



PRESCHOOL*/KINDERGARTEN REGISTRATION

(* FREE for qualifying families)

Ottawa Elementary School 2024/25 School Year

109 Ottawa Street (driving west from downtown Buchanan on Front Street, turn right onto Ottawa Street)

Registration Packets are available for pick up in the school office during the following times or we can mail you a packet if you call our office at 269-695-8409.

March 4th- March 28th
8:00am-4:30pm

Eligibility:

Preschool- Children who are 4 years old on or before September 1, 2024
(Those accepted, must meet income requirements)

Kindergarten- Children who are 5 years old on or before September 1, 2024

Following items are required for a completed registration packet:

- ***Proof of income** *Preschool only* (2023 tax return/W-2, or 2-3 months of current pay stubs)
- **Child's legal birth certificate** (not the hospital one)
- **Child's immunization record**
- **Proof of Buchanan residency** (4 proofs of ID for Buchanan residency (driver's license, rent receipt or mortgage papers or property tax bill, as well as internet, cell phone, credit card bills, etc. that show the child's address))

Next Steps: Complete the registration packet with necessary documents (we can make copies for you

Preschool families please call and schedule an appointment at 695-8409, Select Option 1 Appointments will be scheduled for **April 12th 10 am-2:30 pm** **April 16th 4:20-8:00 pm**
April 19th 10 am-12 pm

Kindergarten families may return the packet on **April 16th 4:20-8:00pm** or **April 15th -19th** during school hours. Families with returned **completed** packets will receive an invitation to **The Little Bucks Signing Day Event** in May.



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