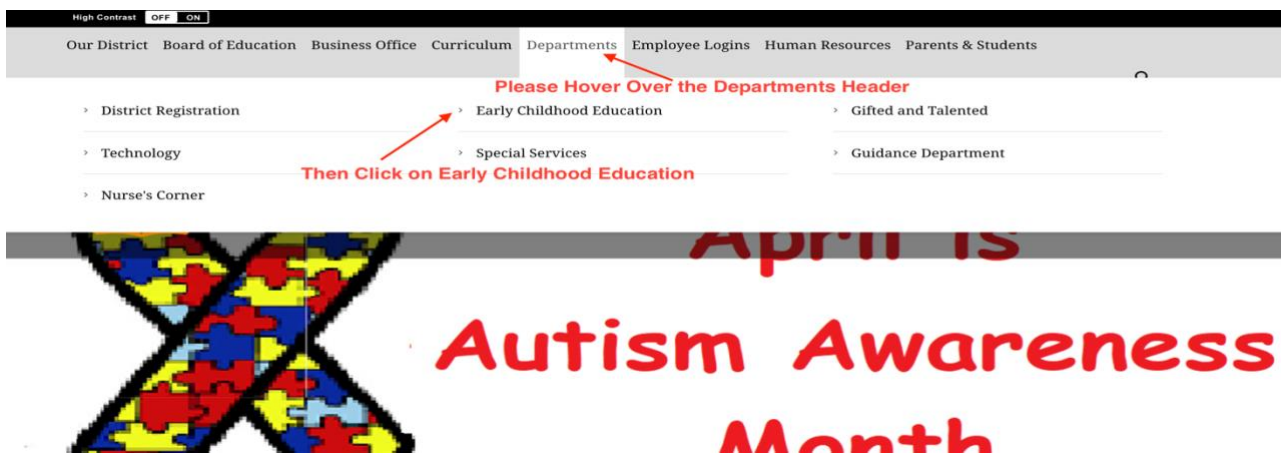


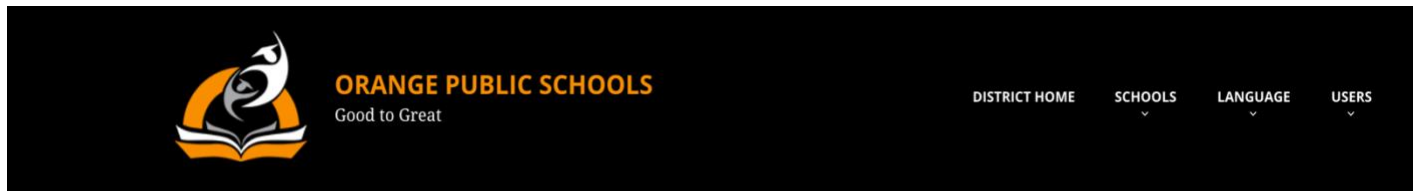
Orange Township Public School Online Preschool Registration Process Guide for the 2020-2021 School Year

Thank you for your interest in the Early Childhood Education Program. Please follow the Preschool Registration steps below to register your child(ren).

1. Please visit our district website at <https://www.orange.k12.nj.us/>. Next, hover the cursor over the Departments header located at the top of the screen. Then click on Early Childhood Education.



