Wildflower Montessori

Public Schools of Colorado

Grand Valley
Enrollment Policy

Enrollment Policy for K-6

Purpose and Scope: The Wildflower Montessori Public Schools of Colorado - GV (WMPSC) Enrollment Policy is intended to provide documented procedures for the allocation of available seats at the school. The purpose of this policy is to outline the enrollment process for Kindergarten and above at WMPSC. The policy also provides for a lottery process when the number of student applications exceeds the number of available seats. In an effort to provide a student population that reflects the diversity of the geographic district, WMPSC's lottery is weighted as described below.

Distribution: This policy shall be available on the school's website, at information sessions, and in its offices for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an Intent to Enroll form to WMPSC.

Declaration: By applying for enrollment at WMPSC, all persons involved in the enrollment process declare that they have read and understand the enrollment policy of WMPSC, will abide by this policy, and will provide the most up-to-date and accurate information available. All persons declare that they understand enrollment fraud as defined in the policy and that enrollment fraud will result in forfeiture of application/enrollment status.

WMPSC will comply with the CSI Non-Discrimination Policy and all other applicable state and federal laws prohibiting discrimination. WMPSC shall not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, language, religion, ancestry, need for special education services or any other protected class. The Governing Board and the Teacher Leaders are responsible for ensuring that the policy is upheld.

Definitions

Enrollment Priority: Defines the order of priority, by category in which students are selected for available seats based on residency and sibling status. These priority categories are defined in the WMPSC - Grand Valley charter contract with our authorizer, CSI. As defined in the charter contract, the enrollment priorities are:

1. Currently enrolled students (after the inaugural year).
2. Children of WMPSC or WMPSC employees or board
3. Sibling Status 4A and 4B (defined below)
4. Students who reside in the School District
5. Students who reside outside of School District

Employee child(ren) and board member children receiving priority status will not exceed 20% of the total enrollment.

Currently enrolled Wildflower Montessori Public Schools of Colorado - GV (WMPSC) students (Priority 1): Following the inaugural year, all currently enrolled Wildflower Montessori Public Schools of Colorado - GV (WMPSC) kindergarten and above students do not have to re-enroll and are guaranteed a spot the next school year, unless and until they are formally disenrolled or matriculation exceeds open seats. Any remaining seats available will be filled by a lottery and in the order of priority categories described above.

Children of Wildflower Montessori Public Schools of Colorado - GV (WMPSC) employees (Priority 2): Any student who is the legal dependent of a current WMPSC employee. An "employee" for purposes of this policy is any individual formally employed by the School who receives an I.R.S. Form W-2 from the School and works on average a minimum of 10 hours per week or is an active board member whose term has not been fulfilled and they have not resigned before term limit.

Sibling Status 3A and 3B (Priority 3):

- 3A Sibling Status is the status given to a new applicant if their sibling is currently enrolled at WMPSC.
- 3B Sibling Status is the status given to a new applicant if their sibling is offered enrollment.

Students who reside in the School District (Priority 4): These are students that live in the school district where the school is located.

Students who reside outside of the School District (Priority 5): These are students that live in a school district other than the district where the school is located.

Enrollment Lottery (or Lottery): The process of randomly selecting names of applicants when there are more applicants than seats available.

Enrollment Fraud: All enrollments are subject to verification upon acceptance of an offer of enrollment. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status, residency, or age) the enrollment is deemed fraudulent, and the student(s) will be placed at the end of the Waitlist.

Teacher Leader: The WMPSC Teacher Leader is responsible for overseeing the enrollment and lottery process as described.[2]

Enrollment Assistant: The WMPSC Enrollment Assistant is responsible for carrying out the enrollment and lottery process as described.

Lottery Official: The person in charge of verifying the accuracy of the lottery process. The lottery official is a community member selected by the school. The individual shall not have a student in the school.

Lottery eligibility for 5 year olds (as of October 1 in the year of the enrollment lottery) and older: If an eligible parent/guardian completes a valid Intent to Enroll Application then the child(ren) listed on the Intent to Enroll Application is deemed to be eligible for participation in the WMPSC enrollment lottery.

Site-Based Information Sessions: Throughout the school year, Teacher Leaders at a given site may host one or more Information Sessions specifically designed for prospective families. The intent of these sessions is to inform families of the Mission, Vision, Culture, and Programming of the school prior to submitting an Intent to Enroll Form. WMPSC wants to ensure that all families are broadly educated in what the school is about prior to enrolling their student(s). As such, it is strongly encouraged that all interested applicants attend one of these Information Sessions.

