

Chesterfield Elementary School

Full Day Kindergarten Program



We are getting ready for KINDERGARTEN!

If you have a child or know of a friend or neighbor who has a child Chesterfield who will be five (5) years of age **ON OR BEFORE OCTOBER 1, 2021**, they may complete a registration for kindergarten. There are three steps to the registration process:

Step 1: Complete and upload the required documents

Step 2: Complete the registration online

Step 3: Schedule the Kindergarten Screening appointment

All steps are explained in more detail below.

STEP 1 – Complete and Upload the Required Documents

Prepare the required registration documents. You will be required to upload **ALL** the required documents in Step 2. If you do not have all documents, you will not be able to continue through the registration process.

[Click Here for All Registration Forms](#)

Please submit every document listed below. You should have a total of 11 documents submitted:

1. Copy of Birth Certificate. ORIGINAL Birth Certificate with raised seal must be brought to the Kindergarten Screening
2. Copy of Deed or Lease Agreement
3. First Proof of Residency (such as utility bill, driver's license, etc.)
4. Second Proof of Residency (such as utility bill, driver's license, etc.)
5. Authorization to Release Student Records (PDF fillable form)
6. Bus Safety Contract (PDF fillable form)
7. Universal Child Health Record (Print and bring to your child's doctor for completion)
8. Immunization Records (from your child's doctor)
9. Health History Questionnaire (PDF fillable form)
10. Emergency Contact Form (PDF fillable form)
11. Health Release Form (PDF fillable form)

Optional Forms (if applicable, can be emailed to kreg@chesterfieldschool.com):

Medication Administration Form

Asthma Action Plan

******You must have ALL of the above forms before starting registration online. If not, you will be required to re-enter the information you already input. ******

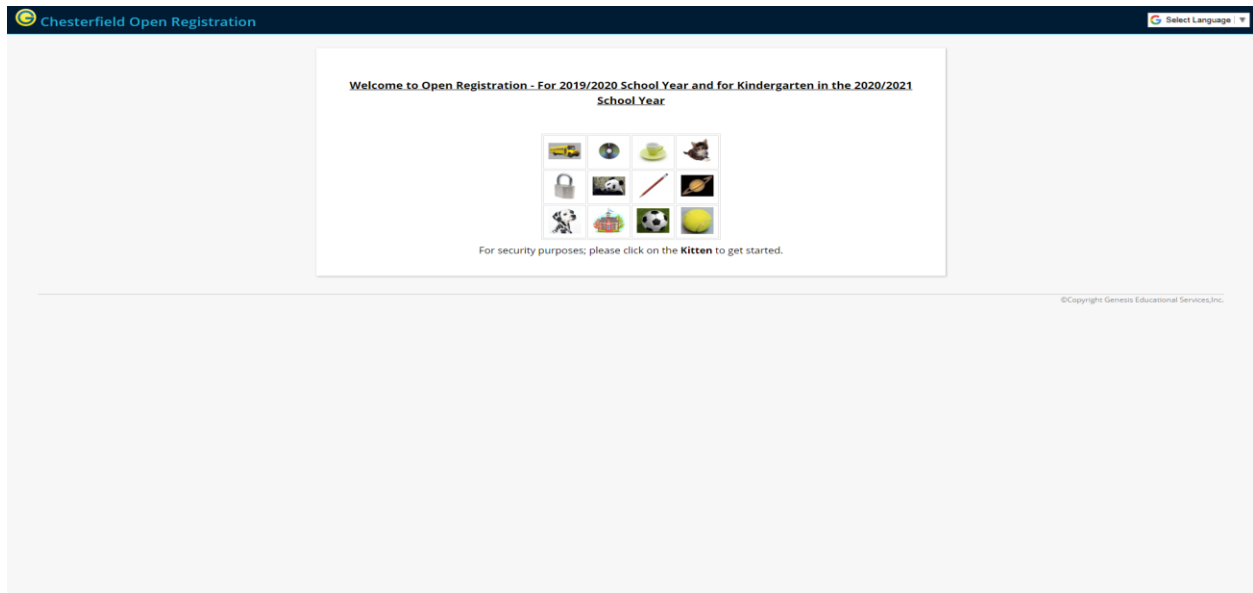
STEP 2 – Complete the Registration Online

