

**HARTFORD SCHOOL DISTRICT**

73 Highland Avenue  
White River Junction, Vermont 05001  
(802) 295-8600

Thomas DeBalsi, Superintendent

Kim Moreno, Interim Director of Special Education

Re: 2019-2020 Pre-Kindergarten

Dear Hartford Families,

The Hartford School District is in the process of obtaining information for incoming Pre-Kindergarten (Pre-K) students for the 2019-2020 school year. We offer morning and afternoon sessions that run for 2.75 hours, Monday through Friday. The sessions are:

- \* Ottauquechee School: 8:00 AM - 10:45 AM and 12:00 PM to 2:45 PM
- \* Dothan Brook School: 8:00 AM - 10:45 AM and 12:15 PM to 3:00 PM
- \* White River School: 8:15 AM – 11:00 AM and 12:15 PM to 3:00 PM

The process for enrolling for the 2019-2020 school year is as follows:

1. Complete and return the placement request form as soon as possible to your catchment school.
2. Once this form is received at your catchment school, a registration packet will be sent to you. Complete that packet and return to your catchment school by May 24th.
3. Placement notifications for students requesting in catchment placement will be made by June 3rd.

Important items to remember:

- \*Children must be 3 years old before August 31, 2019 to enroll in the PreK program.
- \*Our programs are 5 days a week. Parents are asked to commit to the 5 day program; we do not grant part-time status.
- \*Please note that many of our sessions fill quickly and **returning the registration packet in a timely manner increases your chances of securing a placement for your child.**
- \*Registrations are not considered complete until all paperwork is received.
- \*Families who do not receive their first choice will be considered for enrollment in their second choice.
- \*Any “out of catchment” placement requests will be determined on August 1st. The Hartford School District catchment area map is available at <http://www.hsdvt.com/about-us/map-directions>. The pre-kindergarten programs often run at capacity and, because of this, requesting only an “out of catchment” placement risks not being placed.
- \*Placement Request and Registration paperwork will continue to be accepted after May 25th. Placement determinations and notifications will be made, in the order of their receipt, on June 28th, July 12th, July 26th, and August 1st.
- \*Our PreK programs follow the District Calendar. In addition, PreK is closed on the following dates: 9/20, 10/18, 11/15, 12/20, 1/17, and 5/15.

The Hartford School District reserves the right to prioritize PreK spaces for children with special needs. This term is defined more broadly than special-education eligibility. A request for enrollment based on a special need will be considered following a referral from Hartford School District’s Early Childhood Special Education Program, a child-care provider, or other community agency.

Rick Dustin-Eichler, Principal, Dothan Brook School  
Cathy Newton, Principal, Ottauquechee School  
Sheila Powers, Principal, White River School

Laurie Hausler, Early Childhood Program Coord.  
Kim McCarthy, Act 166 Coordinator

**HARTFORD SCHOOL DISTRICT**  
**Pre-Kindergarten Program Placement Request Form**  
**School Year 2019-2020**

We look forward to having your child join our district's Pre-Kindergarten Program. In order to best serve you and your child, we request that you fill out this form as completely as possible and return it to your catchment school. Please feel free to contact us if you need help determining your catchment school.

**First time parents are encouraged to visit the Pre-K program at their catchment school:**

**Dothan Brook School**, 2300 Christian Street, White River Jct., VT 05001 \* 802-295-8647

**Ottauquechee School**, P.O. Box 353, Quechee, VT 05059 \* 802-295-8654

**White River School**, 102 Pine Street, White River Jct., VT 05001 \* 802-295-8650

1. Child's name: \_\_\_\_\_

2. Date of birth: \_\_\_\_\_

3. Parent name(s): \_\_\_\_\_

4. Mailing address: \_\_\_\_\_

Residence (if different) \_\_\_\_\_

5. Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

6. Email address: \_\_\_\_\_

7. Pre-Kindergarten Program preference, 1<sup>st</sup> and 2<sup>nd</sup> choice (*based on your catchment school*):

**Dothan Brook School site:**

Morning session, Mon-Fri, 8:00-10:45 \_\_\_\_\_

Afternoon session, Mon-Fri, 12:15-3:00 \_\_\_\_\_

**Ottauquechee School site:**

Morning session, Mon-Fri, 8:00-10:45 \_\_\_\_\_

Afternoon session, Mon-Fri, 12:00-2:45 \_\_\_\_\_

**White River School site:**

Morning session, Mon-Fri, 8:15-11:00 \_\_\_\_\_

Afternoon session, Mon-Fri, 12:15-3:00 \_\_\_\_\_

**Placement forms are due to your catchment school by 5/24/19. Placements are not made until complete registration packets are received.**