

**RE-COMMITMENT - EXISTING PARTICIPANTS**

Once a child has been enrolled and accepted as a participant in the afterschool program, they have the priority to continue in our program until they have completed the highest grade offered, unless the student disenrolls or is removed from the program. Children currently enrolled in the afterschool program must register for the upcoming school year by completing the re-commitment process between February 1 and March 16. Failure to complete the re-commitment process by the deadline subjects current returning participants to open enrollment and waitlist procedures as outlined below.

**OPEN ENROLLMENT – NEW PARTICIPANTS**

The subsequent school year's open enrollment window will be from March 17 through April 30. On April 30 (end of business day), the open enrollment window will pause, and the applicant pool will be evaluated by site and the number of children enrolled. Enrollment confirmations will be sent out via email on or before May 5.

**SITES EXCEEDING CAPACITY – LOTTERY**

If the number of new participants seeking admission to an afterschool program site exceeds that facility's capacity, a lottery will be held for all new participants at impacted schools. If a lottery is deemed necessary, it will occur on or around May 15 for enrollment in the fall of that year. Children who have siblings admitted or are already enrolled in the program and Kindergarten children (up to 20 total spots at each location) will be given preference. Final enrollment results will be emailed on or before May 20.

**WAITING LIST**

After completing the placements, all children not granted admission due to capacity will be placed on a waiting list in the order received via the lottery. This waiting list is designed to allow enrollment if an opening occurs during the school year. Applications from students who applied after the open enrollment window closed will be added to the waitlist in the order received, but after those children who did not obtain a program spot in the lottery. The waiting list will not carry over to the following school year.

**PLEASE NOTE: THE FIRST DAY OF THE AFTERSCHOOL PROGRAM FOR KINDERGARTEN PARTICIPANTS WILL BE THE TUESDAY AFTER LABOR DAY.**