

Roslyn Public Schools

Universal Pre-Kindergarten Program (UPK)

In order to complete the registration process, please do the following:

- 1) Create an online account and complete the information requested using this link: <https://secure.infosnap.com/family/gosnap.aspx?action=39302&culture=en>. Once you complete the online account information, create the in-person registration appointment through the account.

Bring the following to the in-person registration appointment:

- a) Current list of immunizations from your child's doctor. Must be official immunization record, record booklets will **not** be accepted. The Required NYS School Health Examination Form completed by your child's New York doctor and a list of all up to date immunizations is required before the start of Pre-K
 - b) Disclosure Statement (see attached): completed, signed and **notarized**. (*Obtain the notary before arriving for your appointment. A notary is not provided at registration.*)
 - c) Home Language Questionnaire (see attached): completed and signed.
 - d) Original or certified birth certificate with raised seal. (It will be returned to you during the appointment.)
 - e) Health Office Registration (see attached): completed and signed by a parent/guardian.
 - f) Proof of residency documents (see attached list).
 - g) Driver's license. If possible, bring a copy of the Driver's License of the parent who does not attend the registration meeting.
- 2) **Please NOTE the following:**
 - a) The in-person registration appointments will be held in the PPS office in the back of Roslyn Middle School at 375 Locust Lane, Roslyn Heights.
 - b) **Your child need not be present at the registration appointment.**

Questions regarding the registration process should be directed to Laura Jones, Registrar, at RegOffice@roslynschools.org or phone at 516-801-5070.

Questions concerning the educational philosophy of the program and details of the program itself should be directed to Dawn Friedman, Director of The Growing Tree Nursery School, at growingtreeupk@gmail.com or phone at 516-621-9009.

Questions regarding the grant or any other concern should be directed to Karina Baez, Assistant Superintendent for Elementary Education, via email at kbaez@roslynschools.org or phone at 516-801-5010.