



2020-2021

MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT ([www.mcpasd.k12.wi.us](http://www.mcpasd.k12.wi.us))  
REGISTRATION OFFICE – 7106 SOUTH AVENUE, MIDDLETON, WI 53562 PHONE 608.829.9031 FAX 608.836.1536

### 4K REGISTRATION PROCEDURE

#### WHO IS ELIGIBLE TO ATTEND:

In accordance with the Middleton-Cross Plains Area School District’s Admission Policy, any child who physically resides in the District for a purpose other than school attendance may be considered a resident student and may be eligible for tuition-free admission to the District’s schools. 4K School Assignment is based on your transportation choice. Please review enrollment packet to determine your preferred site selections. However, the district reserves the right to assign students outside of the attendance boundary based on enrollment, class size or program needs if necessary.

#### WHAT IS NEEDED TO REGISTER:

Please have the following information available when you submit your registration documents. Your child’s enrollment will not be processed until all required documentation is received.

- Proof of Residency** (a copy of one of the following):
  - Current Lease Agreement - (name, address, effective date and all parties signatures, both landlord and tenant)
  - Current Utility (Gas, Water or Electric statements **only**- name, date, service address, bill within last 30 days)
  - Accepted Purchase Agreement – for a newly purchased home (within last 30 days, name, address, occupancy or closing date and signatures) followed by MG&E or Alliant statement after move in
  - Building Contract & Building permit - (including name, address, projected completion date, and all signatures) followed by an occupancy permit upon move in
- Proof of student’s age** (please be prepared to present one of the following for verification of legal name, date of birth, place of birth and guardian confirmation)
  - Birth Certificate
    - ❖ For information on how to request a Birth Certificate, please go to: <http://dhs.wisconsin.gov/vitalrecords/birth.htm> or call Wisconsin Department of Health Services at (608) 266-1371.
- Immunization Record:** The Wisconsin Immunization Registry (WIR) is a computerized internet database application that was developed to record and track immunization dates of Wisconsin children and adults. <https://www.dhs.wisconsin.gov/immunization/wir.htm> or your personal records.

#### FORMS:

Please complete and return the following forms:

- Student Enrollment Form
- Site Selection preferences
- Transportation form
- Immunization form and/or records
- Resident Status Verification and affidavit (Only if family has not established residency in their own name), *if applicable* <https://tinyurl.com/yafndy8l>
- Please call 608-829-9031 to determine if notarized affidavit is required if you have not established residency in your own name.**

#### WHERE DO YOU REGISTER:

**Online submission preferred**

Please email [rkelso@mcpasd.k12.wi.us](mailto:rkelso@mcpasd.k12.wi.us) with questions

Please sign, save and email [4kregistration@mcpasd.k12.wi.us](mailto:4kregistration@mcpasd.k12.wi.us)

You may also fax your forms and supporting documentation or visit us at the District Services Center.

Registrar’s Office (608)829-9031

Non English Speaking families, please call 608-829-9031

7106 South Ave

to set an appointment if an interpreter is necessary

Middleton, WI 53562

Fax: 608-836-1536

Hours: Monday-Friday 7:30-4:00

**MCPASD- 4K PROGRAM**  
**7106 South Ave**  
**Middleton, WI 53562**  
**FAX: (608) 836-1536**  
**Phone: (608) 829-9067**  
**[rkelso@mcpasd.k12.wi.us](mailto:rkelso@mcpasd.k12.wi.us)**

