GREAT NECK PUBLIC SCHOOLS

Office of Registration and Attendance
345 Lakeville Road
Great Neck, NY 11020
(516) 441-4080

Dear Parent/Guardian:

Congratulations! Your son/daughter, born between December 2, 2021 and December 1, 2022 is eligible to attend the **Universal Pre-Kindergarten (UPK)** program at the Great Neck Public Schools next year. This program is either a morning (AM) or afternoon (PM) program. What an exciting time for you and your child. **The district's Universal Pre-K always accepts registrations.**

The only way to enroll in the (UPK) program is through our Online Registration Application process, which will begin **January 5th, 2026** for the 2026-2027 school year. Please follow the directions that are below. If you have any questions or need assistance please email us at residency@greatneck.k12.ny.us or call the Registration Office at 441-4080.

There is also an **'Early UPK Registration' period** which allows parents to request either AM or PM for their child. There is no guarantee of AM/PM placement. **This "Early UPK Registration Period" ends on January 30th, 2026. No placements will be made until the mandatory in-person appointments are completed.**

- **January 5th, 2026** – 2026-27 Universal Pre-Kindergarten Online Application portal opens for "Early Placement".
- Your **'Early UPK Registration'** application must be SUBMITTED via the Online Registration Portal. You will receive an email from Parentsupport@greatneck.k12.ny.us, letting you know it was submitted.
    - If any of the documents are missing or information is not complete, your application will be placed on **HOLD.** An email from the Registration staff will be sent to you with what information is missing**. This will delay the processing. Any application that is not complete by January 30th, 2026 will not be considered for early placement.**
- **February 2, 2026 – February 13th 2026**-Mandatory in-person appointments will only be scheduled on these dates to finalize your Early Registration.

If a lottery is needed for Universal Pre-Kindergarten placement due to over-enrollment, you will **receive a letter in March informing you about your AM or PM placement.**

- **Once you are fully registered with our Registration Office for UPK**, you may want to consider registering in our **"Fun for Fours"** extended day program. Simply complete the Fun for Fours application included on the flyer and send it in with your deposit. Seating in this program is limited and all deposits after early registration will be time stamped in the order received.

In mid-May you will be scheduled for the Universal Pre-K Screening.

Please do not hesitate to call if you have any questions. You can also find information regarding registration, on the district website at https://www.greatneck.k12.ny.us/administration/registration-and-attendance/office-of-registration-and-attendance.

Click on this link to go to the on-line registration portal https://www.greatneck.k12.ny.us/administration/registration-and-attendance/office-of-registration-and-attendance/registration-and-online-application

Office of Registration and Attendance
345 Lakeville Road Great Neck, NY 11020
(516) 441-4080
residency@greatneck.k12.ny.us

UPK Registration Checklist

******Please include the application number in all correspondence******

____ **Deed, Closing Statement, or Current School/Village Tax Bill**
Or
____ **Proprietary Lease (Co-op)**
Or
____ **Lease (all pages with complete landlord contact information)**
Rental Agreement (all pages with complete landlord contact information)
**** Both Lease and Rental agreement to be accompanied with the local village/town official rental permit for that property (should be supplied to the tenant by the landlord).**

____ **Current Mail 3 Different Pieces of Official Mail, utility bills work best-shipping labels are unacceptable, must be stamped within the past 30 days.**

____ **Certification of Residency (notarized)**

____ **Parent/Guardian Photo ID: You are Required to add all Parents listed on the Birth Certificate, to the Online Application in the Parent Section.**

____ **Custody Agreement or Notarized Affidavits if applicable. A secondary mailing will be set up for all non-household parents**

____ **Original Birth Certificate (Original and an official, notarized translation to English, if necessary)**

____ **Immunization Record (stamped by a physician) *** REQUIRED to Complete Registration.**

____ **Physical, performed and stamped within the last 12 months by a New York State Doctor. On a New York State Approved Physical Form Only. *** REQUIRED to Complete Registration.**

____ **Home Language Questionnaire (one form for EACH student)**

____ **Dental Form – Elementary Only (one form for EACH student)**

_____**If your student is attending a Pre School or Daycare Program, please complete "*Prior School Information"*, before submitting the application. This will help with placement.**

_____ **Please make sure you SUBMIT the application. An email from 'Parentsupport' will be sent as soon as you Submit the application letting you know it has been submitted. Check your email and make sure you receive this verification. All applications are reviewed in the order they are received. Please allow 1-3 business days for our staff to review your application.**

If the application is complete and all documents are uploaded, you will receive an email letting you know it is 'APPROVED AND POSTED'.

