

Juneau Community Preschool, Inc.
Registration Policy
Revised Spring 2015

Pre-Registration for Fall Program

Each year in late March, we will post new registration forms in the preschool hallway. We will also mail the registration form as part of a registration packet to anyone interested and to any parents who have children on our waiting list.

We will post flyers and put notices in the newspapers to advertise our registration procedure by the end March. Advertisement can include the Juneau Empire Around Town section and display advertisement, flyers posted around town, PSAs on radio (KTOO) and other ideas pursued for recruitment by the Outreach Committee. Board members can make contact and post flyers 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. If the vacancy rates for the various classes are known at the time of advertising, this information should be included in the registration information.

Prospective parents may tour the school by appointment before registration night.

Each applicant completing the registration form and submitting the **nonrefundable \$45 or \$20 registration fee** will have a number assigned to their registration forms to be used during the lottery on registration night. If a parent is seeking financial aid, a completed financial aid form should be submitted with the registration form and nonrefundable registration fee. The applicants with completed registration forms do not need to be present during the lottery. The lottery results will be posted on the preschool door following the lottery and parents will also be contacted by the end of the current preschool year in May. The class lottery will be held at the beginning of April. The public lottery will be held at the end of April or beginning of May.

Eligibility

Children between the ages of three to five are eligible to enroll in the preschool. Students enrolled in Kindergarten are not eligible for the program. Regardless of age, all students must be potty trained before entering school, except for special needs students.

The registration forms will be separated into the following priorities:

1. **Teachers' children** - children whose parent is the 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 a child 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 waitlist.
4. **All currently enrolled substitutes in order of their start date.** This group consists of children who have been enrolled in a substitute slot 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 Lottery

Available class slots will be filled in order of priority listed above. The registration committee will run two lotteries. The first lottery will be open to students in categories 1-6. The second lottery will be open to all applicants. Both lotteries will prioritize applicants as listed above. Forms will be grouped by priority and one registration form will be pulled randomly. That child will be given a slot according to their preferences and put on requested waitlists. Then another applicant will be pulled randomly until the lottery group is all registered.

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 all the slots are full before we get through all applicants, then the remaining children will go on the waiting list(s) in the order that their forms are drawn. Students that were unable to register either as a class member or on a waiting list will have their registration fees returned and will not be considered members. If a member or nonmember is unable to get into a class he/she may elect to be on a waiting list(s) for the desired class(es) in the order he/she was pulled during the lottery. If a member on a waiting list is offered a position in a class that they are either on a waiting list for, or had selected as a second or third choice, 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 wait list. If there are two full time students wishing to be in the opposite class, they may be allowed to switch spots. This should not affect the priority of anyone currently on the wait list who does not have a full time position.

Communication after the Lottery

After the lottery is completed the board will be apprised of the results at the next board meeting. The class rosters cannot be finalized until all registration materials are received for all students during orientation night in August. Each parent whose child is a member of the school will be notified of the tentative class roster before July including a reminder of the items required to complete registration and the mandatory August orientation. All members need to turn in their medical release, child's immunization records, and first month's tuition prior to the end of orientation week. If they do not turn these items they risk having their registration canceled and their slot turned over to someone on the appropriate waiting list. A tentative class roster will also be posted on the bulletin board at preschool. 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 slot becomes available and registration coordinator is unable to reach them.

Registration after the Lotteries but before the Start of the Program

If we have many open slots after the second lottery, then we will advertise to recruit more members. Alternatively, the board may choose to aggressively use word of mouth in the community, including talking up the school at the library story times and other community events. Slots which are open after the new student lottery will be filled on a first-come-first serve basis. What this means is that the first person to get their registration form and their registration fee to the registration coordinator gets first choice of the open slots. If there is only one spot available and someone calls but needs a few days to fill the registration form out but definitely wants the spot, they will be given one week to get it turned in. After that if someone else is interested in the spot it will be turned over to the next person. Anyone who is already registered can switch into any of the open slots at any time before the start of the program by calling the registration coordinator. When all the slots are full (regular and substitutes), any additional

people submitting registration forms 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 slot had not become available. People on the waiting list and not enrolled in a class will not be considered members of the co-op.

If all the slots are full and then someone cancels their enrollment for a regular slot, that slot will be offered to the first person on the waiting list. If that person declines, it will be offered to the next person on the waiting list, and down that list until someone takes it. If the person who wants a newly open slot doesn't send in their registration fees within one week the slot will be offered to the next person on the list.

If a person on the waitlist turns down an offered spot, their name will be removed from the waitlist or added to the bottom of the list.

Registration After the Program Starts

Registration after the program starts will be the same as described above except that if a regular slot opens, the first person to be offered that slot will be the first person who is on that class waiting list even if he/she is already a co-op member (enrolled in another class). If he/she doesn't take it, then it will be offered to the current substitutes according to the order of the substitute waiting list and then to the people on the regular waiting list (non-members). However, it is at the teachers' discretion once the school year has started to decide to take a substitute or waitlisted 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 takes the regular slot, then their substitute slot will be offered to the next person on the waiting list (in order). If a substitute slot opens, it will be offered to the next person on the waiting list (in order). Children who turn three after August 31 cannot enroll in the program until the following school year unless exceptional circumstances are taken into consideration by the teachers and the current board. These considerations would not set a precedent for future years.