Registrar's Office Information – To be filled out by school official only										
Student ID#-	Proof of Residency			Proof of Age/Guardian			Staff Initials			
	Utility	Lease	Home Purchase	Birth Cert	Passport	Other _____				
<b>STUDENT INFORMATION- to be completed by parent or legal guardian:</b>										
Last Name (legal)			First Name (legal)			Middle Name		Suffix		
Birth Date	Gender	Age	Nickname		Student Cell (if applicable)					
Birth City		Birth County		Birth State		Birth Country (if outside of US)				
<b>STUDENT ENROLLMENT INFORMATION</b>										
Start Date	School Name <b>DETERMINED BY 4K Staff</b>			Grade <b>4K</b>		School Year <b>2020-2021</b>				
Last School Attended (Name of School, City, State, Zip, if applicable)				Will your child be provided wrap around daycare at your community site? Site: _____		<b>TRANSPORTATION</b>				
				YES		NO		YES		NO
<b>STUDENT RACE AND ETHNICITY DATA</b>										
The school district is required by State and Federal law to ask the following two questions regarding race and ethnicity. Please answer the following 2 part question:										
Is this student Hispanic or Latino? ( <i>you must select at least one</i> )				YES, Hispanic or Latino			NO, neither Hispanic or Latino			
Select one or more of the following categories ( <i>you must select at least one</i> ):										
American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		Asian		Black or African American		White		
<b>PRIMARY GUARDIAN INFORMATION</b>										
Household Address			Apt	City		State	Zip Code			
Household Phone (if applicable)			Tax/Municipality (if known)			District Boundary School (if known)				
Temporary/Interim Address (if applicable)			City			State	Zip Code	End Date		
Adult Guardian Last Name		Adult Guardian First Name		Middle Name		Relationship				
Work Phone		Cell Phone		<b>TEXT</b>		Email Address				
		Y		N						
*Adult Last Name		Adult First Name		Middle Name		Relationship				
Work Phone		Cell Phone		<b>TEXT</b>		Email Address		*If not legal guardian to be used as Emergency contact?		
		Y		N				YES		NO
Sibling Last Name		Sibling First Name		Sibling Middle Name		Birth Date	Grade		Gender	
Sibling Last Name		Sibling First Name		Sibling Middle Name		Birth Date	Grade		Gender	
Sibling Last Name		Sibling First Name		Sibling Middle Name		Birth Date	Grade		Gender	
<b>SECONDARY GUARDIAN HOUSEHOLD INFORMATION (If Applicable, complete only if other guardian lives outside of the Primary Guardian Household)</b>										
Household Address			Apt	City		State	Zip Code			
Adult Guardian Last Name		Adult Guardian First Name		Middle Name		Relationship				
Household Phone		Cell Phone		<b>TEXT</b>		Work Phone		Email Address		
		Y		N						
*Adult Last Name		Adult First Name		Middle Name		Relationship				
Work Phone		Cell Phone		<b>TEXT</b>		Email Address		*If not legal guardian to be used as Emergency contact?		
		Y		N				YES		NO

NON-HOUSEHOLD EMERGENCY CONTACTS				
Local Contact Name	Home Phone	Work Phone	Cell Phone	Relationship
Local Contact Name	Home Phone	Work Phone	Cell Phone	Relationship
Doctor Name	Clinic	Clinic Phone		Hospital
MILITARY CONNECTIONS		YES	NO	
1. Is either parent or guardian on active duty in the military? WHO: _____				
2. Is either parent or guardian a traditional member of the Guard or Reserve? WHO: _____				
3. Is either parent or guardian a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32? WHO: _____				
SPECIAL NEEDS		YES	NO	COMMENTS
1. Does the student currently receive "special education" services?				
2. Has the student been evaluated for "special education" services?				
3. Does the student currently receive "504 accommodations"?				
4. Does the student currently receive any other special services?				
HEALTH CONCERNS		YES	NO	COMMENTS/EXPLANATION
1. Does the student have vision difficulty? (If yes, explain.)				
2. Does the student have hearing difficulty? (If yes, explain.)				
3. Does the student have asthma? (If yes, explain.)				
4. Does the student have an inhaler at school? (If yes, explain.)				
5. Does the student self-carry an inhaler?				
6. Does the student have allergies? (If yes, explain.)				
7. Is an epi-pen prescribed?				
8. Does the student have diabetes, type 1?				
9. Does the student have diabetes, type 2?				
10. Has the student ever had a seizure? (If yes, explain.)				
11. Is there medication to be required at school? (If yes, explain.)				
12. Are there other health concerns the school should be aware of? (If yes, explain.)				
STUDENT ACCIDENT INSURANCE WAIVER				
<p>The Middleton-Cross Plains Area School District does NOT provide accident insurance coverage for student injuries incurred at school or from participation in school-affiliated activities, (i.e. athletics or clubs). The school district recommends that you review your current health and accident insurance to determine if coverage is adequate for your student. If you do not have insurance coverage, or you wish to supplement the insurance coverage you currently have for your student, the school district offers a voluntary (parent/guardian paid) student accident insurance plan.</p> <p>For more information regarding the voluntary student accident insurance plan or to obtain an application form, please go to the following link: <a href="https://www.1stagency.com/voluntaryaccidentcoverage.php">https://www.1stagency.com/voluntaryaccidentcoverage.php</a> and follow directions by choosing STATE (Wisconsin) and SCHOOL DISTRICT (Middleton Cross Plains Area School District).</p> <p><b>Please initial the waiver statement below if you are <u>not</u> interested in the voluntary student accident insurance plan for your student.</b></p> <p>_____/we have adequate insurance coverage for our student in the event of an accident or injury that would occur while our student is at School or from participation in school affiliated activities.</p>				

