

## Steamboat Montessori

POLICY TITLE:	Enrollment Policy
ORIGINATING SOURCE:	Charter Contract
APPROVED BY:	Steamboat Montessori Governing Board
EFFECTIVE DATE:	February 11, 2016 [modified 9/23/2021]

Steamboat Montessori welcomes all students and strives to create and maintain a diverse student population. Steamboat Montessori does not discriminate against applicants or their families on the basis of: race, color, religion, sex, national origin, disability, genetic information, sexual orientation, gender identity, parent's marital status or political affiliation, or any other protected status. This enrollment policy is designed to meet the requirements of C.R.S. § 22-30.5-104 (3) and federal guidelines, ensuring access to the school for all, from academically low-achieving students to exceptional students, and including students with special needs.

**Enrollment Timeline:**

Enrollment Application	Due January 31
Enrollment Lottery	Second Monday in February
Lottery Notification	Second Monday in February
Parental Acceptance of Enrollment	Verbal confirmation must be received by Admin Assistant no later than four (4) business days after lottery notification (Friday after the lottery)
Students accepted off wait list and applications considered on rolling basis	Fourteen (14) days after the lottery
Submit Enrollment Package	Due ten (10) days after verbal confirmation of enrollment

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Any and all students are welcome to apply to attend Steamboat Montessori. If the number of applicants received by the enrollment application deadline of January 31<sup>st</sup> exceeds the number of available spots at grade level K-6, a lottery will be used to determine the placement of students at that grade level. On the first business day of February, the Head of School will determine the number of spaces available for new students in each grade level for the upcoming school year. The enrollment lottery will be held in public at the school on the first Monday in February. All students who are of eligible age and have submitted an enrollment application by January 31st will be eligible for the lottery.

### **Priority Enrollment**

Select groups of students will not participate in the enrollment lottery but will be granted priority enrollment for kindergarten through 6<sup>th</sup> grade. In order of preference, these groups include:

1. Currently enrolled students if there is space at their grade level.
2. Children of Founding Families—children of founding families are defined as: 1) children of the founding school leaders who completed at least 20 hours of volunteerism with Steamboat Montessori. In the opening year, founding families may be exempt from the lottery if they meet the requirements to qualify as a founding family by volunteering at least 20 hours of their time in the development of the charter between January 2014 and February 13, 2016. A complete list of eligible families and the number of hours volunteered will be provided to the Head of School prior to the enrollment lottery on the second Monday in February and kept on record at the school.
3. Siblings of currently enrolled students—Siblings includes children whose primary guardian(s) are also the primary guardians of other children already enrolled in the program (in the case of joint custody, primary guardians must have custody at least 50% of the time). This could include: ½ siblings, step-siblings, adopted siblings, cousins, nieces or nephews being cared for by grandparents, etc. If a child is drawn during the enrollment lottery for an enrollment spot at Steamboat Montessori and they have eligible siblings, those siblings will be automatically granted enrollment if there is space at their grade-level.
4. Children of School Employees—Children of school employees will be exempt from the lottery provided that the parent who is employed at Steamboat Montessori has full or joint custody of the child. Employees include anyone who works at least half-time for Steamboat Montessori and who started work on or before the first day of school of the year in which they are submitting their application. (A classroom assistant could apply for priority enrollment the January of their

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first year of employment but a teacher who was hired in November could not apply for priority enrollment that same school year.) This includes Teachers, Administrators, Office Staff, Facility Manager, and Classroom Assistants.

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**NOTE: The number of children of founders/employees given priority enrollment shall not exceed 20% of the total enrollment.** In the case that more than 20% of the enrollment is founding/employee children, priority within this group shall be given to children of the founding families with the highest number of volunteer hours and children of full-time staff.

