



WEST LONG BRANCH PUBLIC SCHOOLS

BETTY MCELMON ELEMENTARY SCHOOL
20 Parker Avenue
West Long Branch, NJ 07764

Mr. James Erhardt
Principal

Dr. Christina Egan
Superintendent of Schools

January 15, 2024

Dear Parent/Guardian,

We are pleased to inform you that our annual Kindergarten Registration for the **2024-2025 SCHOOL YEAR** will take place electronically. The electronic sign up system will be active on **Thursday, February 1, 2024**. To be eligible for Kindergarten, a child must be five years old, or will reach his/her fifth birthday on or before **October 1, 2024**. To register your child in Kindergarten for the 2024-2025 school year, please follow the procedures listed below:

- ❖ Go to the BME website (<http://www.wlbschools.com/Domain/127>).
- ❖ Click on the **Preschool & Kindergarten Registration** button
- ❖ Click on the purple **Pre-Register a Student** button
- ❖ Enter **Student Information** and click the purple **Next Step** button
- ❖ Click the purple **Add Main Contact** button
- ❖ Enter **Contact Information** and click the purple **Submit** button
- ❖ Add additional contact information and click the purple **Next Step** button
- ❖ Skip **Surveys and Questions** by clicking the purple **Next Step** button
- ❖ Verify completed information
- ❖ Under documents, print all three (3) health forms
- ❖ Click the purple **Submit To District** button

After you pre-register your child, parents/guardians are required to drop off the following documents to the BME main office by **Thursday, February 29, 2024**:

- ❖ Three (3) current Proofs of Residency (i.e. Driver's license, property tax bill or mortgage statement, lease agreement, utility bill, etc.)
- ❖ Copy of original birth certificate
- ❖ Health forms and child's inoculation record (located on pre-registration portal)
 - **D.P.T.**- Four (4) original doses and a booster (one dose administered after the fourth birthday).
 - **Polio**- Three (3) original doses and a booster (one dose administered after the fourth birthday).
 - **Rubella/Measles/Mumps**- First dose of MMR at 12 to 18 months of age. Second dose before admittance to Kindergarten.



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- **Mantoux Test for T.B.-** Required for children coming from certain countries. Please check with the school office for further information.
- **Hepatitis B Vaccine-** Must have three (3) by the first day of school.
- **Varicella Vaccine for Chicken Pox-** Mandatory unless the child had the disease.
- **Recent Physical Examination-** Mandated by the State of New Jersey prior to the first day of school.

Thank you for deciding to send your child to Betty McElmon Elementary School. We look forward to a productive and enriching experience for your child. If you have any questions, please feel free to contact me at (732) 222-5900, Extension 1251.

Sincerely,

James J. Erhardt

James J. Erhardt
BME Principal