Change in Status: If at any point during the enrollment process where any portion of an applicant's priority status would change, such as a sibling's recent enrollment into WMPSC prior to the enrollment lottery taking place (grants sibling/Priority 4B enrollment status) or change of residency (Purchase/Rental of a residence being made or falling through, depends on actual activity), then notification must be made to WMPSC regarding the change in status so that the enrollment application can be updated. Failure to update the enrollment application for a field that would change the student's priority status to their detriment is considered an intentional act of enrollment fraud.

Sibling: An applicant, or current student, who is a biological brother, sister, or half- sibling of another student or a brother, sister, stepbrother, stepsister of another student through marriage or adoption. This also applies if students share a legal guardian or shared housing.

Waitlist: The waitlist is the ordered list of applicant students without enrollment offers. The waitlist for each school year is initiated through the lottery process. Once all available enrollment opportunities are offered, the remaining applicant students will be placed on the waitlist in the order drawn. The waitlist remains active through the academic year. The waitlist for a given year is not carried over to the next school year. A new enrollment application is required for each school year for which a student is seeking a new enrollment.

Withdrawn Students: If the student(s) were withdrawn from WMPSC for any reason, including adverse conditions (such as disagreements with the Teacher Leaders, Board, or withdrawal in lieu of suspension or greater disciplinary action), or transferring to another school, the student's priority status is reset so that eligibility and priority status will be that of a new applicant.

Site Level Capacity: The WMPSC Board recognizes that situations may arise when the building capacity has not been reached but a particular site level enrollment may reach a level which is not conducive to high academic achievement or manageable by staff. As such the Board will, after considering the recommendations of the Teacher Leader(s), set a maximum site level capacity annually based on academic achievement goals, operations manageability, and other financial

considerations. The site level capacity for the next academic year must receive approval from the Board and may only be modified during the year with approval from the Board.

Established Enrollment Number: The school's total available enrollment as approved by the Board, from time to time and in alignment with fiduciary responsibilities.

Weighted Lottery

In order to serve a diverse student body, cultivate respect for and interest in human diversity among students, and have a student population which reflects the geographic region, WMPSC will utilize a weighted lottery for all grades.

Categories and sets/subsets of students to receive weights in lottery: WMPSC will conduct a weighted lottery following CDE's Category B identifying students that are "a subset of educationally disadvantaged students that are described under section 1115(b)(2) of the ESEA, which includes economically disadvantaged students (e.g. free or reduced priced lunch eligible students), students with disabilities (e.g. identified with an IEP), migrant students, Multilingual Learners, neglected or delinquent students, and homeless students."

Justification for Weighted Lottery: In alignment with our mission and vision to provide families with child-centered, authentic Montessori education that bridges academic outcomes and social-emotional development through intimate learning communities deeply rooted in place, equity and belonging and our commitment to re-center Montessori to its founding roots in equity and social justice, we strive to mirror the average demographics of educationally disadvantaged students in the other diverse district schools. In addition, we are adopting the weighted lottery to mitigate potential risks stemming from the fact that, historically, Montessori has not been accessible to families furthest from opportunity and therefore is largely an unfamiliar pedagogy to a broader and more diverse segment of the population.

Plan for outreach and recruitment of students whose race, gender and ethnicity reflect the demographics of the community that the school intends to serve: WMPSC has started, and will continue, an extensive community engagement process to include tabling and canvassing at local public events, partnering with community organizations that serve the school's target population, and translating all enrollment recruitment materials into Spanish in order to recruit students who race, gender, and ethnicity reflect the demographics of WMPSC's target population.

Weighted information will be provided during the intent to enroll process through a voluntary self-identification of educationally disadvantaged only (sub-category not specified) for a weighted chance in the event of a lottery.

Weighted Lottery: In order to address specific targets to meet or exceed the geographic district's or geographic area's percentage of students in a set or subset of educationally disadvantaged students (53% FRL, 16% IEP, 4.4% MLL, 2.5% Homeless, and 0.4% Migrant) all student

applicants that self-identify as educationally disadvantaged on WMPSC's Intent to Enroll form will be counted two times in WMPSC's lottery, meaning they shall receive two entries in the lottery. Documentation in support of educationally disadvantaged status will be collected by WMPSC only after an enrollment offer has been accepted by the applicant.

