

Juneau Community (Co-op) Preschool, Inc. Registration Policy

In February of each year, registration forms will be updated by the Registration Coordinator. Any revisions to this policy must be approved by the JCP Board.

Publicity

In March of each year, updated registration forms will be posted in the preschool hallway and made available on the preschool website.

Fliers will be posted and, as needed, notices put in the newspapers to advertise the registration procedure by the end March. Advertisement can include the Juneau Empire Around Town section and display advertisement, and PSAs on radio (KTOO). Board members will help post fliers around town and at various community organizations such as Reach Infant Learning Program, Aware Children's Services, Cedar Park, Gruening Park, Tlingit and Haida Head Start, and local Elementary Schools. Prospective parents should be invited to tour the preschool by appointment.

If spots remain after the lotteries, additional advertising may be necessary in late spring or over the summer.

Eligibility

Children between the ages of three and five are eligible to enroll in the preschool. Students enrolled in Kindergarten are not eligible for the program. Children must be at least 3 years old by September 1 to participate in the spring lottery.

Enrollment of children who turn 3 after Sept. 1 will be left to teacher discretion, based upon the ages and number of children already enrolled in each class. Children who turn 3 after January 1 of the current preschool year, and new students of any age applying after March 1 of the current year may not enroll in the program until the following year.

Regardless of age, all students must be potty trained before entering school. The use of "Pull-Ups" does not demonstrate successful potty training. Exceptions may be made for a child experiencing health or physical problems or for a child with special needs as defined in the bylaws.

Registration Application

Applications must be accompanied by a \$45 registration fee (\$20 if applying for a substitute position) to participate in the lottery. Applications received after the deadline will be considered as space is available. Registration fee is refundable only if no spaces are available.

If a family is seeking financial aid, a completed financial aid form should be submitted with the registration form and registration fee. Application for financial aid in no way affects an application in the lottery.

Applicants do not need to be present during the lottery. The lottery for returning students will be held at the beginning of April. The public lottery will be held at the end of April or beginning of May.

Lotteries

The registration committee is composed of the Registration Coordinator, 2 teachers, and a parent not affected by the lottery. Prior to the first lottery, registration forms are separated into the following priorities:

1. **Teachers' children** - children whose parent is a current teacher are guaranteed a spot in their parent's class.
2. All **currently enrolled full time preschoolers** who have been at the JCP in order of semesters previously attended as a full time student.
3. **Special needs students** - Two spots – one in each class - will be held open for children with special needs until after the new student lottery is complete. If no child with special needs has applied by that time, those spots will be filled starting with the waiting list.
4. **All currently enrolled substitutes in order of their start date.** This group consists of children who have been enrolled in a substitute spot during the previous year. They need to be enrolled as a substitute by at least March 1, and have been an active substitute in the preschool (i.e., has responded to at least 50% of the calls for substitution by attending preschool).
5. All **siblings of returning preschoolers.** (both siblings will be attending preschool at the same time)

Note: All children are entered into the lottery individually. (ex: siblings names are entered into the lottery separately and are not guaranteed to both get a spot or get spots in the same class).

6. **Exceptional circumstances** will be considered by the teachers and the lottery committee before continuing to the lottery of new members. The lottery committee will need to consider the impact upon all students enrolling in a class when making an admission based upon exceptional circumstances. Exceptions allow the committee to offer spots that are unfilled before the new student lottery. They will not take away a spot previously assigned. Exceptions are considered individually and do not create precedents for future years.
7. **All siblings of alumni.**

8. **New students/members** consist of any children who do not fit into any of the above definitions.

The committee will hold two lotteries, with the first open to students in categories 1-6, and the second open to all applicants. Available class spots will be filled in order of priority listed above.

Forms will be grouped by priority, and randomly pulled one form at a time within each respective group, each group being pulled in order of priority.

NOTE: During the lottery, the ages (as of September 1) of the students in each class will be noted. If either class reaches 12 three year olds, then each subsequent three year old that is drawn will be given their second choice of class and/or put on the waiting list. This may result in a class with less than 20 students. After the lottery has been finalized and/or the start of the school year, the teachers can then use their discretion to allow additional three year olds over the limit to the class. If this occurs, precedents will not be set for future years.

Waiting Lists

If a class fills, applicants will be placed on a waiting list in the order in which they are drawn. If an applicants has indicated a 2nd choice and there is space available, they will be offered a place in that class and placed on the waiting list for their 1st choice. If both classes fill and they have indicated a second choice of class, they will be placed on both waiting lists.

Students not offered a spot in a class and declining a place on a waiting list are eligible for a refund of the registration fee. If a member on a waiting list(s) is offered a position in that class and declines to accept the place, their registration fees will not be returned.

One to three weeks before the start of school in the fall, the registration coordinator shall review the class lists and any waiting lists. If there are two full time students wishing to be in the opposite class, they may be allowed to switch spots only if it does not affect the priority of anyone currently on the wait list who does not have a full time position.

Communication after Lotteries

The Registration Coordinator will report the results of the lottery to the JCP Board at their next meeting. The lottery results will be posted on the preschool door and parents will be contacted by the end of the current preschool year in May. People on the waiting lists will be reminded that it is their responsibility to let the registration coordinator know where they may be reached during the summer or what their wishes are if a class spot becomes available and registration coordinator is unable to reach them.

Notice will be sent to families in late July or early August with a reminder of the items required to complete registration and dates for the mandatory August Orientation Open House visits. All members need to turn in their medical release, child's immunization records, and first month's tuition prior to the start of preschool. If they do not turn these items they risk having their registration canceled and their spot turned over to someone on the appropriate waiting list. Class

rosters will be finalized when all registration materials are received for all students during Orientation Open House visits in August.

Registration after the Lotteries but before the Start of the Program

When space is available, spots will be filled in order of receipt of a completed registration form and registration fee. If an applicant is in communication with the registration coordinator and needs additional time to submit the forms, the coordinator may hold the spot for one week. After that the spot will be available to the next interested person.

A student currently registered can switch into any of the open spots at any time before the start of the program by calling the registration coordinator. When all spots are full (regular and substitutes), any additional applicants will go on the waiting list in the order received. Registration fees for people on a waiting list and not enrolled in any classes will be returned after the start of the semester if a class spot does not become available. People on the waiting list and not enrolled in a class will not be considered members of the co-op.

If a regular spot becomes available, that spot will be offered to the first person on the waiting list for that class. If that person declines, it will be offered to the next person on the waiting list, and so on down that list until someone takes it.

A person on the waiting list who turns down an offered spot will be removed from the waiting list or moved to the bottom of the list.

Registration After the Program Starts

Registration after the program starts will be the same as described above. If a regular spot opens, the first person to be offered that spot will be the first person who is on that class waiting list even if they are already a co-op member (enrolled in another class).

Once the school year has started, it will be left to teacher discretion to decide to take a substitute or wait-listed student (non-member) into an open spot instead of a student from another class, to ensure the least disruption to the students in both classes. If a substitute spot opens, it will be offered to the next person on the waiting list (in order).

Enrollment of children who turn 3 after Sept. 1 will be left to teacher discretion, based upon the ages and number of children already enrolled in each class. Children who turn 3 after January 1 of the current preschool year, and new students of any age applying after March 1 of the current year may not enroll in the program until the following year.