRATION BEGINS AT WWW.BROOKLINE.K12.MA.US/KINDERGARTEN

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