If any of the documents are missing or information is incomplete, your application will be placed on HOLD, and you will receive an email letting you know what is missing. Incomplete application or document will delay the processing.

GREAT NECK PUBLIC SCHOOLS
REGISTRATION OFFICE
345 LAKEVILLE ROAD GREAT NECK, NY 11020

CERTIFICATION OF RESIDENCY (required document)

(Affidavit is valid for one year from date of notary signature, one affidavit per application)

This is to certify that I (we), _____ _____
(parent (s) names listed above)
understand this statement is being made UNDER THE PENALTIES OF PERJURY, so that all my school aged child/children listed below

_____, _____
,

(print child/all children's name above living at this address)
may be admitted to the schools of the Great Neck Public Schools.

I am currently residing (living) at _____
(Address)
_____

I attest that it is my legal residence. I further certify that I **do not** maintain another residence outside the boundaries of the Great Neck School District. **I further certify I will be living with my children while they are attending Great Neck School.**

I understand that if I or the above mention child(ren) is (are) found not to be a legitimate residents of the Great Neck Union Free School District, **that I WILL BE LEGALLY RESPONSIBLE FOR AND WILL PAY THE SCHOOL DISTRICT'S ANNUAL TUITION RATE PER CHILD (Minimum range is $21,084.00 - $31,915.00), RETROACTIVE TO THE FIRST DAY OF ADMISSION, ALONG WITH ANY COSTS ASSOCIATED WITH ENROLLING YOUR CHILD" and MY CHILD/CHILDREN WILL BE DISENROLLED**. I also realize that theft of governmental services is a crime punishable under the State Penal Law and that a false statement made in connection with this application will make me liable to criminal prosecution. I understand that the school district will make an announced home visit for purposes of residency verification. In addition, the district may make an unannounced home visit for the purpose of residency verification.

I further understand that if I move out of the home listed above, I will immediately notify the school district.
By signing below, I admit to having read and understood the above conditions.

_____ _____
Signature of Parent/Person in Parental Relation Date

Sworn to before me
This _____ day of _____, 20_____

_____
NOTARY PUBLIC

I have read and understood the above and am certifying the resident understands the statement they are signing. Please attach copy of ID.

_____ _____ _____
Signature of Translator Relationship Phone

Sworn to before me
This _____ day of _____, 20_____ (v08/26)

_____
NOTARY PUBLIC

PARKVILLE AND JOHN F. KENNEDY UNIVERSAL PRE-KINDERGARTEN

Enrollment is based on a family's home address. The student will be zoned for either Great Neck's Parkville School or John F. Kennedy Universal Pre-Kindergarten Program.

There are no exceptions to the Pre-Kindergarten location the student will attend.

Families may make a request (depending on availability) for either the morning session or afternoon session of our Pre-Kindergarten Program.

AM Pre-Kindergarten: 9:10 AM - 12:30 PM
PM Pre-Kindergarten: 12:00 PM - 3:20 PM

Parents choosing only Universal Pre-Kindergarten will receive a bus to and from school.

FUN FOR FOURS

Fun for Fours offers our students an extended day art and science-based enrichment program. There is a fee for this program. Space may be limited. No Application for *Fun for Fours* will be accepted until the online registration is approved and posted.

PARKVILLE

AM Fun for Fours: 9:10 AM - 12:00 PM
PM Fun for Fours: 12:45 PM - 3:45 PM

JOHN F. KENNEDY

AM Fun for Fours: 9:10 AM - 12:00 PM
PM Fun for Fours: 12:30 PM - 3:20 PM

There is no bus provided for the *Fun for Fours* program. Students enrolled in a full day of School, Universal Pre-Kindergarten ***and*** *Fun for Fours*, will only receive a bus for the Universal Pre-Kindergarten session. Parents will be responsible for transportation for the *Fun for Fours* session.