**DISCLOSURE:**

**Student Directory:** Directories are published and distributed to families to facilitate communication between students, parents and staff. Any other use is prohibited. This information is publishable unless notified in writing by the Parent/Legal Guardian within fourteen (14) days of registration.

**Student Directory Data:** "Directory data" means those student records that include the student's name, address, telephone listing, photograph, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, year in school, dates of attendance, degrees and awards received, and the name of the school most recently attended by the student.

Student Directory Data is considered public information and may be released to persons and the media unless otherwise notified in writing by Parent/Legal Guardian within fourteen (14) (Wis. Stats. 118.125) days of registration. Objections to the release of records should be filed with the building principal.

**Health Information:** Your signature grants permission for health information to be shared with the contacts listed, if needed, to pick up your child from school for illness or injury. The Parent/Guardian may also give permission on day of incident for others to remove the child.

**Expulsions:** I hereby certify that the child listed for this enrollment has not been expelled from and is not the subject of any pending expulsion proceeding in another school district.

**PRIVACY/TECHNOLOGY**

Student Directory Data is considered public information and may be released to persons and the media unless otherwise notified in writing by parent/legal guardian within 14 days of registration (Wis. Stats. 118.125). Please check the items where you would allow or not allow your student's directory data to be released. Please see above listed information for details/definitions on directory data. (Please circle choice)

	YES	NO		YES	NO
1. Publish in Student Directory?			5. Release of Directory Data for Outside Requests?		
2. Publish Picture/Name on District Website/Social Media?					
3. Publish Student Data in School Yearbook?					
4. Publish in District Media Productions (videos, etc.)?					

*I agree that the information provided herein is complete and accurate. I understand that this information is being used by the school district for the purposes of enrolling my child. I understand that incomplete or inaccurate information may delay, prevent or invalidate my child's enrollment in school. I agree I will promptly inform the school district of any changes in this information, including any changes in my address or the residency of my child.*

*I agree, as a 4K Parent/Legal Guardian, I give permission for Wisconsin DCF(1) to inspect my child's 4K student records only for the purpose set forth in Wisconsin Administrative Code DCF 251.12, and only during the period in which my child is enrolled in 4K at a community provider site*

**SIGNATURE REQUIRED:**

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE SIGNED

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# MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT 4K REGISTRATION

