Dear Universal Pre-K Families,

Welcome to the 2021-2022 Universal Pre-Kindergarten Program!

In order to be registered for the Rush-Henrietta Universal Pre-K Program, please follow the appropriate steps outlined below.

**Step 1:**
Enclosed you will find a list of the 2021-2022 UPK sites.

Select a UPK location from the attached list, and indicate your choices. Every attempt will be made to accommodate your ideal location, but, due to limited space, your first choice cannot be guaranteed.

**Step 2:**
Gather the required documents:

Proof of age. Acceptable forms of documentation include:

- A photocopy of the birth certificate (can be a certified transcript or a foreign birth certificate) OR
- Baptismal record

If neither of these is available, other evidence may be considered, if it has been in existence for at least two years.

Documentation of district residency. Acceptable forms of documentation include, but are not limited to, the following:

- Mortgage/deed or lease documents to a house/condominium/apartment (must be in the parent/guardian name)
- Statement by the parent/guardians’ landlord, property owner or co-tenant
- Pay stub, income tax form, telephone, utility bills or other bills
- Rent payment receipts, voter registration document, official driver’s license

A photocopy of your child’s most recent physical exam, and list of immunizations.

Your signature on the enclosed Student Racial and Ethnic I.D. form.

*(continued on reverse side)*
_____ Your signature on the Universal Pre-K Parent Contract form.

_____ Optional Document: A student dental health certificate is strongly encouraged but not required. It is recommended that if your child has not yet visited a dentist, now is a good time to do so.

**Step 3:**

_____ Return all documents, in the enclosed envelope, or in person to:

Donna Marshall  
UPK/Adult Literacy Family Liaison  
Good Shepherd Building  
3288 East Henrietta Rd.  
Henrietta, NY 14467

**Your child will not be considered registered until all required documents are received.**
If you have any questions, please call Donna Marshall at 359-7913. Thank you, and welcome to UPK!

Sincerely,

[Signature]

Kimberly Klubek  
UPK Coordinator