

# CPS

Cambridge Public Schools



## Kindergarten Registration Information

Revised January 2010

Dear Parents/Guardians:

Welcome to the Cambridge Public Schools. We hope that you find this booklet helpful as you begin the registration process for your child. This booklet is designed to provide you with the necessary information you need to begin the kindergarten registration process. Inside this booklet you'll find information regarding the required forms, registration schedule, a family liaison directory, and the Frequently Asked Questions (FAQs) section.

School choice for families is a significant factor in Cambridge Public Schools, and most schools fill up quickly. We strongly encourage all parents/guardians to register their children in January. Kindergarten registration begins this year on January 4, 2010 for children entering school in September of 2010. Registering for kindergarten in January will increase the chance of receiving one of your school choices. At the time of registration, parents can select up to three school choices.

The school assignment process for CPS under the Controlled Choice Plan uses a variety of diversity factors and assignment preferences which include parents'/guardians' socio-economic status (SES) as determined by their school lunch application. For the Kindergarten Lottery, we also take into account other factors such as siblings, proximity, and race or ethnicity in a narrowly tailored manner.

We strongly encourage parents to visit as many schools as possible and ask questions. When choosing a school, we hope that you will take into consideration a school's educational philosophy and special programs offered. While each school has its own personality, it is important to remember every school follows the same curriculum and has the same high standards for your child. To schedule a school tour, please contact the school family liaison (their contact numbers are listed inside this booklet).

We look forward to meeting you and your child as you begin your education in Cambridge Public Schools. If you have any questions about registration, please contact the Family Resource Center at 617-349-6551. We look forward to assisting you and making the registration process a smooth and easy one for you.

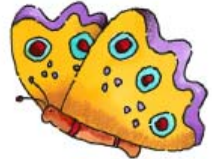
Sincerely,

Jeffrey M. Young  
Superintendent

# Kindergarten Registration Schedule for School Year 2010 - 2011



## January 2010



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Closed	2
3	4 9am - 3pm	5 9am - 7pm	6 9am - 3pm	7 9am - 3pm	8 9am - 3pm	9
10	11 9am - 3pm	12 9am - 7pm	13 9am - 3pm	14 9am - 3pm	15 9am - 3pm	16 9am - noon
17	18 Closed	19 9am - 7pm	20 9am - 3pm	21 9am - 3pm	22 9am - 3pm	23
24	25 9am - 3pm	26 9am - 7pm	27 9am - 3pm	28 9am - 3pm	29 9am - 3pm	30 9am - noon

### *Registration Location:*

Family Resource Center  
15 Upton Street  
Cambridge, MA 02139



Tel. (617) 349-6551 or 6068  
Fax (617) 349-6552  
<http://www.cpsd.us>

# Registration Information

## AGE REQUIREMENTS

Any child who will be 4 years old on or before March 31, 2010 is eligible to enter Kindergarten in September, 2010. Children spend 2 years in Kindergarten if they are not 5 years old on or before August 31<sup>st</sup> prior to entering Kindergarten.

**Tobin Montessori School Age Requirements** - Any child that will be 3-years old on or before September 1, 2010 is eligible to enter the Tobin Montessori Program. Children spend up to 3 years (depending on the child's age when entering) in the Montessori Children's House program, which serves preschool through Kindergarten aged children, before moving onto the Tobin Montessori Elementary program.

## MANDATORY DOCUMENTS

- 1) CPS Registration Form
- 2) Language Survey Form
- 3) Socio-economic Status (SES) Form
- 4) Student's birth certificate or passport
- 5) Student's vaccination record
- 6) Notarized Certificate of Address Form. Parent/guardian's signature on the Certificate of Address Form MUST be notarized. (Notaries are available at City Hall, most banks and insurance offices.)
- 7) Proof of residency (See table below.)

**PROOF OF RESIDENCY:** To establish proof of residency, you must provide a recent copy of one document from each of the following columns.

Deed or mortgage payment statement	Gas bill*	Valid MA driver's license, MA photo ID card, or passport
Lease	Oil bill*	Vehicle registration
Notarized letter from landlord	Electric bill*	W-2, payroll stub**, or bank statement**
Section 8 Agreement	Cable bill*	Excise or property tax bill
	* Dated within the last 30 days	** Dated within the last 60 days



**PLEASE NOTE:** Applications will be considered INCOMPLETE unless ALL documentation listed above is provided. School assignment will NOT be made unless your child's application is COMPLETE. Applications must be completed by January 30, 2010 to be considered for January Registration.

# School Tour Contacts

Contact the Family Liaisons to schedule tours.

