



Dear Families of Incoming Pre-K Students,

### Pre-K Informational Meetings

If you have a child who will be 4 years old by September 1, 2018, we would love to invite you to an informational meeting. At this meeting you will learn more about how you can participate in this free, quality preschool program in our district. We will have a short presentation sharing information about the program and give families an opportunity to ask questions and provide registration paperwork. If you are not able to attend an informational meeting please view the video and more details on our website at <http://prek.verona.k12.wi.us/registration>. Translation will be available in Spanish at both informational meetings and at the District Registration Office.

#### Step 1 – Provide Documents to VASD

##### Informational Meeting dates and times: (Choose One)

Regardless of which Pre-K site your child will attend in fall, the following provides information for how to register your child with the district. Legacy students (students already enrolled at a Pre-K site) also need to complete all the registration steps but will continue in the Pre-K program at the current site he/she attends.

- WHERE: **Verona Area High School**  
Performing Arts Center  
300 Richard Street  
Verona, WI 53593
- WHEN: **Wednesday, January 10** 5:00 pm – 6:00 pm
- WHERE: **Boys and Girls Club**  
4619 Jenewein Road  
Fitchburg, WI 53711
- WHEN: **Tuesday, January 16** 6:30 pm – 7:30 pm

#### WHAT TO BRING:

Proof of Age/Name - You must provide one (1) document

- Birth certificate
- Current passport
- Immunization records

Proof of Residency – You must provide one (1) document

- Current lease agreement (must include terms/dates of lease)
- Mortgage document
- Current utility bill (Gas, Water or Electric ONLY) within last 45 days

If you are not attending a Pre-K informational meeting please call 608-845-4360 to set up an appointment and bring the following items to the District Registration Office.

**WHERE: District Registration Office**  
Located at Verona Area High School  
300 Richard Street  
Verona, WI 53593

**WHEN: Monday - Thursday** 8:30 am – 4:30 pm

**WHAT TO BRING:**

Proof of Age/Name - You must provide one (1) document

- Birth certificate
- Current passport
- Immunization records

Proof of Residency – You must provide one (1) document

- Current lease agreement (must include terms/dates of lease)
- Mortgage document
- Current utility bill (Gas, Water or Electric ONLY) within last 45 days

**Step 2 – Online Registration**

Parents or guardians may register children who will be 4 years old on or before September 1, 2018 for the Verona Area Pre-K Program. On-line registration will be available for parents starting Monday, February 26, 2018 at 6:00 am – Friday, March 2, 2018 at 12:00 pm. Parents will receive their unique Snapcode and instructions for completing the process in the mail or e-mail before Friday, February 23, 2018. Only families that have completed step 1 will receive letters to continue the registration process. Placement will happen in the order on-line registration is submitted. Legacy families are required to complete step 2 by March 2<sup>nd</sup> to secure your legacy space at your Pre-K site.

**Step 3 - Confirmation**

Once you have completed step 1 and step 2 your child will be placed at a Pre-K site. In June 2018 your family will be notified which site and session your child will be attending.

Please feel free to contact Jennifer Skibba with questions about the registration process.

Sincerely,

Jennifer Skibba  
Early Learning Coordinator  
Verona Area School District  
608-712-9697 (cell)