

# Kindergarten Registration Ideas

**WHO:** Elementary School Staff and Transition Teams  
**WHAT:** Ideas developed to promote Early Registration for Kindergarten

**WHEN TO USE:** Use to plan for Kindergarten registration.  
Refine and improve your goals throughout the year.

**GOAL:** *Early kindergarten registration helps identify staffing and space needs, provides the office staff with adequate time to process applications and gives the school a database of names to use when offering special programs, such as transition activities.*

- **Coordinated Newspaper Release:** The \_\_\_\_\_ Complex Area urges parents of next year's kindergarten students to register their children in the month of February so that we may assign appropriate staff and prepare to welcome all students on July \_\_\_\_\_. Children must be 5 years old by December 31, 2004 (born between January 1, 1999 and December 31, 1999). See Newspaper Contacts • State of Hawai'i in this TOOLKIT – Tab 4)
- **Assign a Number to Kindergarten Registration Packs:** Parents sign for Registration Packs with name, address and phone number. They are then given a numbered Registration Pack, so that the office can call if it is not returned.
- **Well-Publicized Evening Registration:** Some schools include a dinner or have a speaker such as the Public Health Nurse or the School Health Aide. Some schools hold a registration starting one hour before A+ ends.
- **Incentives for Families who Register Early:** Ideas include: Children must be registered to be eligible for the Pre-Kindergarten summer programs, school supplies (pencils, composition books, etc.), coupon for school supplies, books, Safeway gift certificate, goody bag.
- **Connecting with Neighborhood Preschools and Child Care Providers:** Take flyers to neighboring Early Education and Care Programs. Provide a speaker a for a preschool parent group meeting, invite the preschool children to visit the elementary school. See this ToolKit for Sample Letters/Invitations.
- **Widespread Distribution of Flyers:** Identify specific places in the individual school's community including churches, libraries, pediatricians' offices, community fairs. Hang flyers around the neighborhood where young families gather, such as the market, video stores, parks etc.  
Check the TOOLKIT for an example of a registration flyer that has been used by elementary schools. In Hawai'i it is distributed throughout the neighborhood and posted at preschools etc.
- **Publicity:** Try radio announcements, press releases and try for photos of children! Good luck!
- **Suggestions Regarding Barriers to Early Kindergarten Registration:** Family needs a copy of the child's State of Hawai'i Birth Certificate or family needs information on State of Hawai'i Health Requirements for Kindergarten. Information is available in the Toolkit – tab 2, page 10 & 11, or go to [www.k12.hi.us/~dpapini/transitiontok/](http://www.k12.hi.us/~dpapini/transitiontok/) Under "Parent's Corner" there is a link to the Department of Health.
- **School Registration Banners on Fence**  
*Add School Phone Number and use School Colors*