

**Sussex Montessori School
School Enrollment Policy and Procedures**

Sussex Montessori School (SMS) will advertise the open application period from November 1st through the 2nd Wednesday in January (specific dates to be published annually) of the year preceding enrollment. Applications for enrollment will be completed using the online application portal managed by the Data Service Center. If oversubscribed at the end of the open application period, SMS will publicize and hold a lottery in public, applying preferences as stated in school's charter and in accordance with state law. Applications received after the open application period will be placed at the end of the waiting list after the lottery has been concluded. If not oversubscribed, SMS will conditionally admit all students who apply within the open application period, and will add additional

All applications received during the open application period will be accepted for the lottery. Following the closing date for applications, a lottery will be conducted only if there are more applications received than 'seats available' for the affected grade levels.

Preference Criteria

Three groups of students will be afforded preference for admissions to SMS. As previously noted, 'seats available' or 'open positions' for enrollment will be determined by grade level openings and the approved maximum enrollment established in the school's charter.

When there are more applicants for grade level enrollment than 'seats available,' admissions preferences shall be applied in the following sequence:

1. Children with siblings concurrently enrolled at SMS
2. Children of the school's founders (no more than 5% of the school's total enrollment)
Children of staff members employed on a permanent basis at the school for at least
3. 30.0 hours per week during the school year

Children with Siblings Concurrently Enrolled

Siblings of students enrolled at SMS shall have preferential enrollment placement for 'open positions.'

SMS shall recognize these relationships as valid under the sibling preference:

1. Any individual having the same parent or parents, either natural or adoptive.
2. Any individual who is a step-sibling and shares a common custody or legal residency arrangement, and who has a natural or adoptive parent at the same residence.

Children of the School's Founders

Children, adopted children, and stepchildren shall receive preferential enrollment placement for 'open positions.' The *School's Founders* are those individuals identified as the Founding Board of Directors in the charter application for SMS.

Children of Staff Members Employed on a Permanent Basis

Children, adopted children, and stepchildren of employees of the school (employed on a permanent basis by SMS at least 30.0 hours per week) shall receive preferential enrollment placement for 'open positions.'

Plan for Selecting Students

Prior to the first week in November each year of school operations, the school leader shall establish an estimated number of openings for the following school year. These estimates shall be determined based upon 'seats available' by grade level, according to capacity and staffing resources.

Following the enrollment capacity determination, the following shall occur:

- The open enrollment period will be announced to take place from November 1st through the 2nd Wednesday in January each year. The exact dates and times of the application period will be defined and published annually.
- Applications for enrollment will be completed through the online application portal managed by the Data Service Center.
- If a grade level is not oversubscribed, all applicants will be accepted for admission and will be sent a letter of invitation, with a request for the parent to accept the invitation
- Following acceptance of the invitation to enroll, a Parent Enrollment Letter will be sent providing information about student registration, to include a Certification of Intent to Enroll – the one year commitment to ensure the student remains enrolled at the school for one full year, as prescribed by law.
- Applications received after the open enrollment period will be handled on a first- come, first-served basis.

Lottery

When a lottery is needed, it shall be public; the date and location will be advertised in advance. At that time, an objective community member having no ties to SMS, or a representative from the Delaware Department of Education, along with members of the school's Board, shall be in attendance.

The lottery will be conducted for oversubscribed grade levels, using the preference criteria referenced in the previous section. Each application will be placed in a separate sealed envelope, by grade level, to be drawn from a box one at a time. As each envelope is drawn, each one shall be assigned a number, in rank order, which shall become the applicant's sequence ranking for enrollment. Further, these numbers shall be used to constitute the waiting list for oversubscribed grades. All activity of the lottery shall be recorded and witnessed. After the seats for a given grade level are filled via the lottery, the school will continue to draw names to establish a wait list of up to 25 names. If seats become available, after the lottery is completed, the wait list will be used to govern who is admitted to the school.

Parents of participating applicants will be sent letters of acceptance or non-acceptance following the conclusion of the lottery. Successful applicants will receive directions and deadlines relative to registration.

Enrollment and Registration

Following the parent/guardian's acceptance of an invitation for admissions to SMS, enrollment and registration will be necessary. Part of this process will include the completion of the **Certification of Intent to Enroll** – a signed acknowledgment, by the parent/guardian, of their understanding of the one-year commitment for their child to remain enrolled at the school for one school year, as required by law.

REQUIRED DOCUMENTS for Registration

ALL requirements identified below must be met in order for registration to be considered complete and processed so the student may be officially enrolled.