To register online, please click on the following link:

<https://genesis.genesisedu.com/chesterfield/openReg>

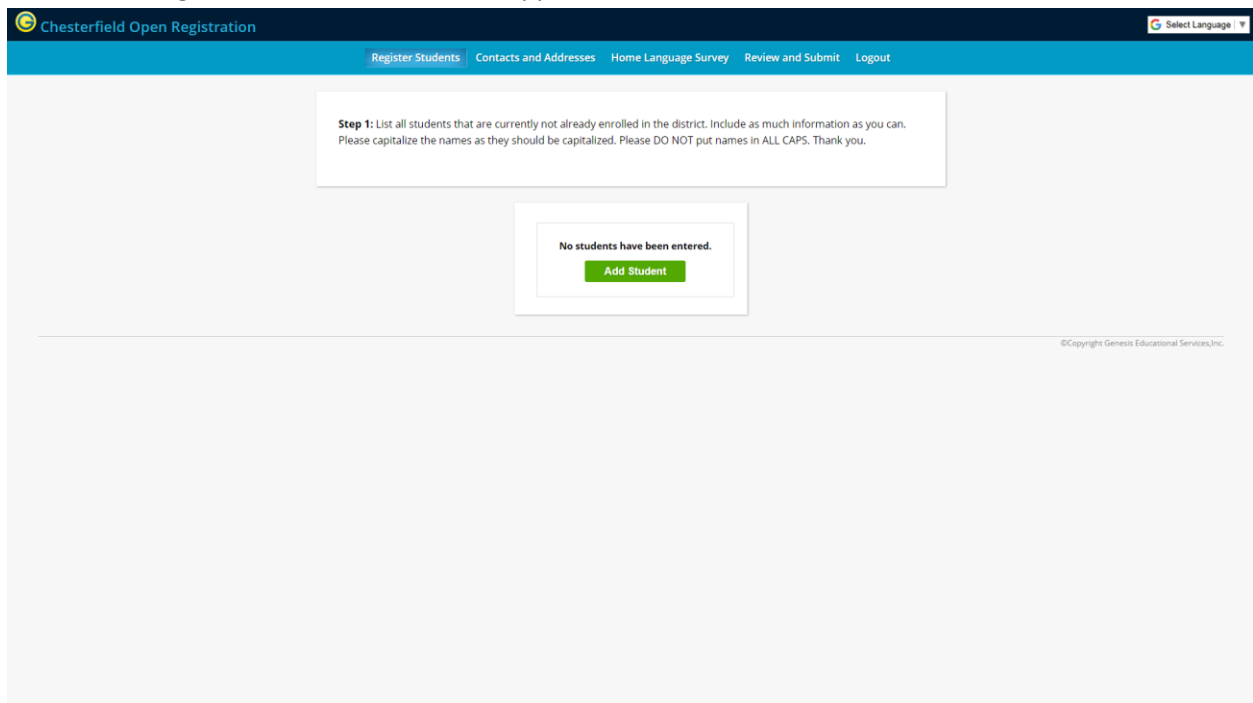
You can follow the guide on the following pages for step by step instructions.

1. After clicking the link, the following screen will appear:



Click on the requested item to get started.

