



2014 Kindergarten Admissions Guide For School Staff

Welcome to Kindergarten!

There are three new ways to apply for kindergarten this year! Please use the steps below as a guide to prepare your staff and school community.

- ✓ **Kindergarten Admissions webinar**
All school staff working on admissions or assisting families should watch the webinar, available at: www.learndoe.org/dpp/category/webcast-recordings
- ✓ **Backpack flyers with all students**
 - If you have pre-k students, send a kindergarten admissions flyer home with all of them! Please remind families that even pre-k students who wish to remain in your school for kindergarten must submit an application.
 - Other current students may have younger siblings at home. The flyer is a helpful reference.
- ✓ **Be ready to welcome families seeking assistance**
All main office staff, parent and community coordinators should be ready to support families. Please include your school safety agents in this conversation as they are often the first people greeting a family arriving at your school. Schools will not accept applications, but it's important to assist families as we transition to the new process.
 - Train staff
 - Post the kindergarten admissions flyer so it is visible
 - Have Elementary School Directories available for current and prospective students
 - Set up a computer and/or telephone station where families can submit their applications

**For assistance with kindergarten admissions,
call 718-935-2009 or email [ES Enrollment@schools.nyc.gov](mailto:ES_Enrollment@schools.nyc.gov).
More information is available at www.nyc.gov/schools/kindergarten**