SCHOOL	FAMILY LIAISON	TELEPHONE
Amigos School	Lillian Rater	617-349-6315
Baldwin School	Susan Tiersch	617-349-4377
Cambridgeport School	Shirley Harvey	617-349-6587 x.111
Fletcher-Maynard Academy	Phyllis Newton	617-349-6589
Graham & Parks Alternative School	Judy Amendola	617-349-6577 x.115
Haggerty School	Kathy Sampson	617-349-6555 x.208
Kennedy-Longfellow School	Sharon Fernandes	617-349-4865
King Open School	Lena James	617-349-6540 x.135
King Open School	Neusa DaCosta	617-349-6540 x.138
Martin Luther King, Jr. School	Claire Koen	617-349-6454
Morse School	Denise Sullivan	617-349-6679
Peabody School	Theodora Guthrie	617-349-6530 x.1101
Tobin/Tobin Montessori School	Mary Frawley	617-349-6600 x.153

## FOR SCHOOL REGISTRATION INFORMATION, CALL:

Family Resource Center: (617) 349-6551 or (617) 349-6068

### Bilingual Assistance:

Portuguese: Rosemary Pereira (617) 999-6872

Haitian Creole: Kenelle Pr sum  (617) 201-6039

Spanish: Marlyn Santiago (617) 999-8472



# F.A.Q.s About School Registration

## How does the school assignment process work?

- Socio-Economic Status (SES) capacities (Free/Reduced and Paid lunch status) are determined in each grade level for each school.
- Preference is then given to siblings with proximity, siblings only and then proximity only.
- First choice requests of schools are filled first, then second, and then third choices are filled based on availability of seats in a given school.

## I have both a sibling and proximity preference to my first choice school. Am I guaranteed a seat in the school?

- Although this is the highest preference an application could be given, there is no guarantee since seat availability in each SES category is limited.

## What are mandatory assignments?

- This is when a child is assigned to a school other than the 3 choices requested.
- Mandatory assignment students are given the highest priority on the waitlist(s) for their original 3 school choices only.

## My child attends the Tobin Montessori School. Do I have to register him/her for Kindergarten?

- No. Once you have registered your child for the Tobin Montessori program, you do not have to re-register him/her for Kindergarten.

## What should I do if I missed the first registration deadline?

- School choices are limited after the first cycle registration in January, therefore parents/ guardians should register their children as soon as they can.

# Waitlist Information

## How are waitlist positions determined?

- If a child is not assigned to his/her 1st choice school, he/she is automatically placed on the waitlist for schools that were requested.
- For example, if the student is placed in their 2nd choice school, he/she will be posted to the waitlist for their 1st choice school. If you receive your 3rd choice, you will be waitlisted for choices 1 and 2.
- Your waitlist position is determined by your SES status since seats are filled based on availability in Free/Reduced and Paid lunch categories.

## Can I apply to the waitlists?

- Yes, if your child is enrolled in CPS Kindergarten, you may file a transfer request to add your child's name to a waitlist at the Family Resource Center.
- For transfer requests, students are posted according to the monthly cycle in which you apply, NOT the original application date.
- Waitlist changes or additional requests do not receive priority placement.

## How many waitlists can I apply to?

- You may apply to a maximum of 3 waitlists.

## When will I be offered a transfer opportunity and how will I be notified?

- When a seat becomes available, we will offer the seat to students on the waitlist according to SES capacities.
- You will be notified by phone and will have 48 hours to accept/deny the offer or your child's name will be removed from the waitlist for the school being offered.



How can I provide information

# Waitlist Information, cont'd.

## to the Family Resource Center during the summer months in case a transfer opportunity comes up?

- You can notify us of any vacation numbers where you can be reached.
- We will also accept a signed letter in writing stating that you will accept the transfer should it becomes available and we are unable to contact you.
- This letter must be VERY SPECIFIC if you are on more than one waitlist. Be sure to indicate which school(s) you are referencing.

## How many transfer opportunities are students allowed per year?

- Only one transfer per school year is allowed after the start of school.
- If you are offered a transfer opportunity during the school year (September - March 31) you may defer and remain on the waitlist for another transfer opportunity.

## If I miss the phone call, can I reapply to the waitlist?

- Yes, you may reapply to the waitlist and your child's name will be added back to the waitlist according to the date of reapplying.

## When will my child be transferred?

- If you are offered a transfer during the school year, your child will be transferred within a few days after you accept.
- If you are on the waitlist for the next school year, we will start offering transfers from mid-June through the summer. Your child would transfer to their new school for the upcoming school year.

## Do the waitlists expire? When can I renew?

- Yes, the waitlists expire on March 31 of each year. The expiration date for SY2010-

11 waitlists is March 31, 2011.

- At the end of January 2010, you will receive a grade specific letter from the Family Resource Center to remind you to come in to renew your transfer request(s).
- You must renew by March 1, 2010.

## How can I ensure I receive important mailings regarding the waitlists?

- It is extremely important to update any phone numbers and address changes with your child's current school.

## Can my child's position change on the waitlists?

- Yes, if you renew your child's position before the deadline, and anyone above your child's name does not, this can improve your child's position.
- Positions on the waitlist are also affected by Hardship decisions and students attending the Sheltered English Immersion classes.

## Who should I contact regarding waitlist questions or to find out my child's position?

- Please contact Donna Sousa at 617-349-6067





## 2009-10 School Committee Members

Mayor E. Denise Simmons, Chair of School Committee

Marc McGovern, Vice-Chair

Alfred B. Fantini

Richard Harding

Patricia M. Nolan

Nancy Tauber

Alice Turkel

## Family Resource Center

15 Upton Street

Cambridge, MA 02139

Tel. (617) 349-6551 or 6068

Fax (617) 349-6552

[www.cpsd.us](http://www.cpsd.us)

The Cambridge Public Schools is an equal opportunity employer and is committed to the provision of quality educational programs for all students. CPS does not discriminate on the basis of race, color, sex, religion, national origin, disability, age or sexual orientation.

LAST UPDATED JANUARY 2010