



Enrollment and Waitlist Policy

PRIORITY ENROLLMENT

The Discovery School sets two registration deadlines each year:

- priority deadline for currently enrolled children, siblings, and children of DS staff (**Jan.24**)
- open enrollment deadline for new families (**Feb.1**)

Currently enrolled families and DS staff families who return their Re-Enrollment/Sibling Form and registration fee by the deadline will receive first placement in the class of their choice for the following school year. When there are more applicants than spaces for a particular class, The Discovery School will utilize a lottery system for placement. When a lottery is necessary, preference will be given to the following groups in this order:

1. Currently enrolled children in the particular class
2. Children moving into kindergarten the following year (for 4 day/week class only)
3. All other currently enrolled children and siblings

In the event a family does not receive admission to their first or second choice class, we will call the family to discuss other class options. The family may choose to place their child on the waitlist for that class in the event a space opens up.

Currently enrolled families who miss the re-enrollment deadline will not receive priority placement. These families will be included in the open enrollment process.

OPEN ENROLLMENT PROCESS

New families to The Discovery School can register for our waitlist any time using our online Registration Form on our website. There is no registration fee to be placed on the waitlist. After completing the online form, we will contact your family via email to confirm your child's place on our waitlist for the following school year.

Open enrollment begins in the first week of February. All families who have completed the Registration Form by **February 1st** will be included in the open enrollment process. We will contact (email and call) our waitlisted families, in order, to notify you of class openings for the following year. Families have 2 business days to confirm or pass on the class space. Once you have confirmed your space in a class, you will need to pay the \$75 registration fee within one week.

WAITLIST

The Discovery School holds one waitlist for the school (including all classes). Children who do not receive a space in a class will remain on the waitlist indefinitely (for current and following school years), unless we are notified to remove their name or they turn 6 and are no longer eligible to be a student. If a space opens up throughout the school year, we will contact our waitlisted families, in order, to fill the opening.