Special Note: *The parent/guardian/relative caregiver enrolling the child will be required to provide photo identification.*

1. **Birth Certificate** (Official State Document; not Hospital Birth Record)
 - Original preferred; good copy accepted
 - State Certificate of Live Birth
 - Missing Birth Certificate (Vital Statistics 302-739-4721)
2. **Medical Records**
 - Immunizations and dates in a letter, form, or other documentation from physician. (Immunization Hotline 1-800-282-8672)
 - Mantoux TB Test
Test results provided by doctor, nurse, or medical facility
 - Hepatitis B
Proof of completed 3 dose series prior to school entry
 - Physical Examination Form – signed by healthcare provider
3. **Custody or Guardianship** (if applicable)
 - Original Family Court documents only
 - Social Service Placement Letter (original)
 - Relative Caregiver Authorization (contact school office for this form)
4. **Proof of Residence**
Recent Electric Bill (within 60 days and must have parent/guardian name and address on the bill) **OR:**
 - Signed Lease or Sales Agreement
 - State of Delaware "Verification of Residence" Form

Re-Enrollment

A re-enrollment commitment will be required each year for students to remain enrolled in the school for the following year. Re-enrollment commitment forms not received by the deadline established by the school will result in the student's name being withdrawn from the rolls of the school. A new admissions application will need to be completed should the student wish to return to the school; such application will become part of the general pool of applicants.

Transfers/Withdrawal

Students are required to notify the school if they are moving; or if they otherwise intend to withdrawal from school following their 1-year commitment to remain enrolled. Four weeks' notice is requested to provide staff with adequate time to prepare student records, withdrawal/transfer paperwork, and the return of instructional and other materials to the school.

Sussex Montessori School

[DATE]

[PARENT/GUARDIAN NAME]
[ADDRESS]
[CITY/STATE/ZIP]

To the Parents/Guardians of [NAME OF STUDENT]:

Congratulations and welcome to [NAME OF SCHOOL]! Your child, [name], has been **accepted for enrollment** in grade [grade] for the 20xx-xx school year.

Registration events are currently being scheduled and you will receive additional information about these events during the next few weeks.

As required by Delaware Charter School Law, it is important that you understand the law requires your child remain enrolled at [NAME OF SCHOOL] for a minimum of one school year, in the absence of any condition constituting good cause. Please **complete the ‘Certification of Intent to Enroll’** on the next page and bring it with you when you register your child for enrollment.

In addition to the completed and signed Certification of Intent to Enroll, additional documents will be required for enrollment. This information is provided as an attachment. Please review the list and bring the additional documents to the registration event. If you have any questions, please contact the school at (xxx)xxx-xxxx.

Thank you for choosing [NAME OF SCHOOL]!

Sincerely,

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
School Leader

Sussex Montessori School

Certification of Intent to Enroll

I, _____, parent or guardian of

(name of student to be enrolled)

will enroll my child at [NAME OF SCHOOL] for the 20xx – 20xx school year. I understand that my child is required to remain enrolled in this charter school, in the absence of any condition constituting good cause, **for at least one school year.** *Conditions of “good cause” include: change in a child's residence due to a change in family residence; a change in the state in which the family residence is located; a change in a child's parent's marital status; a change caused by a guardianship proceeding, placement of a child in foster care, adoption, participation by a child in a foreign exchange program; or, participation by a child in a substance abuse or mental health treatment program, or a set of circumstances consistent with this definition of "good cause."*

I also understand that if I remove my child from [NAME OF SCHOOL] and attempt to re-enroll at another school, that school is not required to accept my application.

Note: This commitment is required only for the first year in which a child attends a charter school.

Signature of Parent or Guardian: _____

Printed Name of Parent or Guardian: _____

Date: _____

Required Registration Documents

ALL requirements identified below must be completely met in order for registration to be considered complete and processed so the student may be officially enrolled.

IMPORTANT: Parent/guardian photo identification is required to register your child

1. **Birth Certificate** (Official State Document; not Hospital Birth Record)
 - Original preferred; good copy accepted
 - State Certificate of Live Birth
 - Missing Birth Certificate (Vital Statistics 302-739-4721)

2. **Medical Records**
 - Immunizations and dates in a Letter, form, or other documentation from physician.
(Immunization Hotline 1-800-282-8672)
 - Mantoux TB Test
Test results provided by doctor, nurse, or medical facility
 - Hepatitis B
Proof of completed 3 dose series prior to school entry
 - Physical Examination Form – signed by healthcare provider

3. **Custody or Guardianship** (if applicable)
 - Original Family Court documents **only**
 - Social Service Placement Letter (original)
 - Relative Caregiver Authorization (contact Student Assignment Office)

4. **Proof of Residence**
Recent Electric Bill (within 60 days and must have parent/guardian name and address on the bill)
OR
 - Signed Lease or Sales Agreement
 - State of Delaware “Verification of Residence” Form