Explanation and justification of how weight is decided/justified: The justification for WMPSC's weighted lottery is to address specific targets to meet or exceed the geographic district's or geographic area's percentage of students in a set or subset of educationally disadvantaged students.

Amount of weights to be applied to each category/set/subset: All student applicants that self-identify as educationally disadvantaged on WMPSC's Intent to Enroll form will be counted two times in WMPSC's lottery based on district data, meaning they shall receive two entries in the lottery. Documentation in support of educationally disadvantaged status will be collected by WMPSC only after an enrollment offer has been accepted by the applicant.

Using the formula then, we can see that using a weight for all such students will exceed this target percentage of the overall population.

WMPSC will utilize best practices for implementing a weighted lottery in alignment and in partnership with WMPSC's authorizer. The Charter Liaison will provide oversight of WMPSC's weighted lottery in partnership with WMPSC Teacher Leaders. WMPSC's enrollment policy and description of WMPSC's lottery process have been noted in WMPSC's Charter application.

Enrollment Period: The WMPSC first round open enrollment period will align with the dates as outlined in the Enrollment Process which will be posted on the website.

Intent to Enroll: The necessary paperwork to be filed by an interested student and parent/guardian for placement in the lottery for enrollment in WMPSC. Digital Intent to Enroll forms will be available on WMPSC's website and available at the school, and at public meetings. Submitting an Intent to Enroll form in no way guarantees enrollment in WMPSC, nor does it obligate the family to enroll their child(ren) should they receive an invitation.

Intent to Return Forms: Existing students will be asked to complete an "Intent to Return" form, prior to the running of the lottery or offers of enrollment for the following year. The receipt of this form will constitute a guaranteed spot for kindergarten and above for the upcoming academic year.

Proof of Residency Requirements (Only required to confirm enrollment priority once a student has been accepted in the lottery):

Post Office boxes do not meet residency requirements. Only street addresses are accepted. All proofs of residency for priority 5 applicants must demonstrate residence in the School District:

- ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:
    - A current Property Tax Bill with parent/guardian's name and property address located in the School District, dated within the past 30 days.
    - A current utility bill (electric, gas, water, cable or trash bill) with parent/guardian's name and property address located in the School District, dated within the last 30 days.
    - A fully executed contract to build or purchase a home in the School District with the parent/guardian's name and property address. This will be used as a placeholder only and will need to be updated with a utilities bill at least one week prior to the first day of classes to retain the students Priority 5 status and any resulting seat offer.
    - A current Rental or Lease agreement, fully executed within the last 30 days, with parent/guardian's name, student name, and address in the School District, as well as a property manager or owner's name and phone number. This will be used as a placeholder only and will need to be updated with a utilities bill at least one week prior to the first day of classes to retain the students Priority 5 status and any resulting seat offer.
    - Alternative documentation, to be discussed with school. WMPSC will not deny enrollment if a student cannot provide the required documents to establish residency.

Enrollment Process and Timeline of Events

The Board recognizes that the Teacher Leader is best suited to determine ideal and maximum enrollment availability based upon academic achievement and operations manageability.

1. Interested families are highly encouraged to attend a WMPSC Information session before submitting an Intent to Enroll.
2. A completed *Intent to Enroll* form shall be initiated by the parent or legal guardian of an interested student by completing and submitting the school's student *Intent to Enroll* form. The Intent to Enroll form may be accessed online on the WMPSC website in both English and Spanish. Families without internet access can contact WMPSC via phone at (720) 432-1664and request a paper copy of the Intent to Enroll form be mailed to them.
3. Families who apply for enrollment after the open enrollment window will be placed at the end of the grade level's respective priority waitlist in the order the application is received.
4. Intent to Enroll forms submitted up to the announced end of the Open Enrollment round will be reviewed by the Enrollment Assistant or designee for completeness, legal residence (for priority enrollment purposes), and age/grade of student. Incomplete Intent to Enroll forms will not be considered regardless of potential priority status. Completed Intent to Enroll forms will be sorted by entering grade level and enrollment priority 2 through 6.

