

**Yuba River Charter School
Nevada City, California
POLICY MANUAL**

**Little Creek Nursery School
ENROLLMENT**

[Approved by the Charter Council 09-09-09]

Purpose

The Little Creek Nursery School is nonsectarian in its programs, admissions policies, employment practices, and all other operations; the school will not discriminate against any pupil on the basis of ethnicity, national origin, gender, disability, or any other basis protected by law.

The purpose of this policy is to provide guidelines and directions for the enrollment of students in the Little Creek Nursery School.

Scope

The procedure describes the enrollment process for applicants to the Little Creek Nursery School.

Eligibility

Children who are 3 years of age to 4 years old and potty trained.

Applications for Enrollment

To receive an application for enrollment, the parent or parents must attend a **Parent Information Meeting** that includes a campus tour and information about the school. Following the Parent Information Meeting, an **Application for Enrollment** and an **Enrollment Questionnaire** are completed and submitted to the Enrollment Coordinator. Applications for enrollment are accepted throughout the school year. On March 1st of each year, applications for the following year will be placed in enrollment priority categories and a random public drawing (hereinafter "lottery") is held to determine within each enrollment priority category the order of placement that applicants will be offered admission for the following school year.

If an applicant declines the offer of placement at the time the offer is extended, the applicant must reapply to be eligible for the lottery at the end of the next open enrollment period or when there is an opening.

Previous lottery lists will be exhausted in their entirety prior to a new lottery list being utilized.

Payment**Pre Enrollees -**

A deposit in the amount of \$150 will be required to hold an offered position for the following school year. The first month's tuition payment is due no later than August 1st prior to the first day of school.

Enrollees During The School Year -

Payment for the first-month's tuition is due no later than the first day of attendance.

Class Capacity

No more than 15 students per day.

Open Enrollment Periods

The annual open enrollment period for pre-enrollment for the following school year ends March 1st.

The deadline for submitting enrollment applications to be part of the lottery for that period is the ending date of the open enrollment period.

The last day to enroll a new student in the current school year is the last day of school before the spring break.

Enrollment Priority Categories

Children and grandchildren of employees may displace an applicant within any enrollment priority category at any time. Currently enrolled students have priority under the law.

Applicants are placed in enrollment priority categories as follows:

1. Children and grandchildren of employees currently working at YRCS.
2. Siblings of students currently enrolled in or registered to attend YRCS.
3. Siblings and children of alumni of YRCS. Alumni are defined as graduates of YRCS or students who have previously attended YRCS for at least four years.
5. All other applicants not listed in the categories above.

Secondary categorizing is based on requested placement (pre-enrollment only) as follows:

1. 5 days, Full Day
2. 5 days, Half Day
3. 3 days, Full Day
4. 3 days, Half Day
5. 2 days, Full Day
6. 2 days, Half Day

Applicants must meet the following requirements before an offer of placement will be extended:

The parent or parents must attend A Day in the Life of the Preschool, an orientation to the life of the Preschool student. This event is held each spring.

If the parent or parents are unable to attend **A Day in the Life of the Preschool**, an intake meeting and a class visit will be scheduled. At this intake meeting, the Preschool teacher, plus

the Director if requested by the teacher, will review the Application for enrollment and the Enrollment Questionnaire with the parent(s). And during the class visit, the Preschool teacher may conduct an assessment of the child. More than one intake meeting may be scheduled. The discussion will include:

- Appropriateness of the placement (age, academic, social)
- Curriculum
- Academic expectations
- Behavioral expectations
- Attendance expectations
- Parent participation expectations

If an applicant declines the offer of placement at the time the offer is extended, the applicant must reapply to be eligible for consideration in the future.

Enrollment Priority Category Exhausted

Should a class remain below capacity and there are no applicants on the waiting list, applicants who filed after the end of the last open enrollment period will be offered placement in the class based on enrollment priority category and lottery process.

Lottery Process

Within each enrollment priority category a lottery is held to determine the order of placement within that category. This order of placement is called a "waiting list".

The lottery process is as follows:

- The lottery for each category is held at noon on the Tuesday following the close of an open enrollment period.
- The lottery is coordinated by the Enrollment Coordinator.
- Applicant names are selected in a blind draw and placed in the category on the waiting list in the order of selection referred to as the order of placement herein.
- The waiting lists are maintained by the Enrollment Coordinator.

Waiting lists roll over from one open enrollment period to the next and from one year to the next. Applicants on the lists roll over in the same order of placement within the enrollment priority category as was previously held.

Previous lottery lists will be exhausted in their entirety prior to a new lottery list being utilized.

Special Circumstances

Students who have special needs may be required to enter into a contract outlining the requirements for enrollment.

Students who have been expelled from another school require special consideration by the class teacher and the Director and may not be admitted.

Appeal Process

If a parent believes the enrollment procedure as described herein has not been followed, the enrollment decision may be appealed.

Note that appeals must be based on the belief that a procedural violation has occurred. Appeals will not be reviewed if they are based solely on the fact that the parent disagrees with the decision.

The appeal process is as follows:

- Appeals are to be submitted in writing within two weeks of receipt of notification by the family that the student has not been accepted.
- The Director will screen all appeals and, if it is determined that a procedural error occurred or may have occurred, the appeal will be forwarded to the Charter Council.
- The parent may be invited to a closed session of the Charter Council to explain the appeal. The council will then vote on a proposal to reverse the enrollment decision. The decision of the Charter Council is final.
- The decision of the Charter Council will be communicated in writing to the parent within one week of the decision.

This policy supersedes all previous policies related to enrollment.

This policy exists on the website and in the Employee Handbook.