2. A “Register Students” screen will appear that looks like this:



Click the GREEN “Add Student” button

3. The following “Add Student” window will appear:

Add Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
* DENOTES REQUIRED FIELDS

Registering for School Year: *
Anticipated Grade Level: * [Missing grade level?](#)
Student First Name: *
Middle Name: *
Student Last Name: * Suffix: *
Ethnicity: *
Select one or more races: *
Gender: *
Municipality: * CHESTERFIELD
Date of Birth: * Age: *
City of Birth: *
State of Birth: *
Country of Birth: *
Date First Enrolled in US School (if born outside the US): *
Date of First Entry to US: *
Primary Language spoken by student: *
Language spoken by family at home: *
Military Connected Indicator: *
Insurance Provider: *
Has Med Insurance?: *
Release to NJ Family Care: *

Save Student Cancel

Add **ALL** requested data. It should look something like this:

Add Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
* DENOTES REQUIRED FIELDS

Registering for School Year: * 2020-21
Anticipated Grade Level: * K [Missing grade level?](#)
Student First Name: * Chester
Middle Name: *
Student Last Name: * Dragon Suffix: *
Ethnicity: *
Select one or more races: *
Gender: * Male
Municipality: * CHESTERFIELD
Date of Birth: * 01/07/2015 Age: 5
City of Birth: * Chesterfield
State of Birth: * NJ
Country of Birth: * United States
Date First Enrolled in US School (if born outside the US): *
Date of First Entry to US: * 01/07/2015
Primary Language spoken by student: * English
Language spoken by family at home: * English
Military Connected Indicator: *
Insurance Provider: * Aetna
Has Med Insurance?: * Yes
Release to NJ Family Care: * Yes

Save Student Cancel

Click on the “Save Student button at the bottom of the screen.

4. After completing Step 3, the following screen will appear:

Step 1: List all students that are currently not already enrolled in the district. Include as much information as you can. Please capitalize the names as they should be capitalized. Please DO NOT put names in ALL CAPS. Thank you.

STUDENTS WHO YOU HAVE ENTERED						
STATUS	LAST	FIRST	MIDDLE	DOB	AGE	
Completed	1.	Dragon	Chester	1/7/2015	5	Modify Student Remove Student

[Add Another Student](#)

If you have entered all of your students, then click the 'Next Screen' button below

[Advance to Next Screen](#)

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If you are only registering one incoming student, click on the GREEN “Advance to Next Screen” button.

If you are registering twins, triplets, etc., click on the GREEN “Add Another Student” button. The following screen will appear:

Add Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
* DENOTES REQUIRED FIELDS

Registering for School Year: *

Anticipated Grade Level: *

Student First Name: *

Middle Name: *

Student Last Name: *

Suffix: *

Ethnicity: *

Select one or more races: *

Gender: *

Municipality: *

Date of Birth: *

Age: *

City of Birth: *

State of Birth: *

Country of Birth: *

Date First Enrolled in US School (if born outside the US): *

Date of First Entry to US: *

Primary Language spoken by student: *

Language spoken by family at home: *

Military Connected Indicator: *

Insurance Provider: *

Has Med Insurance?: *

Release to NJ Family Care: *

[Save Student](#) [Cancel](#)

Fill out all requested data for the additional child and click the “Save Student” button at the bottom of the screen. Repeat step 4.

5. After completing Step 4, the following screen will appear:

Step 2: List all addresses that you would like mail from the district sent to. A **Legal Residence** must be entered.

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN
Add Primary Address and Primary Parent/Guardian

Click on the GREEN “Add Primary Address and Primary Parent/Guardian button. The following screen (Contacts and Addresses) will appear:

SECTION 1: ADD THE STUDENT'S PRIMARY ADDRESS

House # *
Street Name*
Apt #
City* Chesterfield
State* NJ
Zip* 08515
County Burlington

SECTION 2: GUARDIAN AT PRIMARY ADDRESS

Prefix*
First Name* Last Name*
Suffix*
Relationship to Student*
Primary Phone* Home
Additional Phone Home
Additional Phone 2 Home
Primary Email*

Save Primary Contact Information Cancel

Fill in all requested information. Click on the “Save Primary Contact Information” button at the bottom of the screen.

