



*Dr. Edythe B. Austermuhl*  
Superintendent

BERLIN TOWNSHIP SCHOOL DISTRICT

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*Megan Stoddart*  
Business Administrator

*Kristin Braidwood*  
Supervisor of Special Services

Dear Parents and Guardians,

Thank you for your interest in our Kindergarten program for the 2017-2018 school year. The intent of this letter is to provide you with some information about the next steps in the registration process including:

- **IF YOUR CHILD IS A BERLIN TOWNSHIP RESIDENT AND CURRENTLY ENROLLED IN OUR PRESCHOOL PROGRAM, THERE IS NO NEED TO SET UP AN APPOINTMENT FOR KINDERGARTEN REGISTRATION, YOUR CHILD WILL BE AUTOMATICALLY REGISTERED IN KINDERGARTEN.**
- **If you will be enrolling your child in another school or school district for Kindergarten, regardless of being a resident or not, please call Mrs. Marshall so that transfer paperwork can be prepared for you for the new school.**
- **EARLY KINDERGARTEN REGISTRATION** will be by appointment for new students only and will begin on **April 24 and 25 and continue all summer**. Please call Mrs. Marshall at 856-767-9480, ext. 1111 after April 1, 2017 to schedule an appointment and have a registration packet made available to you. If you are not able to attend on either of these dates, and your child is eligible to attend Kindergarten in September, 2017, please contact our office after June 20, 2017 for an appointment to register during the summer months.
- **PARENT ORIENTATION WILL BE HELD IN EARLY SEPTEMBER BEFORE THE FIRST DAY OF SCHOOL.** The principal of John F. Kennedy School will send a mailing out during the summer to all families with orientation information. Bus passes are mailed out during the week before school begins.

Thank you and if you have any questions, please feel free to call my office (856-767-9480, ext. 1111).

Sincerely,

Dr. Edythe B. Austermuhl  
Superintendent

*"Educating Today For Tomorrow's Success"*