ENROLLMENT AND WAITLIST

IMPORTANT DATES

- **Enrollment begins the first Monday in May for existing LSA students/families,** also known as “Returning Enrollment”, for the following September

- **Enrollment begins on the 3rd Monday of May for students/families that are new to JSIS and/or LSA,** also known as “New Enrollment”, for the following September

- No waitlist or enrollment requests for the up-coming schoolyear will be accepted or confirmed prior to the first Monday in May for Returning Enrollment or the 3rd Monday in May for New Enrollment

RETURNING ENROLLMENT

- Re-enrollment forms will be made available to all families currently enrolled at LSA on the first Monday in May

- For families returning to LSA, the days which you are enrolled as of May 1st of the current schoolyear are secure/guaranteed for the following September

- To increase enrollment days, please indicate the days that you would like, and the student will be added to the grade-specific waitlist for the requested days, on a first-come first-served basis. We strive to confirm each student’s enrollment by the third Monday in June

- **Re-enrollment forms are due prior to the 3rd Monday of May**. If the Re-enrollment form is not returned by the third Monday in May, the days a student is enrolled will be assumed to be vacated and sold to students on the waitlist

NEW ENROLLMENT

- **Enrollment for students that are new to JSIS and/or LSA begins on 3rd Monday of May**

- New students are enrolled on a first-come first-served basis, after the childcare needs of our existing enrollment are met

- After the maximum capacity of each classrooms space is met, a waitlist is compiled on a first-come, first served basis

KINDERGARTEN ENROLLMENT

- To be enrolled at LSA the incoming Kindergarten student must have an SPS Assignment Letter for entering Kindergarten at John Stanford International School

- Incoming Kindergarten students that are siblings of existing LSA enrolled students are considered Returning Enrollment and may enroll during the “returning enrollment” period.

- Other incoming Kindergarten students are considered New Enrollment, and enroll the 3rd Monday of May

It is the policy of LSA that no person shall be subjected to discrimination because disability, race, color, national origin, religion, gender identity of expression, citizenship status, marital status, genetic information, military or veteran status, sex, sexual orientation, age, or any other characteristic protected by law, or the presence of any physical, mental, or sensory handicap. This policy applies to every aspect of the LSA program, practices, policies and activities, including client services and employment practices. It is a policy of LSA that we will make reasonable accommodation to physical or mental limitations of disabled children in our care, as well as for those children seeking care.
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WAITLIST/CLASSROOMS

- Grade-specific classroom enrollment is populated first by existing LSA students re-enrolling for the next schoolyear. This happens between the first Monday in May and the third Monday in May. This is followed by newly enrolling students, who may enroll beginning on the third Monday in May. After our available classroom space is met, a waitlist is compiled on a first-come, first-served basis.

- When a day (or multiple days) becomes available, it is offered to the first person on the waitlist for that grade and that day. If a family does not accept the enrollment day or days offered, the student’s name is removed from the waitlist for the particular day or days offered. The available day is then offered to the next person on the waitlist.

- LSA reserves the right to adjust the size, structure and location of each of the LSA classrooms, for any reason pertinent to the program’s function, with or without prior notice.

- Re-enrollment is a busy time for us; we strive to confirm each student’s enrollment by the third Monday in June (though it may be a little later than that).

CHANGES IN ENROLLMENT

Decreases in scheduled enrollment must be received via email by the 15th of the month to be effective for the upcoming month. All invoices will be processed for the upcoming month based on enrollment as of the 15th of each month. Requests for increases in scheduled enrollment can be immediately accommodated subject to availability.

Please notify your students JSIS teacher of their LSA enrollment and any changes in such enrollment.