



# WEST LONG BRANCH PUBLIC SCHOOLS

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

*Mr. James Erhardt*  
Principal

*Ms. Lolita Yacona*  
Director of Special Services

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January 15, 2024

Dear Families,

I am pleased to inform you that full day preschool registration for the **2024-2025 school year** will take place electronically between **February 1 and March 1, 2024**. The application deadline is set for **Friday, March 1, 2024**.

The West Long Branch School District is excited to announce that we are adding two additional preschool classrooms at an off-site provider (Kiddie Academy of Eatontown) for the 2024-2025 school year. In total, we will have five preschool expansion aide funded classrooms, free to 3 and 4 year old resident children of West Long Branch and Allenhurst. These off-site classrooms will be staffed with fully certified teachers, held to the same rigorous standards as BME classrooms, and be overseen by the Principal and Preschool Instructional Coach.

There are a limited number of seats available and we anticipate demand will exceed our capacity. Therefore, we will utilize a lottery system to select students for entry into the program. Seats at each location will be allocated by lottery results on a **first call first choice** (Betty McElmon Elementary School or Kiddie Academy of Eatontown) basis. The lottery drawing will take place on **Thursday, March 14, 2024** and families will be notified shortly thereafter.

To be eligible for preschool, a child must meet the following criteria:

- ❖ Your child must be three years old, or will reach his/her third birthday on or before **October 1, 2024**.
- ❖ **Provide proof of residency in West Long Branch or Allenhurst.**
- ❖ Provide current proof that your child has received the required immunizations (see below).
- ❖ Your child will participate in a pre-school readiness assessment.

To register your child in preschool for the 2024-2025 school year, you may either come to the Betty McElmon Elementary School main office to collect a paper registration package, or you may register online by following 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



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- ❖ 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 send in the following documents to the BME main office by **Friday, March 1, 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
  - **Polio-** Three (3) original doses
  - **HIB-** Three (3) original doses
  - **Rubella/Measles/Mumps-** First dose of MMR at 12 to 18 months of age. Second dose before admittance to preschool.
  - **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 your child had the disease.
  - **Influenza Vaccine-** Mandatory by December 31<sup>st</sup> of the year school started. If student turns 5 years of age prior to December 31st, this requirement is waived.
  - **Pneumococcal-** One (1) dose administered after first birthday.
  - **Recent Physical Examination-** Mandated by the State of New Jersey prior to the first day of school.

A lottery drawing will take place on **Thursday, March 14, 2024** once all registration packets have been submitted. If selected for the preschool program for the 2024-2025 school year, parents/guardians will be notified at the conclusion of the lottery drawing. Please be aware that transportation for the preschool program will be provided by the West Long Branch School District.

Thank you for deciding to send your child to the West Long Branch School District preschool program. We look forward to a fun and enriching experience for your child. If you have any questions, please feel free to contact us at (732) 222-5900, Extension 1251.

Sincerely,

*James J. Erhardt*

James J. Erhardt  
BME Principal