

Cabot After-School Program Enrollment Policy

The purpose of this document is to describe, in detail, the policy and implementation details for enrollment in the Cabot After-School Program (CASP) operating under the name Cabot After School, Inc. Although many specific details are described, implementation details that are not described are intended to be at the discretion of the Program Director. This policy stands in force until a proposed change or changes are ratified by a membership vote.

Enrollment Policy

1. CASP has a policy that does not require re-acceptance to the program each year. Under this policy CASP commits to re-admitting all previously enrolled students for their entire Cabot School tenure. However, it should be understood that this policy does not constitute a legal guarantee of admission, but rather a commitment that CASP intends to support, barring unexpected circumstances.
 - a. **Limited Time (12:30-3:00 ONLY) Kindergarten students:** CASP will accept students for 12:30-3:00 only slots in the Kindergarten (K) program, if space allows. These students are considered “limited-time” students and not subject to the annual re-admittance policy (i.e. these students do NOT have “returning student status”). These students will get enrollment priority for the first grade class as described in Section 2.e.i. below.
 - b. In the event that the annual re-admittance policy cannot be honored due to significant unforeseen circumstances, and the entire program is forced to reduce enrollment, determination of which currently enrolled children will be excluded from the program will be by lottery.
2. The mechanism for enrollment is as described below:
 - a. Based on the annual re-admittance policy, all students with “Returning Student Status” are allowed to re-enroll for the same days and times as their current usage.
 - b. **Returning Student Status** is defined as:
 - i. **Currently enrolled students:** Students who are currently enrolled in the program, in good standing, have Returning Student Status. Current usage for these students is defined as the days and times for which they are currently enrolled. If a student has consistently been absent for one or

- more of his or her contracted days, the Program Director may revoke that day or days from their current usage.
- ii. **Limited Time (12:30-3:00 ONLY) Kindergarten students:** do NOT have returning student status.
 - iii. **Leave of Absence Families:** Families who have been granted a leave of absence from the program can return and retain their Returning Student Status. A Leave of Absence must be requested in writing and be approved by the CASP Board of Directors. Granting of a Leave of Absence would be for legitimate special cases only, such as a family going on a job-related sabbatical. A Leave of Absence can be granted for a maximum of 1 year.
 - iv. **Revocation:** The Returning Student Status of a student or family can be revoked by a majority vote of the CASP Board of Directors. Revocation can be based on the failure of a family to abide by the rules and regulations described in the enrollment contract. In addition, revocation can be based on significant behavioral issues, such as: serious acts or threats of violence or abuse, carrying or threatening the use of weapons, plotting violent acts, carrying or using illegal drugs, alcohol or tobacco products, or chronic non-compliance with staff directives or rules.
- c. **Adjustments:** Students with Returning Student Status are allowed to request adjustments to their days and times. They can reduce their usage without penalty (down to the program minimum). Priority for receiving more days or different days is given by the following mechanism:
- i. First priority is given to students who are enrolled for the current year, but did not receive the days and times that they originally requested. If there is not enough room to accept all these requested changes, priority is given by lottery.
 - ii. Other students who are requesting changes are given second priority. If there is not enough room to accept all these requested changes, priority is given by lottery.
- d. **Class Size and Grouping:** Once the entire “returning class” is known, the Program Director, in consultation with the CASP staff, will determine the configuration of class groupings and staffing. From these groupings, and any enrollment cap (see below), the allowable size of the incoming Kindergarten class and the number of upper-class openings is determined.
- e. **New Student Enrollment:** New student enrollment is now conducted according to the priorities below.
- i. First priority for the 1st grade is given to “limited-time” K students who are enrolled for 12:30-3:00 only. If there is not enough room to accept all the limited-time students, priority is given by lottery.
 - ii. Second priority is given to siblings of students with Returning Student Status. For any class group in which there is not enough room to accept all the sibling applications, priority is given by lottery for that class group.

- iii. New applicants are now accepted based on priority determined by lottery for each class group.
- f. **Waiting List:** Students who do not receive a placement may request to be put on the waiting list for any openings that occur during the year. Their priority on the waiting list should be the same as their priority under the mechanism described in (2 e) above.
 - i. Students may remain on the waiting list and retain their waiting list position, from year to year. However, they must re-apply each year in order to retain their waiting list position.
 - ii. If a student on the waiting list is offered admittance for days and times that are different from what they have requested, they may remain on the waiting list for the days and times they originally requested, whether or not they choose to enroll for those days and times that were offered.
 - iii. If a student on the waiting list is offered admittance for the days and times that they have requested, and chooses not to enroll for those days and times, they will be removed from the waiting list.
- 3. **Lotteries:** All prioritization that is done by lottery will be done in the following manner:
 - a. Students are given a “priority number” based on a random process, such as a random drawing.
 - b. Student’s applications are reviewed in their lottery priority number order.
 - i. If their requested days and times are available, they are enrolled in the program for those days and times.
 - ii. If not, they are given a chance to accept a different schedule of days and times that is available.
 - 1. The Program Director will make reasonable efforts to communicate with the family by phone and email. If families cannot be reached in a reasonable time, they will lose their opportunity to accept a different schedule of days and times.
 - iii. If they do not accept any of the available schedule options (or cannot be reached as described above), they are not enrolled in the program.
- 4. **Space and Enrollment Capping:** Enrollment in CASP is constrained by both available classroom space at Cabot School and by staffing. Classrooms at Cabot School have, in general, capacity for no more than 20 students. The staff size must be appropriate to support any given enrollment level with a student teacher ratio of between 8:1 and 10:1. In addition, an appropriate number of coordinators and administrators must be in place.
 - a. CASP currently uses a specified number of classrooms at Cabot School with a rotation schedule as agreed to by the Cabot School administration.
 - i. CASP will work with the Cabot School administration annually to develop a classroom usage agreement that supports the largest possible CASP enrollment, based on the space and staffing constraints as described above.

- b. CASP coordinators shall be responsible for a maximum of 40 students per day.
 - i. The CASP Kindergarten coordinator shall be responsible for a maximum of 20 students per day
- c. **Enrollment Caps:** Based on current Cabot School classroom space constraints, total per-day enrollment caps are as described below. Note that the actual number of students enrolled on a given day of the week will depend on the per-classroom, per-coordinator, and per-class grouping limits, in addition to the total enrollment caps described below.
 - i. The total enrollment cap for M,W,Th,F is 125 students per day
 - ii. The total enrollment cap for Tuesday is 134 students.
 - 1. This increased Tuesday cap represents an over-enrolled situation. CASP has decided to support this over-enrollment in order to support the strong demand for Tuesday enrollment, due to the Newton Public School's Tuesday early release policy.

Communication of this Policy

- 1. This enrollment and space policy will be delivered, in writing, to all members and prospective members as part of their application and/or contract material.
- 2. This enrollment and space policy will be posted on the CASP web-site.
- 3. Changes to this policy must be ratified by a vote of the membership as mandated by the CASP By-Laws.