

## **School Enrollment Policy and Procedures**

### **Applications for Admission**

Vine's Preparatory School will advertise the open application period from November 1<sup>st</sup> through the February 1<sup>st</sup> (specific dates to be published annually) of the year preceding enrollment. VPS will utilize an online application and the Data Service Center will manage the online applications for enrollment. If oversubscribed at the end of the open application period, Vine's Preparatory School 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 enrollment period will be placed at the end of the waiting list after the lottery has been concluded. If not oversubscribed, Vine's Preparatory School will conditionally admit all students who apply within the open enrollment period, and will add additional students as applications are received in the order in which they are received. All applications received during the open enrollment 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 available space for the affected grade levels.

### **Preference Criteria**

Five groups of students will be afforded preference for admissions to VPS. As previously noted, available space 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 available space, admissions preferences shall be applied in the following sequence:

1. Children with siblings currently enrolled at Vine's Prep
2. Children of staff members employed on a permanent basis at Vine's Preparatory School for at least 30.0 hours per week during the school year
3. Children of the school's founders
4. Children residing within a 5-mile radius of the school location
5. Students with interests in Business and or Engineering fields

### **Children with Siblings Currently Enrolled**

Siblings of students enrolled at Vine's Preparatory School shall have preferential enrollment placement for open positions.

Vine's Preparatory School 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 Staff Members Employed on a Permanent Basis**

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

### **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 Vine's Preparatory School.

### **5-Mile Radius**

Children residing within a 5-mile radius from the school location 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 available space 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 February 1<sup>st</sup> 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**

A lottery list will be used in the event that the number of applications exceeds the number of openings after preference is given to children of Board members, children of employees, siblings, and students residing in the area. The final lottery process will be developed during the pre-opening year and approved by the Board of Directors by December 2015.

## **Enrollment and Registration**

Following the parent/guardian's acceptance of an invitation for admissions to Vine's Prep, 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. Copies will be made of all original documents at the time for registration and not retained by the school.

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

### **Birth Certificate** (Official State Document; not Hospital Birth Record)

- State Certificate of Live Birth (Original preferred; good copy accepted)
- If missing birth certificate: contact State of DE Vital Statistics
  - Phone: 302-283-7130
  - In-person: University Plaza-Chopin Building
  - Online: [www.vitalchek.com](http://www.vitalchek.com) (for all states)

### **Delaware Student Health Form**

- All students entering Delaware Public Schools must provide proof of a current physical (within the last two years), and up-to-date immunizations (\*please see below).

### **Proof of Residence**

The following may be accepted as proof of residence:

- Utility Bill - electric, water, garbage, propane/oil only. (The service location must match the mailing address; the bill must be current, and must be issued in the name of the parent/guardian.)
- Lease Agreement - Paperwork must be current, valid, signed and dated
- Settlement Statement - Papers must be signed and dated

- Rent Receipt - property address, renter's name and a current date of issue all clearly identifiable
- Residency Verification (notarized) - required if proof of residence is not in the name of the parent/guardian

**In addition, when applicable:**

- Custody/Guardianship papers
  - State Of Delaware Family Court documents (original or certified copy)
  - Social Services Placement Letter (original or certified copy)
- Individual Education Plan (IEP)
- Copy of most recent standardized testing report (DCAS)
- Report cards and transcripts

**Required Immunizations**

Any child between the ages of two months and 21 years entering or being admitted to a Delaware Public School for the first time is required to have written documentation of the following state required immunizations:

- 5 or more doses of DtaP, DTP or TD vaccine (diphtheria, tetanus, pertussis) - unless the 4th dose was given after the 4th birthday
- 4 doses of IPV or OPV (polio) - unless the 3rd dose was given after the 4th birthday 2 doses of MMR vaccine (measles, mumps, rubella) administered after the age of 12 months
- Individual combinations of measles, mumps, and rubella may be used to meet this requirement
- 3 doses of hepatitis B vaccine
- 2 doses of varicella vaccine (chicken pox) or written documentation of disease from health care provider
- State-required physical (completed within the last two years and for entry to Grade 9)
- See below for a copy of the Delaware Student Health Form
- TB screening (Mantoux Tuberculin) completed within the last 12 months or written documentation from a physician or public health clinic stating that the child has a low risk factor

**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.

### **Recruitment for Students**

- Events/Information Sessions - Conduct information sessions and community meetings in partnership with Sussex County community houses of worship, elementary charter schools, and neighborhood community centers.
- Print - Distribute paper flyers to barber shops; hair and nail salons; neighborhood houses of worship (churches, mosques); grocery stores, community centers; day care centers; neighborhood clinics/hospitals; social service agencies; grass roots advocacy groups.
- Electronic - We will connect with the Community Relations staff of the above neighborhood entities and send email blasts, as appropriate.
- On-line Media - Use a variety of on-line media to advertise the school, i.e. social media marketing on Facebook and Twitter. Vine's Preparatory School's website will advertise the information sessions and VPS open enrollment information. Advertise on Delaware Charter Schools Network.
- Develop relationships with Heads of School (charter, public, parochial), guidance counselors who can identify potential students.