



Mountain Song Community School Enrollment Policy

1. MSCS Enrollment and Lottery

MSCS shall admit all pupils who wish to attend the school up to capacity. MSCS highly encourages students to be 5 years old by June 1st of their kindergarten school year, but students who are 5 years old by October 1st of the school year entering will be accepted. No test or assessment shall be administered to students prior to acceptance into the school. Although admission tests will not be required, individual assessments may be given to serve as diagnostics of students' reading, writing, math and physical skills.

MSCS's admissions operate without regard to actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability.

Currently enrolled students have priority for enrollment in MSCS for the following school year. Beginning in January, parents, guardians or legal custodians of students currently attending MSCS must declare their intentions to return to the school in the next academic school year. The MSCS website will post a reminder to parents/legal guardians of the need to return intent to re-enroll forms, along with the forms and the final day that intent to re-enroll forms will be accepted. It will be the parent's/legal guardian's responsibility to return the intent to re-enroll form by the last business day in January.

During the first full week in February, the Director of School Performance will determine the number of spaces available for new students in each grade level for the upcoming school year. If there are more applicants for positions than available spots, the Director of School Performance will hold a lottery. Priority for available Kindergarten through 8th grade spots will be allocated to the following groups:

1. Children of **Founding Families**, defined as:
 - a. Children of current or former MSCS Board and Steering Committee¹ members whose parents or legal guardians were active in the chartering process on the Board and/or a Steering Committee. *Active* is defined as participating on either a steering committee or the founding board in the research and/or writing of the charter application and/or working to advance the school by attending meetings, visiting sites, creating and distributing media, research and preparation of web page, internet and other media resources, handing out of brochures, manning booths at public events, and in the process providing a minimum of 100 hours of volunteer service.

and

- b. Children of MSCS Teachers and staff

¹ Original committee formed to organize and found the School

2. Siblings of Returning MSCS Students

- a. "Sibling" is defined as any child/children living in the same household or with a common parent(s)/legal guardian(s) in separate households. This includes children who become siblings by marriage and/or adoption. Any sibling born while a student is enrolled may retain that status even if the original student graduates from MSCS before he/she reaches Kindergarten.
- b. Should there be more siblings of returning MSCS students than enrollment openings for a given grade, enrollment shall be offered by computerized random selection from within this priority group for the affected grade level.
- c. Priority for siblings will be offered in the following way: lottery drawings will begin with kindergarten and then move up through the grades. Siblings entering higher grades for that same year will automatically be awarded a spot or moved to the top of the wait list if and when their sibling entering an earlier grade is drawn for a spot. For any upcoming school year, there will only be a lottery held for grades where Intent to Enroll forms exceed the number of spots available.
- d. Any sibling offered a position in the first semester must enroll or forfeit his/her position and is then subject to general lottery rules.

3. All other Applicants, no district prioritization.

The combination of children of founding families and children of MSCS teachers and staff will not exceed twenty percent (20%) of the total MSCS enrollment population in any given year, with siblings automatically enrolled and not counted towards the 20%. Should these two groups of children exceed the twenty percent (20%) limit of the total enrollment population in any given year, priority within this group shall be given to:

1. Children of current or former MSCS Board members;
2. Children of MSCS teachers and staff
3. Children of former Steering Committee members

Any children from these three categories who fall outside of the 20% limit shall be eligible for the general school lottery.

2. Kindergarten Lottery

1. MSCS will offer both full-day and half-day Kindergarten positions. Both full-day and half- day Kindergarten classes are subject to lottery.
2. Whether a child is enrolled in a full-day Kindergarten program or a half-day Kindergarten program, all Kindergarten students will be assessed for academic and social preparedness.

3. Lottery Eligibility

1. Prior to enrolling in the lottery, interested parents/legal guardians of potential students are strongly encouraged to attend an informational workshop. These workshops will be led by the administration and/or faculty and will provide an overview of Waldorf as it applies to child development, the academic content of the Waldorf education curriculum, and details about MSCS and the enrollment process. Dates, times and places for the workshops will be listed on the MSCS website, local print media outlets, and various community calendars.

