



**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

BRASS CASTLE SCHOOL
16 Castle Street
Washington, NJ 07882
908.689.1188
Susan K. Wardell, PRINCIPAL

**DISTRICT CENTRAL OFFICE
OLD SCHOOLHOUSE**
One East Front Street
Washington, NJ 07882
908.689.1119
Keith T. Neuhs, SUPERINTENDENT

PORT COLDEN SCHOOL
30 Port Colden Road
Washington, NJ 07882
908.689.0681
Jessica K. McDonagh, PRINCIPAL

February 17, 2026

Dear 2026-27 Kindergarten Parents,

We are thrilled to welcome your family to Washington Township School District! Kindergarten is such an exciting milestone — the beginning of your child's educational journey — and we are honored to be a part of it. Washington Township Board of Education is proud to offer a **FULL-DAY Kindergarten program** for Washington Township children entering school in September 2026.

Children must have their fifth birthday on or before **October 1, 2026** to be eligible for registration.

Registration: Please be sure to complete both parts detailed below for registration.

Part 1: Online Parent Registration Portal — <https://www.oucourseconnect.com/registration/12422>
or scan the following QR Code.



The online registration must be completed no later than **Friday, March 20, 2026**.

Part 2: Scheduling an Appointment - Schedule an appointment to continue the registration process for your child entering Kindergarten for the **2026-2027** school year.

Appointments: Registration appointments will be held at **Brass Castle School on Wednesday, March 25, 2026**. Please call 908-689-1188 ext. 3600 to schedule your appointment. Appointment times will be provided on a first come, first served basis. Be sure to reserve your preferred time slot as soon as possible.

Kindergarten Screenings: Short screenings will be done for your child during the scheduled registration time. Please be sure to arrive on time for your appointment. If you are unable to make your appointed time, please call the main office.

Age Requirement: You must provide your child's original birth certificate at registration. Again, children must have their fifth birthday on or before **October 1, 2026**, to be eligible for the **2026-27** Kindergarten program.

Proof of Residency: As part of the registration process you must provide proof of residency. You may upload proof of residency during online registration or bring documents with you during scheduled appointment. Examples of accepted documents include a signed rental/lease or mortgage agreement, mortgage statement, bank statement, and utility bill. Your child is not considered a registered student until all documents have been provided.

Medical Requirements:

- Your child must have a physical completed prior to the start of the school year. That physical must have been done within 365 days prior to the first day of school. If you have a current physical for your child, please bring a copy with you. The school physician, Dr. Charles Evans, may be available to examine your child at no cost to you. Please let us know if you would like to have Dr. Evans examine your child when you call to make your appointment. Priority to visit the school doctor will be given to those who requested the doctor during the registration appointment call. Your child's clothing should be easily adjustable to facilitate this exam, if needed. If you wish, you may have your child seen by your family physician at your expense.
 - Please submit a current copy of your child's immunization record no later than **March 20, 2026**. If needed, updated immunization records must be submitted to our school nurse prior to the first day of school.
 - We also require proof of a dental (oral) examination before your child begins the school year.
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Additional registration information is enclosed. Please complete the online registration in full and bring the necessary documents during your scheduled registration time. Completed forms will assist in a smooth and efficient registration process.

Note: The online registration information must be completed no later than **March 20, 2026**. You will not be able to complete the in-person registration process without this. All school rules and guidelines must be followed throughout the registration process.

- If you have questions concerning registration, please call our main office at 908-689-1188 ext. 3600.
- If you have questions about medical requirements, please contact the school nurse at 908-689-1188 ext. 3607.

We are looking forward to meeting you and your child soon!

Sincerely,

Susan Wardell
Principal – Brass Castle School
Preschool Program Director