## *Middleton-Cross Plains 4K Partner Locations*

### **Academy for Little Learners \*AM ONLY**

Address: 9649 Silicon Prairie Parkway, Verona 53593

Contact: Betsy Erdman 608.826.5437

### **Middleton Pre-School \*PM ONLY**

Address: 7118 Old Sauk Road, Madison 53717

Contact: Joan Stoppeworth 608.836.7554

### **Little Red Pre-School - Middleton**

Address: 7739 Terrace Avenue, Middleton 53562

Contact: Courtney/Karen Meinholz/Corena Juech  
608.831.0033

### **Little Cardinals Academy \*AM ONLY**

Address: 1805 Bourbon Road, Cross Plains 53528

Contact: Jessica Eiden 608.237.1826

### **Club House For Kids-Middleton \*Spanish Supported**

Address: 3150 Deming Way, Middleton 53562

Contact: Rebecca Ganser 608.824.2090

### **Pooh Bear Child Care and Pre-School**

Address: 1340 Deming Way, Middleton 53562

Contact: Theresa Shaeffer 608.831.2327

### **Little Red Pre-School - Cross Plains**

Address: 2427 Church Street, Cross Plains 53528

Contact: Corena Juech 608.831.0033

### **Primrose School of Middleton**

Address: 3000 Deming Way, Middleton 53562

Contact: Amanda Kienbaum 608.841.1684

### **Elm Lawn Elementary School**

Address: 6701 Woodgate Rd. Middleton 53562

Contact: 4K Principal, Marybeth Paulisse  
608.829.9025

### **West Middleton Elementary School**

Address: 7627 W Mineral Point Rd, Verona 53593

Contact: 4K Principal, Marybeth Paulisse  
608.829.9025

### **Middleton Baby and Childcare**

Address: 5219 Century Ave, Middleton, WI 53562

Contact: Emily Haley 608.819.8370



# MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT 4K Site Preferences

Child's Legal Name \_\_\_\_\_  
PLEASE PRINT

Child's Date of Birth \_\_\_\_\_  
PLEASE PRINT

The 4K office will place your child in a site based on your attendance area school and site availability. Confirmation of 4K placements will take place early May.

If you prefer a specific site please rank your choices. The 4K office will take your choices into consideration when placing students. **The final decision on all 4K placements is made by the 4K Principal and District Administration.** \*\*\*NOTE: Attendance areas are for Transportation only. If you are planning on transporting on your own, you may indicate preference for any site.

### PLEASE NOTE:

*Please be sure to submit the transportation form included with this packet. Indicate Yes or NO if services are needed. Your transportation will be based on the address indicated on your child's transportation form. If transportation is required from other than your home address, (which must be located within the MCPASD) site selection will be based on THAT address, not your home address. A transportation form is required to be submitted with your child's enrollment packet. Please call or email the 4K office with questions, [rkelso@mcpasd.k12.wi.us](mailto:rkelso@mcpasd.k12.wi.us) or 608.829.9067*

#### Elm Lawn Elementary Bussing Sites:

Little Red Pre-School \_\_\_\_\_  
Elm Lawn Elementary \_\_\_\_\_

#### Northside Elementary Bussing Sites:

Little Red Pre-School \_\_\_\_\_  
Middleton Baby & Childcare \_\_\_\_\_ \*Spanish Supported

#### Park Elementary Bussing Sites:

Little Cardinal's Academy \_\_\_\_\_  
Little Red Preschool-Cross Plains \_\_\_\_\_

#### Pope Farm Elementary Bussing Sites:

Pooh Bear Childcare & Preschool \_\_\_\_\_  
Middleton Preschool \_\_\_\_\_ (pm only)

#### Sauk Trail Elementary Bussing Sites:

Middleton Baby & Childcare \_\_\_\_\_ \*Spanish Supported  
Clubhouse for Kids \_\_\_\_\_ \*Spanish Supported

#### Sunset Ridge Elementary Bussing Sites:

Clubhouse for Kids \_\_\_\_\_ \*Spanish Supported  
Primrose School of Middleton \_\_\_\_\_

#### West Middleton Elementary Bussing Sites:

Academy for Little Learners \_\_\_\_\_ (am only)  
West Middleton Elementary \_\_\_\_\_

### 4K Class Times:

**Morning: 8:50 -11:26 am**

**Afternoon: 12:09 – 2:45 pm**

# MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

Para cualquier pregunta o si necesita ayuda en español, por favor contacte (608) 829-9023.

Request for 4-Year-Old Kindergarten Transportation for the **2020-2021** School Year

Parent/Guardians' Name \_\_\_\_\_ Date \_\_\_\_\_

Child's First Name \_\_\_\_\_ Child's Last Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Alternate Phone \_\_\_\_\_

**Please return completed form to the 4K office, District Services Center, 7106 South Ave, Middleton. You may also scan and return email: [4Kregistration@mcpasd.k12.wi.us](mailto:4Kregistration@mcpasd.k12.wi.us) OR fax to 608-836-1536. Any questions, please call 608-829-9067.**

## TRANSPORTATION TO SCHOOL

Check the following days of the week to provide transportation (TO) school from this address:

Not Needed or  M  T  W  R  F

SAME AS ABOVE or  CHILD CARE PROVIDER: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone : \_\_\_\_\_

Signature of Child Care Provider \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## TRANSPORTATION FROM SCHOOL

Check the following days of the week to provide transportation (FROM) school to this address:

Not Needed or  M  T  W  R  F

SAME AS ABOVE or  CHILD CARE PROVIDER: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone : \_\_\_\_\_

Signature of Child Care Provider \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Requests will be honored and processed contingent upon the following conditions:**

