



Dr. Edythe B. Austermuhl  
Interim Superintendent

BERLIN TOWNSHIP SCHOOL DISTRICT

(856) 767-9480 Fax (856) 767-8235 225 Grove Avenue West Berlin, NJ 08091

[www.btwpschools.org](http://www.btwpschools.org)

Megan Stoddart  
Business Administrator

Kristin Bradwood  
Supervisor of Special Services

Dear Parents and Guardians,

Thank you for your interest in our programs for the 2016-2017 school year. The intent of this letter is to provide you with some information about the next steps in the registration process including:

- **KINDERGARTEN REGISTRATION** will be by appointment only and will begin during the month of April and continue all summer. Please call Mrs. Marshall at 856-767-9480 at ext. 1111 after March 1, 2016 to schedule an appointment and to have a packet made available to you.
- There is no charge for our full day Kindergarten program.
- If your child is currently enrolled in our Preschool program, you do not need to register. Your child will be rolled over into the Kindergarten program.
- We will be offering a full-day program for PreSchool. PreSchool tuition cost for the year is \$3,500. **PRESCHOOL REGISTRATION** will be by appointment only on February 29, March 1 and March 2 from 9am to 3:30pm. Please call Mrs. Marshall at 856-767-9480 at ext. 1111 to schedule an appointment and to have a packet made available to you.
- The contract and registration packet available on the school district's website at [www.btwpschools.org](http://www.btwpschools.org) under the Parents tab on the right hand side. Copies of the registration packet are also available at each school's Main Office as well as at the Huster Board Office. Families who are residents of Berlin Township and qualify for the free and reduced lunch program will not be charged tuition for preschool. Non-resident families (those living outside of Berlin Township) will be charged tuition regardless of free and reduced lunch status.
- Any Berlin Township resident family that qualifies for free and reduced lunch will attend this program at no cost. Please review the guideline below. If your household income falls within the federal limits of the chart below, your children may qualify for free and reduced price meals. The chart below contains 2015-2016 income guidelines. The actual forms are not available to school districts until August. **Please use the numbers below as a guide only to determine your eligibility. Your actual determination will be made in August-September. If you do not qualify for free tuition, you will be given the opportunity to pay tuition for your child or remove the child from our program.**

Household Size	Yearly Income	Monthly Income	Weekly Income
1	21,775	1,815	419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
6	60,255	5,022	1,159
7	67,951	5,663	1,307
8	75,647	6,304	1,455
For each additional person, add:	+7,696	+642	+148

**Please see other side**

*“Educating Today For Tomorrow’s Success”*

- If you do not qualify for the program above, a deposit is needed to secure a spot in the program.
- By June 1, 2016 a non-refundable \$100.00 (money order or cashier's check only) participation fee will need to be submitted to the Huster Administrative Office at 225 Grove Avenue. This amount will be deducted from the total tuition. If no deposit is received, we will assume you are no longer interested in participating and your child's name will be removed from our list.
- Parent orientation will be held in early September before the first day of school.
- Transportation will continue to be provided based on eligibility, however; preschool students will ride the same buses as the kindergarten through third grade students.

Research suggests that a quality preschool program makes a lifelong impact and we believe our program is second to none. You will be very satisfied with what we offer and the difference we will make with your child. I encourage you to take full advantage of the many parent participation options we will be making available to you and your family. We are looking forward to working with you and your child in making their preschool education as successful as possible.

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

Sincerely,



Dr. Edythe B. Austermuhl  
Superintendent

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