2. Click on the + sign to expand the Pre-K Registration menu options.



Home » Departments » Early Childhood Education » Overview

EARLY CHILDHOOD EDUCATION

- › Overview
- › Preschool Providers
- › + Pre-K Registration

Click the Plus Sign to Expand Pre-K Registration Options

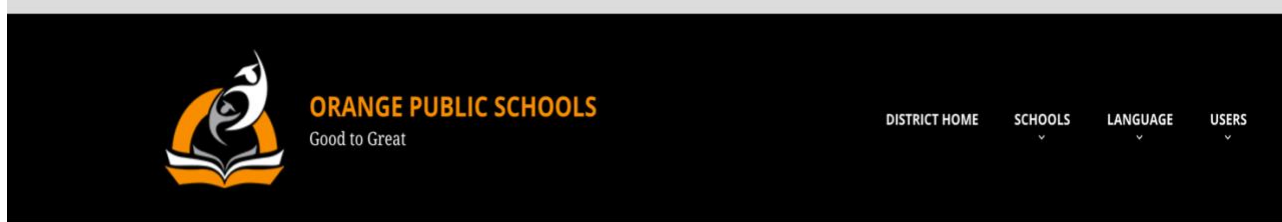
Early Childhood Education

Jacqueline Blanton, Principal
blantoja@mail.orange.k12.nj.us

The Orange Board of Education provides a full-day preschool education for all three and four-year-old residents of Orange. Currently, twenty-three in-district preschool classrooms are offered. In addition, the district collaborates with five licensed community childcare programs and Head Start. There is no fee for the school day (8:30-3:00). Before and after school care is available. The fee for this additional program is based upon income eligibility.

[Mission Statement](#)

3. Now click on the Genesis Online Student Registration link to access the Orange Public School District's Open Registration page.



Home » Departments » Early Childhood Education » Overview

EARLY CHILDHOOD EDUCATION

- › Overview
- › Preschool Providers
- › Pre-K Registration
 - › Genesis Online Student Registration
 - › Registration Forms

Click This Link
to Access
the Online
Registration Portal

Early Childhood Education

Jacqueline Blanton, Principal
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[Mission Statement](#)

4. Follow the steps on the welcome screen to gain access and begin the online student registration process.

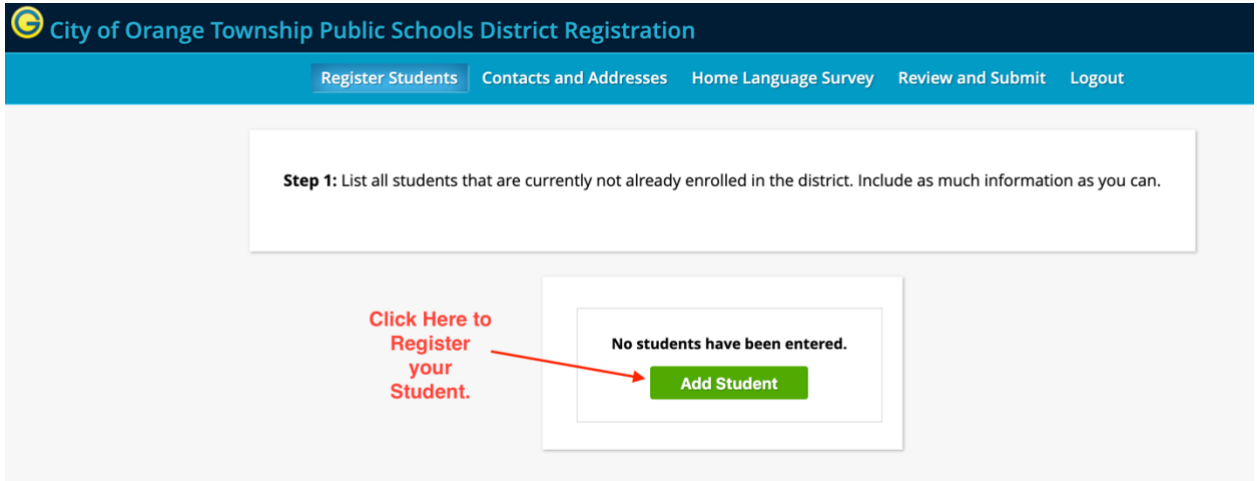
City of Orange Township Public Schools District Registration

Welcome to the Orange Public School District Open Registration



For security purposes; please click on the **Dog** to get started.

5. You may now register the student by clicking ‘Add Student’.



6. If you are registering a single student, complete the fields on this screen and click ‘Save Student’. ***Please note that any missing fields will prevent the packet from being marked completed.**

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:* Missing grade level?