5. If there are more Intent to Enroll forms for any grade for the next school year than there are available seats, then an enrollment lottery for such grade is required, and the following guidelines will apply:
    1. Applicants will receive written confirmation (which may be by email) of being in the lottery, and the date, time, and place of the lottery. The WMPSC lottery will take place on the first Monday one week after the close of the Open Enrollment period annually. These dates will change only if the designated day is not a school day, in which case the next regular school day will be the commencement, closing day, or lottery day, respectively. The lottery will be conducted by the Enrollment Assistant and be overseen by the Lottery Official and Teacher Leader. To ensure authenticity and integrity of the lottery process, no less than two Board members, the Teacher Leader and a Lottery Official will oversee the randomization of computer generated Lottery ID assignments; the final sort will be printed and signed by all witnesses.
    2. Other WMPSC Board members may be present during the lottery process. Notification of the lottery will serve as public notice of an official Board meeting, even if no action(s) are anticipated to be taken by members of the WMPSC Governing Board at the time of the lottery. WMPSC Governing Board members are primarily present to observe and assist the Teacher Leader or designee should such need(s) arise.
    3. On the day of the lottery, the Lottery Official will check to assure all applicant student names are appropriately included in the random selection process.
    4. The lottery will begin by selecting applicants at the highest grade level, beginning with Priority 2 level applicants. If all names from that level are drawn, and there are still available seats for that grade there will be a random drawing of the next priority level applicants to fill the remaining seats, and so on for each priority category until the available seats for that grade are filled. The process will continue to work upwards through grade levels until enrollment is complete.
    5. Once an applicant is selected, enrollment of that student is assumed for the remainder of the lottery process in order to inform any potential priority changes for other students remaining in the lottery.
    6. The Teacher Leader and Enrollment Assistant will monitor selections to ensure grade levels are not overenrolled.
    7. Any applicant who is not offered enrollment will be placed on the waitlist using the process listed above.
6. Once the lottery is complete, applicants will be notified by the Student Services Coordinator, or designee, of their status resulting from the lottery either with an enrollment offer or indicating their place on the waitlist for such grade.
7. Applicants who received enrollment offers in the lottery process will be informed via email and phone and will have 48 hours to accept or decline an offer for enrollment. If no verbal or written enrollment acceptance is received by the school within one week from the time

the student was extended an invitation to enroll, the school will assume the parent(s) or legal guardian(s) of the student have declined the offer to enroll in WMPSC and the student will be placed at the end of the Waitlist.

8. Upon acceptance of an offer of enrollment, digital registration will be made accessible to applicants, and families will have one week from the date of the initial offer to complete the registration accurately and thoroughly. Registrations that are not completed at that time, or applicants that cannot produce appropriate priority information, will be placed at the end of the Waitlist. Upon request of an applicant or parent/guardian, the Student Services Coordinator shall provide a paper application.
    1. Upon acceptance of an offer of enrollment for an incoming student at the highest grade level served
        1. The Student Services Coordinator will request receipt of the incoming student's current academic transcripts within a timely manner. If transcripts are not received within a reasonable time the student may be placed at the end of the Waitlist.
    2. Upon acceptance of an offer of enrollment for a student in need of special education services
        1. The Student Services Coordinator shall request all education records from the student's prior school, and will promptly request from the parent/guardian(s) evidence of any formal special education service requirements or accommodations for the incoming student within a reasonable time. This includes, but is not limited to, copies of Individual Education Plans (IEPs) and 504s. If documentation of special education service requirements are not received from the parent/guardian(s) within a reasonable time the student may be placed at the end of the Waitlist.
9. Grade placement determinations are made following receipt of the completed registration. After students are officially enrolled in the school, WMPSC reserves the right to test to determine a student's academic knowledge using diagnostic or placement exams in accordance with Section §22-30.5-104 (3) of the Colorado Charter Schools Act. If a student tests below grade level during diagnostic testing, WMPSC aims to honor the student's grade level as designated by their previous school and meet the student where they are at academically. If a decision is made to recommend the student for a lower grade, WMPSC will follow its retention policy.
10. As openings occur post lottery, applicants on the grade level waitlist will be contacted in the established order and an offer made and registration process access will be provided. Completion of the registration process is expected within a reasonable timeline order for prompt seat placement determination.
11. WMPSC will continue to enroll students using this process until the established enrollment number is met and maintained for the school year; however, WMPSC reserves the right not to enroll any additional students or transfers after October 1 of any school year.

12. WMPSC is committed to a class size that promotes high academic achievement and is manageable by the operations staff. Enrollment priorities are not guaranteed enrollment and will not be allowed to influence the academic achievement goals or the operational manageability of the school.
13. Any of the deadlines described in this policy may be extended by the School, at the School's sole discretion. If an extension to a deadline is needed the applicant is encouraged to make a request for an extension to the School as soon as possible.

