

Roaring Fork School District Early Childhood Enrollment Protocol

Preschool Admittance Procedure

The RFSD school district has created an admittance procedure based on federal law, state law, and state grant stipulations. Because of various requirements, preschool class sizes and enrollments are prioritized as follows:

1. 2 ½ to 5 year olds with disabilities*
2. 4 and 3 year olds in the Colorado Preschool Program and Head Start*
3. Staff member's children with typical needs, 2 ½ to 5 years old
4. 4 year olds from the community with typical needs**
5. 3 year olds from the community with typical needs**

* the district must serve these children

**space available only, subject to disenrollment at anytime during the school year due to maximum enrollment limits

Children with typical needs will be served according to a lottery system that is described below. Once children in the Special Education Program, the Colorado Preschool Program, Head Start and staff member's children are placed, we will enter community member's children into the lottery. It is important to note that in limited instances the district may make adjustments to the community lottery process to provide for class balance and environment. Any such exceptions would be based upon prevailing best practice and research.

Application Process

A. Application criteria. To apply for enrollment in a RFSD early childhood program a family must do the following:

1. Submit a completed paperwork for registration day including:
 - Registration form
 - Copy of up to date immunization records

- Copy of birth certificate

B. Application time frame. Applications must be submitted to program Directors no later than the established date for the spring preschool registration. This date will be listed on the RFSD website in advance so families will have time to plan. If a parent/staff member will not be available to attend registration day, they will need to make special arrangements with the Director in advance to ensure that enrollment paperwork is submitted by the registration day. If a parent/staff member does not submit paperwork by the scheduled registration day, they will be placed on a waitlist. The waitlist for early childhood programs will only be kept for one school year, from the end of May through the beginning of March. Families will need to reapply each year, and it is not the responsibility of the director to send reminders.

C. Returning Students. As a service to our staff members we provide child care, yet are limited by the number of spaces available. Returning staff member's children are given top priority for the tuition based spaces. If a community child wishes to return for a second year, that will be taken into consideration once all incoming staff children are placed. Directors will send out reenrollment packets to current students by the 15th of March each year. Reenrollment forms must be returned to Directors prior to Spring Break to reserve a returning child's place.

Enrollment Process

- A. Following enrollment of returning students, should the number of applicants exceed the enrollment openings, a lottery shall be conducted.
- B. The Director shall determine how many openings are available following the enrollment of returning students.
- C. Program enrollment will not exceed the maximum number of students allowed based on classroom square footage and adult/ child ratios as defined by the Colorado Department of Human Services.

D. A lottery process will be used to select students and establish the annual waitlist. The lottery will be composed of applications that were submitted on time. The lottery will be conducted in early April. At least one objective witness will be present at the lottery.

E. The following ranked priorities shall be observed in the lottery:

Priority 1. Children needing full time care, who have at least one parent who is a full time staff member (working 37.5 to 40 hours per week) will receive priority based on number of full time consecutive years worked in RFSD.

Priority 2. Staff members' children who need part time care can partner with other staff members who need complimentary days for their child to enter into the lottery as one full time spot. It is the responsibility of the parent to find a partner who has a complimentary schedule. The years of service for these applicants will be based on the average number of full time years worked between the two applicants, for the purpose of determining priority as outlined in E 1.

Priority 3. Staff members' children who need part time care and who are applying without a partner will receive priority based on number of full time years worked in RFSD.

Priority 4. Community members seeking full time care will be admitted depending on the space available after all staff members' children are admitted.

Priority 5. Community members who are seeking part time care. It is important to note that in limited instances the district may make adjustments to the community lottery process to provide for class balance and environment. Any such exceptions would be based upon prevailing best practice and research.

F. In the event of multiple birth applicants (twins, triplets, etc...) only one name will be entered into the lottery. If that name is selected, their siblings will automatically be selected for admission as well. If it is the last name drawn in the lottery, only one child will be in the

program. The parents will choose which child will participate or they may decide this child care program isn't a good fit. Siblings of former students are not given priority to enter the program. They must go through the application and enrollment process.

- G. Applicants will be mailed admission notification letters and must accept or decline admission by the date set forth in the enrollment letter. A deposit will be required at this time to hold the child's space. Applicants may call the Director no sooner than two days following the lottery. The waitlist will be maintained on a database with the center director.

- H. If a community member's child is admitted at the beginning of the school year, that child can not be bumped if a staff member makes a late request to place his/her child in the program once the school year has already started.

- I. Two tuition-based spots will be saved for newly hired staff members' children until September 15, unless the full day program is already filled to capacity with staff members' children, and a staff lottery was conducted. New full time staff members seeking full time care will receive priority for this spot based on a first come first serve basis.

Waitlist

Once the lottery is complete and the enrollment roster is finalized, remaining applicants will be placed on a waitlist for the applicable school year only. Applicants must reapply annually. The order of the waitlist is established by the primary lottery. Should a space become available, the first person on the waitlist will be contacted. From the first date of contact, 5 days will be given to receive a call back. If contact is not made within that time, the next person on the waitlist will be contacted.