6. Once completed, the following screen will appear:

Chesterfield Open Registration

Register Students Contacts and Guardians Press F11 to exit full screen Review and Submit Logout

Select Language

Step 2: List all addresses that you would like mail from the district sent to. A **Legal Residence** must be entered.

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN
REQUIRED*

Step 3: Review the Guardians that you have entered and add any other contacts you would like to include, such as emergency contacts. Two emergency contacts are required.

Close

ENTER ADDITIONAL PARENTS/GUARDIANS
Add Additional Parent/Guardian

ENTER EMERGENCY CONTACTS
AT LEAST ONE REQUIRED*
Add Additional Emergency Contact

ENTER OTHER CONTACTS
AT LEAST ONE REQUIRED*
Add Additional Other Contact

From here, you can modify the primary parent/guardian, add additional parents/guardians, enter emergency contacts and enter other contacts.

At a minimum, you should add one “Parent/Guardian”, one “Emergency Contact” and one “Additional Other Contact”.

When you are done entering all contact info, click on the GREEN “advance to Next Screen” button.

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN
REQUIRED*

	STREET NUMBER	STREET NAME	CITY	STATE	
Primary Address	123	Main St.	Chesterfield	NJ	
	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
Primary Guardian	Mrs.	Mama	Dragon	609-555-1212	Modify

ENTER ADDITIONAL PARENTS/GUARDIANS

Add Additional Parent/Guardian

ENTER EMERGENCY CONTACTS
AT LEAST ONE REQUIRED*

	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
Emergency 1	Mrs.	Grandma	Dragon	609-298-1212	Modify Contact Delete Contact

Add Additional Emergency Contact

ENTER OTHER CONTACTS
AT LEAST ONE REQUIRED*

	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
Contact 1	Miss	Auntie	Dragon	609-123-4567	Modify Contact Delete Contact

Add Additional Other Contact

8. Documents

At this point, you will be required to upload all the documents from Step 1. **You will not be able to continue to the next step unless you upload ALL the documents on this page.**

Chesterfield Open Registration

Register Students
Contacts and Addresses
Documents
Home Language Survey
Review and Submit
Logout

All documents must be uploaded.

DOCUMENTS FOR CHESTER DRAGON

DESCRIPTION	REQUIRED		
Scan of Birth Certificate (Original with raised seal MUST be brought to screenings)	YES	Upload Doc	No Document
1st proof of residency such as a utility bill, driver's license, etc.	YES	Upload Doc	No Document
2nd proof of residency such as a utility bill, driver's license, etc.	YES	Upload Doc	No Document
Copy of deed or lease agreement	YES	Upload Doc	No Document
Authorization to Release Student Records (PDF Fillable)	YES	Upload Doc	No Document
Bus Safety Contract (PDF Fillable)	YES	Upload Doc	No Document
General Release of Information (PDF Fillable) Consent Form	YES	Upload Doc	No Document
Universal Child Health Record completed by the child's doctor (please have doctor complete before uploading)	YES	Upload Doc	No Document
Health History Questionnaire (PDF Fillable)	YES	Upload Doc	No Document
Immunization Records	YES	Upload Doc	No Document

If you have uploaded all of your documents please click the Next Screen button below

Advance to Next Screen

9. Home Language Survey

When finished with Step 8, the following screen will appear:

STUDENT	HOME LANGUAGE SURVEY	COMPLETED
John Doe		Not Started

Once you have answered the survey(s) above, please click the Next Screen button below.

[Advance to Next Screen](#)

Click the “Begin Survey” button and answer the questions as prompted.

Once the survey is completed, the following screen will appear:

STUDENT	HOME LANGUAGE SURVEY	COMPLETED
John Doe		Yes

Once you have answered the survey(s) above, please click the Next Screen button below.