1. Request must be from only one address to school and to only one address from school.
2. Only a limited number of changes of provider will be accepted during the year. Each change will require a new set of forms.
3. Students must reside within their specific school attendance area and be in the MCPASD attendance area in order for Child care transportation to be provided. If you do not reside in the district and/or are outside of your attendance area this arrangement would be considered via a Student Contract from our office. Please contact the Transportation Office for details. (608) 829-2365
4. Parent must contact Transportation Center if transport is scheduled and ride is not needed on a particular day.
5. **Parent/child care provider must meet the bus at the scheduled stop when returning student from school.**
6. Failure to be ready for the bus at the stop in a timely fashion more than three (3) times in a semester will result in suspension of transportation privilege.

**\*\*TO BE COMPLETED BY DISTRICT 4K AND TRANSPORTATION STAFF\*\***

**4K Site Assignment: 4K OFFICE COMPLETES**

**4K Staff Signature:** \_\_\_\_\_

*Please Note: The bottom portion of this form will be mailed to families' prior the start of the 4K school year to confirm transportation.*

**Dear Parent/Guardians:**

Your request is hereby granted subject to the conditions qualifications listed above.

Your request has not been approved, and

Stop Location & time: To School \_\_\_\_\_ From School \_\_\_\_\_

Bus Number: \_\_\_\_\_

Bus Number: \_\_\_\_\_

Transportation Center: \_\_\_\_\_

Date: \_\_\_\_\_



Student Information			
Student Name		Grade	

**Purpose of the Home Language Survey**

The information on this form helps us identify students who may need help to develop the English language skills necessary for success in school. Language testing may be necessary to determine if language supports are needed by your child.

Answers will not be used for determining legal status or for immigration purposes. If your child is identified as eligible for English language services, you may decline some or all of the services offered to your child.

**Section 1**

1. Was the first language used by this student English?

- Yes: Go to Question 2
- No: Go to Question 3

2. When at home, does this student hear or use a language other than English more than half of the time?

- Yes: Go to Question 4
- No: Student is not eligible for ELP Screening. HLS is complete. Go to Section 2.

3. When at home, does this student hear or use a language other than English more than half of the time?

- Yes: Administer ELP screener. Record other language(s). HLS is complete. Go to Section 2.
- No: Go to Question 4

4. When interacting with their parents or guardians, does this student hear or use a language other than English more than half of the time?

- Yes: Administer ELP Screener. Record other language(s). HLS is complete. Go to Section 2.
- No: Go to Question 5

5. When interacting with caregivers other than their parents or guardians, does this student hear or use a language other than English more than half of the time?

- Yes: Administer ELP screener. Record other language(s). HLS is complete. Go to Section 2.
- No: Go to Question 6

6. When interacting with their siblings or other children in their home, does this student hear or use a language other than English more than half of the time?

- Yes: Administer ELP screener. Record other language(s). HLS is complete. Go to Section 2.
- No: Go to Question 7



7. Is this student a Native American, Native Alaskan, or Native Hawaiian?

- Yes: Go to Question 8
- No: Go to Question 9

8. Is this student's language influenced by a Tribal language through a parent, grandparent, relative, or guardian?

- Yes: Administer ELP screener. Record other language(s). HLS is complete. Go to Section 2.
- No: Go to Question 9

9. Has this student recently moved from another school district where they were identified as an English Learner?

- Yes: Rescreen the student if they meet the criteria for rescreening. See EL Policy Handbook. Otherwise, student's ELP should be carried over from the sending district.
- No: Student is not eligible for ELP Screening. HLS is complete. Go to Section 2.

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**Section 2**

**Languages other than English used by the student, if identified:** \_\_\_\_\_

Parent/Guardian preference for languages used for school communications (may be multiple):			
Parent/Guardian Name			
Oral		Written	
Parent/Guardian Name			
Oral		Written	

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

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**Section 3 (FOR OFFICE USE ONLY)**

HLS Result: Screen / Do not Screen (circle one)

HLS administered by: \_\_\_\_\_, position: \_\_\_\_\_.

Date of Administration: \_\_/\_\_/\_\_

CC: One printed copy in student cumulative file  
One scanned copy to Bilingual Services (Only if HLS indicates English Language Proficiency screening is required) with records request