### **Lottery Eligibility:**

1. Prior to enrolling in the lottery, interested parents/legal guardians of potential students are strongly encouraged to attend an informational workshop. The workshops will be led by Steamboat Montessori Staff, providing an overview of Montessori as it applies to child development, the academic content of the Montessori curriculum, and details Steamboat Montessori and the enrollment process. The informational workshops will be held once a semester while school is in session. Dates, times and location for the workshops will be listed on the Steamboat Montessori website and will also be advertised in the local newspaper.
2. Parents who wish to be considered for the lottery must complete an enrollment application by January 31<sup>st</sup>. The Administrative Assistant will compile a database of all families with completed enrollment applications in order to ensure their inclusion in the lottery. Parents will be notified of receipt of enrollment application by email or phone within 2 business days of receipt of a complete enrollment application.
3. Placement in a program is determined by the student's age as of October 1<sup>st</sup> for students entering Kindergarten or 1<sup>st</sup> grade in the upcoming school year. If the incoming student is enrolling in 2<sup>nd</sup> through 6<sup>th</sup> grade, he/she will be placed in the grade level which corresponds to the grade level he/she would be entering in his or her former school. Each lottery waitlist will remain active for one school year. In order to participate in the subsequent year's lottery, parents/legal guardians must indicate that they want their child to be considered for that lottery and must update their enrollment application by January 31<sup>st</sup>. Any potential student who is offered a position and declines placement in Steamboat Montessori will lose any and all lottery positions for that particular student. Students may reapply for the lottery the following day; however, their names will be placed at the end of the compiled wait list.
4. After available spots for each grade level have been filled by the lottery, remaining students will be placed on an "order drawn" list that will become the wait list for openings which may arise in the upcoming school year.

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Steamboat Montessori's lottery for available positions in the upcoming school year will be held on the second Monday in February. The lottery will be advertised by a variety of means such as print ads, radio ads, flyers, and the internet via email, MVMCS.org website, and social media venues. Families interested in having their child/children included in the lottery must have completed an enrollment application for each child and have submitted it to Steamboat Montessori by January 31<sup>st</sup>. Parents/legal guardians whose children are selected in the lottery for available spots in the upcoming school year will be notified the same day by phone of their child/children's selection. If the parents cannot be reached on the same day, the Administrative Assistant will continue to attempt verbal notification for the next four (4) days. If parents/legal guardians are not reached during that time, they will forfeit their child/children's position in the lottery, and their child/children's names will be placed at the bottom of the wait list. Spanish and other non-English notifications will be provided for those parents/legal guardians who have indicated Spanish or another non- English language as the preferred language. Steamboat Montessori must receive a verbal confirmation of intent to enroll each selected student no later than four (4) business days after the lottery and notification, and parents/legal guardians must complete an Enrollment Packet within ten (10) days after verbal confirmation of intent to enroll. School supply and activity fees are required to be paid in full by March 15<sup>th</sup> for the upcoming school year. Fees cover the costs associated with consumable materials and extracurricular activities.

If a family does not respond to the lottery notification after four (4) business days, their child/children's name(s) will be withdrawn. Fourteen (14) days after the lottery, available spots will be offered to the children at the top of the wait list. If the parents cannot be reached on the same day, the Administrative Assistant will continue to attempt verbal notification for the next four (4) days. If parents/legal guardians are not reached during that time, they will forfeit their child/children's position and their child/children's names will be placed at the bottom of the wait list. Spanish and other non-English notifications will be provided for those parents/legal guardians who have indicated Spanish or another non-English language as the preferred language. Steamboat Montessori must receive a verbal confirmation of intent to enroll each selected student no later than four (4) business days after notification, and parents/legal guardians must complete an Enrollment Packet within ten (10) days after verbal confirmation of intent to enroll. Fees must be paid no later than March 15<sup>th</sup>.

Fees for the following year are determined by the Board at their February meeting and will be published on our web page, along with our tuition for the preK program. A family who may qualify for a fee waiver, but not yet have a Free or Reduced Lunch qualification, can identify themselves

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through email to [frontdesk@steamboatmontessori.com](mailto:frontdesk@steamboatmontessori.com) and they will be given an extension on their fee requirement, provided they have all the Enrollment Packet complete. This fee information is included in our Enrollment Packet and posted on our web page.

Should a position in the school become available from August 1<sup>st</sup> through October 10<sup>th</sup>, parents/legal guardians with children on the wait list will have two (2) days upon verbal notification to notify Steamboat Montessori of acceptance of those positions. Steamboat Montessori will attempt to contact parents/legal guardians for two (2) days only during this time period. It is the responsibility of the

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parents/legal guardians of a potential student to maintain current contact information with the school.