Student First Name:*

Middle Name:

Student Last Name:* Suffix: *

Ethnicity:*
 Hispanic
 Not Hispanic

Select one or more races:*
 White
 Black
 American Indian / Alaskan
 Asian
 Hawaiian native/other Pacific Islander

Gender:*

Municipality: ORANGE CITY

Date of Birth:* Age:

Refuse release of birthplace information:

City of Birth:

State of Birth: *

Country of Birth:*

Citizenship: *

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:*
 Not Military Connected - Student is not military-connected
 Active Duty - dependent of a member of the Active Duty Forces (Full Time: Army Navy Air Force Marine Corps or Coast Guard)

Insurance Provider: *

Has Med Insurance?:* Yes No Unknown

Release to NJ Family Care: Yes No Unknown

Fill-in the Fields on this Screen and Click 'Save Student' located at in the right-hand bottom corner of the Screen

Click Here to 'Save Student'

Save Student Cancel

7. You will then return to the ‘Register Students’ screen to take one of the following actions:

City of Orange Township Public Schools District Registration

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

Step 1: List all students that are currently not already enrolled in the district. Include as much information as you can.

STUDENTS WHO YOU HAVE ENTERED								
STATUS	LAST	FIRST	MIDDLE	DOB	AGE			
Completed	1.	Student	Preschool		3/23/2016	4	Modify Student	Remove Student

Step 7, Option a. → Add Another Student

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

Step 7, Option b. → Advance to Next Screen

- a. Add Another Student – to add another student repeat step 6.
 - b. Advance to the Next Screen – Once all students have been added, click ‘Advance to the Next Screen’ and continue to fill-in the information for each of the following screens, Contacts and Addresses, the Home Language Survey, and Review and Submit. ***Please note that any missing fields will prevent the packet from being marked completed.**
8. Once all screens have been successfully completed for each student being registered, you will be prompted to enter your contact information in the fields below indicated by the red arrow.

On the Review and Submit Screen Please Consider the Options Listed Here Before You Click ‘Submit Registration Information’.

1. MR. PRESCHOOL PARENT, GUARDIAN

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
973-677-4000			PParent@gmail.com	451 Lincoln Avenue Orange, NJ 07050

[Edit Contacts](#)

Home Language Survey Information

Student	Completed
Preschool Student	Yes

[Edit Survey](#)

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

If you would like to create an account with your email please enter a password below.

Password

Confirm Password

[Submit Registration Information](#)

9. Next, you must also complete the Orange Early Childhood Registration Packet in its entirety. Which is accessible by following the link listed in the below screenshot.

The screenshot shows the Orange Public Schools website header with the logo and navigation links: DISTRICT HOME, SCHOOLS, LANGUAGE, and USERS. Below the header is a breadcrumb trail: Home » Departments » Early Childhood Education » Overview. The main content area is titled 'EARLY CHILDHOOD EDUCATION' and includes a sidebar menu with the following items: Overview, Preschool Providers, Pre-K Registration (expanded), Genesis Online Student Registration, and Registration Forms. A red arrow points to the 'Registration Forms' link, with a red text box below it that reads: 'Click This Link to Print the Pre-K Registration Packet'. To the right of the sidebar, the page title is 'Early Childhood Education', followed by the contact information for Jacqueline Blanton, Principal (blantoja@mail.orange.k12.nj.us). Below this is a paragraph describing the preschool program and a 'Mission Statement' link.

10. Upon completion of the online student registration process and the Orange Early Childhood Preschool Registration Packet, kindly scan and email the completed registration packet along with the appropriate documentation listed below in Step 11 to the following email address: prekindergartenregistration@orange.k12.nj.us.

11. Please provide the following documents for verification:

- **Birth Certificate**
- **Current Lease, Property Deed, Mortgage Statement, Water or Tax Bill**
- **Immunization records**
- **Parent/Guardian Photo Identification**
- **Two Current Proof of Residency (PSEG, Telephone, Cable/Satellite bill, etc.)**

12. The preschool registrar will review and verify the submitted online registration information, the completed registration packet, and supporting documentation. Once finalized, the preschool registrar will confirm school placement via email to be sent to the parent or guardian confirming school placement.

***Note:** School placement will be determined by the preschool registrar depending on the availability of space within the preschool locations.

FOR PRESCHOOL PROVIDER SITES – Once school placement is confirmed, additional paperwork must be completed as per New Jersey Licenses requirements.