Transfer Policy

Families transferring to WMPSC mid-year will submit and sign transfer paperwork and meet with the Teacher Leaders before the student begins at the WMPSC site. The Teacher Leaders will collaborate with the parents to determine the most appropriate start date. WMPSC will request academic records, including IEPs or 504s, from the student's previous school and families will sign a Release of Information to ensure the school is able to obtain all records. All students who transfer into WMPSC will be observed by Teacher Leaders. In following the Montessori pedagogy, Teacher Leaders will develop a Student Learning Plan within two weeks of the day the student starts at WMPSC. For those transferring out of WMPSC at the end of the academic year, WMPSC will provide all students with their final academic report upon transferring from the charter to ensure that the receiving school has the most up-to-date and accurate assessment of the student's academic performance. The receiving school and parents will also receive a progress report and suggestions on how to continue to support academic progress for the student. A Teacher Leader and the Student Services Coordinator will oversee this process and prepare the proper release of information, procuring and providing relevant data from and to schools, and ensuring compliance with FERPA.

Matriculation

Students in grades K-6 will be granted automatic matriculation between charter school sites during the natural transitions that occur between Montessori levels (for example, lower elementary to upper elementary) as long as the grade level they are entering is not at capacity for which they would need to complete the randomized lottery process.

Enrollment Policy for PreK 3-4

UPK Acknowledgement

As a Universal Preschool (UPK) Colorado Program provider, WMPSC will adhere to all statutory and regulatory requirements governing UPK programs, including those further agreed to in the Universal Preschools (UPK) Colorado Program Service Agreement.

Enrollment Eligibility

WMPSC welcomes all students and strives to create and maintain a diverse student population. Enrollment in WMPSC is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in 22-30.5-507(3), C.R.S. In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, language, religion, ancestry, need for special education services, or any other protected class.

WMPSC's preschool program serves students ages 2.9 -4.

4-year-old eligibility and tuition: WMPSC participates in UPK Colorado and uses a cutoff date of October 1. A child who turns four before this date in the year they wish to enroll in preschool will be eligible for UPK Colorado and admission at WMPSC.

2.5-3-year-old eligibility and tuition: Children three years of age and younger are eligible to enroll, and families will be required to pay private pay tuition or CCCAP for qualifying families. Our school admits children who reach the qualifying years of age prior to October 1st of the current academic school year.

Tuition

As a UPK Colorado provider, WMPSC will charge families partial tuition for 4-year-old children who do not meet eligibility requirements for full-day funding but choose to attend beyond the universal part-time funding provided. WMPSC offers full-day programs only. 4-year-olds with an Individualized Education Plan (IEP) who receive full UPK funding will not be charged tuition if special education services are being delivered. WMPSC believes that every child should have access to a Montessori education and offers a reduced tuition rate to families who qualify. Information about the reduced rate is available on the website.Additionally, WMPSC will be participating in the Colorado Child Care Assistance Program (CCCAP) and can assist families who qualify to apply for these funds.

Application Process and Timeline

Families wishing to enroll 3 or 4-year-olds can submit an intent-to-enroll application, available on the WMPSC website. In the event there are more 3 and 4-year old intent to enroll applications, there will be a lottery with the same priority and weight as listed above. If there is not more intent to enroll applications for 3 and 4-year-olds, they will be accepted on a first-come, first-served basis. A timeline for the admissions process for 3-year-olds will be released in alignment with the UPK timeline.

Families enrolling 4-year-olds accepted from the lottery or thereafter from waiting list or open seats can apply to WMPSC using the UPK Family Application. The matching process and timeline are determined by the Colorado Department of Early Childhood, and information (including applicant deadlines) is available on the CDEC website. When applying, families will be able to see participating preschools in their community and indicate their preferences, including WMPSC

preschools. Families who are already served by WMPSC, have another child in the WMPSC's care, or are employed by the WMPSC will be given preference in their first choice.

Selection Process

UPK placement decisions depend on the availability of a participating provider to meet the child's needs and available funding. UPK applications are processed in rounds and families will be notified of placement via email. The enrollment process at WMPSC will commence following a family's acceptance of the enrollment offer.

References

- C.R.S., 26.5-4-201, et. seq., Colorado Universal Preschool Program
- 8 CCR 1404-1, Universal Preschool Program Rules and Regulations

Resources

- UPK Colorado Frequently Asked Questions, Colorado Department of Early Childhood
- UPK Family Information, Colorado Department of Early Childhood