Currently enrolled students have priority enrollment in Steamboat Montessori for the following school year. Starting in December, parents, guardians, or legal custodians of the students currently attending Steamboat Montessori must declare their intentions to re-enroll in the next academic school year NO LATER than January 31<sup>st</sup>. The website will post a link and reminder to parents/legal guardians of the need to complete and submit a re-enrollment form. The re-enrollment form will also be emailed to parents/legal guardians. It is the parent/legal guardian's responsibility to submit the re-enrollment form by January 31<sup>st</sup> or they will forfeit their child's position and be subject to general lottery rules.

### **Kindergarten Lottery:**

1. Eligible applicants may participate in an early lottery for Kindergarten up to two years and seven months prior to starting Kindergarten. The early Kindergarten lottery will be advertised in the same manner as the general lottery including but not limited to print ads, radio ads, flyers, and announcements via email, Steamboat Montessori website, and other social media venues. Parents/legal guardians interested in participating in this early lottery must follow the same steps outlined above in Lottery Eligibility and Lottery Dates. Parents/legal guardians whose children gain a spot in the Kindergarten may or may not choose to enroll their children in the Steamboat Montessori preschool program. If they choose to enroll in the preschool program, then they will be able to continue into the public charter portion of Steamboat Montessori without participating in the lottery a second time. If they choose not to enroll their student in the Steamboat Montessori preschool program, they may wait to enroll their child into the Kindergarten for the school year position allocated in the early lottery. ("Charter School Program", Title V, Part B, Non-Regulatory Guidance, C-6, p. 13).
2. Steamboat Montessori will offer both full-day and half-day Kindergarten positions. The half-day and full-day positions will be offered free of charge due to public funding received by the school.
3. One [1] kindergarten seats in each primary classroom will be saved until August 15<sup>th</sup> for situations such as families that are new to the area and may not be aware of an early Kindergarten enrollment lottery.

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### **Preschool Enrollment:**

1. Applicants for the preschool program at Steamboat Montessori must be at least three years old as of October 1<sup>st</sup> of the upcoming school year. Children up to six years of age as of October 1<sup>st</sup> of the upcoming school year may also enroll.
2. Three and four-year-old students enrolled in the preschool program attend school five days per week. There is an option to attend half-day or full day. All enrolled Kindergartners will strongly be encouraged to attend the full-day Kindergarten program. In alignment with the Montessori Method of education, children in Kindergarten normally attend a full day of school, five days a week. Full-day Kindergarten is especially important for newly enrolled students, in particular, for those students without prior Montessori experience. The extra time in school allows students to adjust to Montessori methods. Half-day Kindergarten students will be accommodated. The preschool program will follow the same school calendar as the elementary and middle school programs for the school.

### **Children with Previous Montessori Experience:**

Children may apply for enrollment to Steamboat Montessori without previous Montessori experience. Applicants who do not have previous Montessori experience will have the same chance of enrolling at the school as an applicant with prior Montessori experience.

### **Waitlists:**

Steamboat Montessori will keep two waitlists: sibling and enrollment. As spots become available, students will be selected from these lists in the following order:

1. Sibling Waitlist-Siblings of enrolled students who were not granted enrollment due to lack of space at their grade level, in the order their enrolled sibling was drawn from the initial lottery.
2. Enrollment Waitlist-Students not granted enrollment in the initial lottery in the order they were drawn.

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### **Withdrawal Policy:**

Students withdrawing from Steamboat Montessori will be asked to complete a withdrawal packet which includes a parent survey/questionnaire regarding reasons for withdrawal from the school, the contact information for the new school, and a release form so that Steamboat Montessori is legally authorized to send any pertinent academic records and all legally required documents such as IEP's to the new school.

### **Transfer Policy:**

Parents/legal guardians of students transferring to Steamboat Montessori mid-year will be required to submit signed transfer paperwork and meet with their child's new teacher at least one day before the child can begin school. Teachers will be required to meet with transfer parents within 2-3 days of the time they are informed by the office of a new transfer student being assigned to their class. The orientation meetings are important for building a relationship between the new parents/student, educating the parents about the nature of the program, and informing the teacher about the students' level and academic/social progress so that the student can begin with high-quality, differentiated instruction from the first day the child enters the school.

After November 1st, no new student will be enrolled in the current school year.

Steamboat Montessori will request academic records, including IEP's, from the student's previous school. If applicable, IEP information and related documentation will be collected only after a student has been offered a spot.