



PRESCHOOL*/KINDERGARTEN REGISTRATION

(* FREE for qualifying families)

Ottawa Elementary School 2025/26 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 3rd - March 27th
8:00am-4:30pm

Eligibility:

Preschool- Children who are 4 years old before September 1, 2025
(Those accepted, must meet income requirements)

Kindergarten- Children who are 5 years old before September 1, 2025

Following items are required for a completed registration packet:

- ***Proof of income** *Preschool only* (2024 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, and return to our office.

Preschool: Phone calls will be made on **April 11th 10 am-2:00 pm** and **April 16th 3:15-7:00 pm** regarding registration status.

Kindergarten: Return the packet to our office on **April 16th 3:15-7:00pm** or week of **April 14th -18th** during school hours. Families with returned, **completed** packets will receive an invitation to ***The Little Bucks Signing Day Event*** in May.

Nurturing Hearts, Developing Minds, Inspiring Dreams

