

## **Roaring Fork School District Early Childhood Enrollment Protocol**

### **Toddlers Admittance Procedure**

As a service to our staff members, the RFSD strives to provide child care for the toddlers of staff members. Our toddler programs are licensed to serve children between the ages of 1 (and walking independently) and 3 years old, and have a maximum capacity of 10 children at a time based on the Colorado Department of Human Services licensing regulations.

### **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.**

Staff member's children are given priority over children from the community. 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 15<sup>th</sup> 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.

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. 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 option 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 toddler 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.