[Advance to Next Screen](#)

Click the GREEN “Advance to Next Screen” button

10. When step 9 is complete, the following screen will appear:

Select Language

Register Students
Contacts and Addresses
Home Language Survey
Review and Submit
Logout

Please verify that the following information is correct.
Please verify that all information is correct.

Student Information

STUDENT NAME: CHESTER DRAGON
CHESTER WILL BE REGISTERING FOR THE 2020-21 SCHOOL YEAR IN GRADE K

First Name	Last Name	Age	School	School Year
Chester	Dragon	5		2020-21

Edit Student Information

Contact Information

1. MR. MAMA DRAGON , GUARDIAN

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
609-298-6900			sbuscamera@chesterfieldschool.com	1 Main Street Chesterfield, NJ 08515

2. MRS. GRANDMA DRAGON , EMERGENCY

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
609-555-1212				

3. MR. BROTHER DRAGON

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address

Edit Contacts

Home Language Survey Information

Student	Completed
Chester Dragon	Yes

Edit Survey

If you would like an e-mail confirmation, enter your email address below.

Submit Registration Information

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Add your e-mail address to receive a confirmation e-mail and to submit the registration information. When finished, click the GREEN “Submit Registration Information” button.

A window similar to the following will appear:

The screenshot shows a registration form for Chesterfield Open Registration. It includes fields for Primary Phone, Additional Phone 1, Additional Phone 2, Email, and Address. Below the form, there is a confirmation dialog box that asks: "Are you sure you would like to submit this form?". The dialog box has "OK" and "Cancel" buttons. Below the dialog box, there is an "Edit Survey" button. At the bottom, there is a section for email confirmation with the text: "If you would like an e-mail confirmation, enter your email address below." and a text input field containing "mamadragn@yahoo.com". Below this is a "Submit Registration Information" button.

Click on the OK button

Another window will appear:

The screenshot shows the same registration form as before, but the confirmation dialog box now asks: "A confirmation will be sent to mamadragn@yahoo.com, is this correct?". The dialog box has "OK" and "Cancel" buttons. Below the dialog box, there is an "Edit Survey" button. At the bottom, there is a section for email confirmation with the text: "If you would like an e-mail confirmation, enter your email address below." and a text input field containing "mamadragn@yahoo.com". Below this is a "Submit Registration Information" button.

Click on the OK button again.

The following screen will appear:

The screenshot shows a confirmation screen for Chesterfield Open Registration. It includes a "Resubmit Registration Information" button at the top. Below this, there is a message: "Your changes have been submitted. Please print and bring with you to the Main Office." Below the message, there is a large box containing a barcode and the text "Chesterfield Open Registration". Below the barcode, there is a section for "Student Information" with fields for Student Name, Date of Birth, and Place of Birth. Below this, there is a section for "Contact Information" with fields for Primary Language of Student, Language Number of Home, and Email. Below this, there is a section for "Address Information" with fields for Address and Email. At the bottom, there is a small text block with a disclaimer: "Please remember to not even Chesterfield.com to print and complete the forms needed for registration. Please bring to the school the child's birth certificate and form of residency. For traveling students, please bring the Traveler's Card for your previous school. If registering for the 2020/2021 School Year, our Registration Screenings will take place in May 2021. You will receive an email with an appointment date to the date."

Please save this for your records. The Main Office will also receive a copy.

11. You will receive an email confirmation of your registration with an additional copy of the “Open Registration” Document from Step 8. Please keep this email for your records.

STEP 3 – Schedule Kindergarten Screening Appointment

Once we have received all the required documentation, you will be able to sign up for your Kindergarten Screening appointment. You will receive an additional email within 1-2 weeks of your completed registration with a link to a Sign Up Genius to schedule an appointment for Kindergarten Screening. At this time, your child will be screened in numerous areas. You must bring the original birth certificate with the raised seal to the screening appointment.

*******If you do not have the original birth certificate with you at your screening appointment, your child will not be screened and you will be asked to reschedule your appointment.*******