2. Parents who wish to be considered for the lottery must complete an Intent to Enroll form by January 31. The Director of School Performance will compile a database of all families with completed Intent to Enroll forms in order to ensure their inclusion in the lottery.
3. Each lottery wait list will remain active for one school year. In order to participate in the subsequent school year's lottery, parents/legal guardians must indicate that they want their child to be considered for that lottery and must update their enrollment form online or by coming in to the school office and completing the appropriate paperwork by the due date applicable for that school year. Parents will be reminded via e-mail or phone, if preferred.
4. Any potential student who is offered a position and refuses placement will lose any and all lottery positions for that school year; and his/her name will be placed at the end of the compiled wait list. Students may reapply for the lottery for the following school year.
5. 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 that may arise in the upcoming school year.

4. Lottery Dates

Families interested in having their child or children included in the lottery must complete an 'Intent to Enroll' form no later than January 31. The school's lottery for open positions will be held on the second Tuesday of February. The day following the lottery, parents/legal guardians whose children are selected in the lottery for available spots will be notified by phone and/or email of their child or children's selection. If the parents/legal guardians cannot be reached on the same day, the Director of School Performance or Registrar will continue to attempt telephonic 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. Notification in Spanish will be provided for those parents/legal guardians who have indicated a Spanish language preference. MSCS must receive a verbal or email confirmation of intent to enroll for each selected student no later than five (5) business days after notification. Should a family not confirm their acceptance of a lottery spot after five (5) business days, their child's name shall be withdrawn and that available spot will be offered to the child at the top of the wait list.

Should a position in the school become available after the start of the school year and before October 1st, MSCS will contact the parents/legal guardians of the next child on the wait list by phone and/or email. If the parents/legal guardians cannot be reached on the same day, the Director of School Performance/Registrar will continue to attempt telephonic notification for two (2) days only. Parents/legal guardians with children on the wait list who have been contacted will have only two (2) business days to confirm verbally or by email their acceptance of a position at the school. It is the responsibility of the parents/legal guardians of a potential student to maintain current contact information with the school.

The official MSCS Enrollment Packet will be distributed to lottery "winners" promptly after MSCS has received confirmation of their acceptance of lottery spot(s). Enrollment Packets must be completed and submitted to MSCS no later than two weeks after the spot has been offered. MSCS will distribute the Parent Handbook before the start of the school year. Parents/legal guardians of enrolled students of MSCS will be required, prior to the school year, to attend a school informational workshop that will provide an overview of Waldorf as it applies to child development and further details about MSCS.

Enrollment/Lottery Timeline

Date	Deadline//Process	Notes
January/February	Enrollment/Information Workshops	Parents interested in enrolling their children should attend one of these. Future information sessions may be scheduled. If a parent misses a workshop, then they must attend a school tour and meeting with the Director of School Performance.
January 31st – or last business day in January	Currently enrolled students must submit Intent to Re-enroll forms	
January 31	Last day to submit Intent to Enroll forms for new families seeking enrollment	This will enter prospective child(ren) in the lottery for the following school year
During the first full week in February	The number of available spaces for each grade is determined for the next school year	
Second Tuesday in February	Enrollment lottery	Priority for siblings will be offered in the following way: lottery drawings will begin with kindergarten and then move up through the grades. Siblings entering higher grades for that same year will automatically be awarded a spot or be moved to the top of the wait list if and when their sibling entering an earlier grade is drawn for a spot.
On the day after lottery, for a period of 4 days	Recipients of lottery spots will receive one email and/or be called once a day until reached	Child is moved to bottom of wait list for his/her class if verbal or email confirmation is not received within 5 business days of notification
Following receipt of confirmation	Enrollment packets are sent out	Enrollment packets are due within two (2) weeks of parents' confirmation of enrollment
June - August	Parent handbooks are distributed	
August	Back to School Night	All parents of enrolled children should attend

Date	Deadline//Process	Notes
Beginning of School Year – October 1	If additional spots come available, MSCS will attempt phone and/or email contact with parents of waitlisted students for two days. Verbal or email confirmation must be received within the two business days	New student enrollments after October 1 must be approved by Executive Leadership Team

In keeping with Waldorf philosophy and for the long-term benefits of the children, we highly recommend that incoming kindergarten students be 5 years old by June 1st of the year they enter kindergarten. We will accept children who are 5 years old by October 1st, but it will be recommended that they remain in kindergarten a second year. Based on the Waldorf pedagogy, children should be 6 years old turning 7 years old when they are in 1st grade. Children applying for 1st grade who are younger than 6 years old will be encouraged to enroll in kindergarten. Exceptions to the age policy may be made by consent of the class teacher and the Executive Leadership Team, and parent concerns and requests must be submitted in writing.