



Dear Parents:

PLEASE READ THIS FORM CAREFULLY AS IT HAS RECENTLY CHANGED

Another school-year is winding down and as usual, it seems to come faster than we expect. To continue to provide excellent care for your children and quality service to you, we need to know your *anticipated childcare needs for next school-year*. Our enrollment policy allows you to maintain your current enrollment from June of the 2018-2019 school-year to September of the 2019-2020 school-year.

On the table below please indicate your desired enrollment for September 2019. Please note:

- If you are requesting an increase in the number of days enrolled, you will be added to a waitlist on a first-come, first-served basis.
- **This form must be returned to the LSA office by May 15th** or your enrollment is vacated and your days will be sold to those on the waitlist.
- Please return this form with your non-refundable registration fee of \$25 per family. Please make this a **separate** check from that of your normal tuition.
- There is an additional fee for the Wednesday PM session to cover additional staffing cost.
- If your enrollment needs change over the summer, please let us know by August 15th to avoid being charged in September.

You can contact us with any questions at admin@latonaschoolassociates.com

Name of Student: _____

Name of Parent: _____

Phone: _____

Email: _____

DESIRED ENROLLMENT FOR SEPTEMBER 2019:

	Monday	Tuesday	Wednesday*	Thursday	Friday
AM Session					
PM Session					

Please see enrollment policy on the reverse side.

*note that Wednesday PM enrollment is assessed an additional fee. During 2017-2018 school year it was \$20 per month.

IMPORTANT DATES

- Enrollment begins May 1st for existing LSA students/families, aka “Returning Enrollment”.
- Enrollment begins May 16th for students/families that are new to JSIS and/or LSA, aka “New Enrollment”
- No waitlist or enrollment requests for the up-coming school-year will be accepted or confirmed prior to May 1st for Returning Enrollment or May 15th for New Enrollment.

Returning Enrollment

- Re-enrollment forms will be made available to all families currently enrolled at LSA on May 1st.
- For families returning to LSA, the days which you are enrolled (in June of the current school-year) are guaranteed the following school-year (in 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 June 15th (though it may be a little later than that).
- Re-enrollment forms are due by May 15th. If the Re-enrollment form is not returned by May 15th, 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 May 16th.
- 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 enroll May 1st to 15th.
- Other incoming Kindergarten students are considered New Enrollment, and enroll beginning May 16th.

Waitlist/Classrooms

- Grade-specific classroom enrollment is populated first by existing LSA students re-enrolling for the next school-year. This happens between May 1st-15th. This is followed by newly enrolling students, May 16th- 30th. 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 June 15th (though it may be a little later than that).**