

PK REGISTRATION!

## ST. JAMES PARISH SCHOOLS PK REGISTRATION SCHEDULE

PK REGISTRATION!

Any child four (4) years of age by **September 30, 2022**, as evidenced by a birth certificate, may enter Pre-School in St. James Parish for the 2022-2023 school session.

**St. Louis Reading and Math Academy**      Wednesday, March 9, 2022      9:00 am-2:00 pm

**Paulina Elementary**      Thursday, March 10, 2022 (Last Name A- M)      9:00am-2:00pm

Friday, March 11, 2022 (Last Name N-Z)      9:00 am-2:00pm

*(Due to the size of PES school population, please come to registration by following the first initial of your child's last name).*

**Vacherie Elementary**      Friday, March 18, 2022      9:am-2:00 pm

Due to our grant funding sources and to sustain our Universal PK Program, every family will have to provide the following documents. Below you will find the documents required for the application. Please note your application will be considered **incomplete** without the required documents and your child will not be enrolled in our program.

**You will need to bring the following documents:**

- 1.) A copy of an original birth certificate
- 2.) Proof of residency (You will need to bring **two** pieces of documentation to document legal residency)
  - \_\_\_\_ Act of Sale/Mortgage for home or lease agreement/rental contract on company letter head
  - \_\_\_\_ Voter's Registration Card (Showing name and address)
  - \_\_\_\_ Water or Electric bill
  - \_\_\_\_ Tax Assessor's Bill
  - \_\_\_\_ Driver's license
- 3.) If parent/guardian is residing with a friend or relative on a temporary or permanent basis, an official St. James Parish School Board **Affidavit of Place of Residence** must be completed and notarized. Two of the following proofs for residency in the resident's name (owner of property) must be submitted:
  - a. an Act of Sale/Mortgage for home or lease agreement/rental contract on company letter head
  - b. a Voter's Registration Card (Showing name and address)
  - c. a driver's license
  - d. Tax Assessor's bill
  - e. a water or electric bill
- 4.) A copy of court record to verify legal guardianship, if applicable
- 5.) A copy of student's social security card
- 6.) A copy of your child's immunization records  
West Bank Site--St. James Parish Health Unit – Friday 8 AM-10: 30 AM by appointment only
- 7.) Copy of Parent 's Louisiana Driver's license or State –issued ID Card

**Due to COVID -19 and to ensure the health and safety of staff and students, please check**

**[www.stjames.k12.la.us](http://www.stjames.k12.la.us) for a list of health and safety protocols you will follow during this event.**

## St. James Parish Schools will be conducting PK Round Up

**St. Louis Reading and Math Academy**      Wednesday, March 9, 2022      9:00 am-2:00 pm

**Paulina Elementary**      Thursday, March 10, 2022      9:00 am-2:00 pm

Friday, March 11, 2022      9:00 am-2:00 pm

(Due to the size of PES school population, please come to registration by following the first initial of your child's name).

**Vacherie Elementary**      Friday, March 18, 2022      9:00 am-2:00 pm

### The following procedures will be followed for PK Registration.

- 1.) Social distancing guidelines will be followed and parents are encouraged to wear a mask.
- 2.) Only one parent from a family will be able to enter the building to complete the application. **Children are not allowed.**
- 3.) Parent completing the application will come to the door of the school building (*SLA – Main Entrance, PES Library Entrance, and VES Cafeteria Entrance*) and sign in. He/ She will be given a number and then directed to sit in his/her car. A staff member will direct you of when your number is called and it's your turn to enter the building.
- 4.) Please bring all required documentation. Your application will be considered incomplete and will not be processed until all documents are received. (*A list of documents needed will be on the attached flyer below this posted message*).