

Township of Union Public Schools
Preschool Registration
SY 2021-2022

The Union Township Public Schools Preschool registration for 2021-2022 school year will begin February 16, 2021. The preschool program is for students residing in Township of Union and 3 or 4 years of age by October 1, 2021.

All preschool classrooms are full-day classrooms with a maximum of 15 students per class. Limited seats are available per district school and students are placed on a first come first serve basis.

All preschool placement will be prioritized based on the processing of the completed date of enrollment and available space. Due to limited seats, placement is not determined solely by address of residence. As a department we will make every effort to accommodate parental requests.

Please note: All preschool registration will be conducted online.

Step 1: Click here to [pre-register](#) your student. You will receive an email confirmation. Please keep this for your records.

All registration documents must be uploaded into Genesis *prior* to completing the Google Form. (See below for a complete list of required documents.)

Step 2: Complete the Google Form for your district school according to your address on the designated day. In order to complete this step you will need the Confirmation number from Step 1.

All links will be active at 8:00 AM on February 16, 2021 for each district school.

If you are unsure of your district school, please see the [street listings](#) below or contact the preschool department. Residents residing in Vauxhall are to register under Jefferson District.

- [Battle Hill District Registration Form](#)
- [Connecticut Farms District Registration Form](#)
- [Franklin District Registration Form](#)

- [Jefferson District \(Vauxhall\) Registration Form](#)
- [Hannah Caldwell District Registration Form](#)
- [Livingston District Registration Form](#)
- [Washington District Registration Form](#)

Step 3: Based on the responses provided in the Google form, a Preschool Department staff member will contact you via telephone or Google Meet to verify/confirm the submitted registration documentation.

Required Documentation for Registration:

(The following must be uploaded to Genesis as part of Step 1)

- Original Birth Certificate
- Immunization Records
- Physical Examination Form- ([Universal Child Health Record](#))
- Proof of Residency (current lease, deed, or mortgage statement)
- Four different current (2021) utility bills with name and address (ex. Homeowner's policy, pay stub, bank statement, credit card bill, car insurance policy, etc...)
- Proof of custody- If applicable
- Driver's License or State ID (Union residence address)
- Notarized Affidavit- (If you live with a family member, a notarized affidavit must be completed and signed by the Union resident indicating the current living situation.)
 - [Landlord Verification-5C](#)
 - [Affidavit of Parent-6A](#)
 - [Affidavit of Guardian-6B](#)
 - [Affidavit of Resident- 6C](#)
- All documents must be in English to process your preschool registration.

General Registration Information:

Your application for preschool enrollment will not be processed until all required documents are received.

If you have any questions or concerns with preschool registration online, please feel free to contact Nichelle Beeks, Administrative Assistant - Preschool Program via email nbeeks@twpunionschools.org or phone - 908 851-6557.