



## Where Learning is Personal

### **Creativity CoLaboratory Student Lottery/Registration Policies and Procedures**

1. Creativity CoLaboratory Charter School shall to the greatest extent possible plan for student recruitment and marketing that will seek the maximum enrollment of a cross-section of the community's school-age population.
2. Creativity CoLaboratory Charter school will not discriminate in its admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, proficiency in the English language, or any other basis that would be illegal if used by a school district, either by policy or any other means. Furthermore Creativity CoLaboratory Charter School shall ensure that the school is committed to serving all students.
3. Each student applying to Creativity CoLaboratory will need to submit the Creativity CoLaboratory Application. Submission of the application online or pick up of a paper copy at Appel Farm at 457 Shirley Road, Elmer, NJ 08318 is suitable for application submission.
4. An independent, certified professional will conduct the lottery and will ensure that all persons who complete an application form are fairly and equitably represented in the lottery.
5. Residents Districts shall be deemed as follows for Creativity CoLaboratory Charter School:
  - Alloway, Elk, Franklin, Elmer-Pittsgrove, South Harrison, Upper Deerfield, Upper Pittsgrove, Woodstown-Pilesgrove
6. All resident district applicants will be lotteried simultaneously for a seat in Creativity CoLaboratory Charter School.
7. Resident students will be chosen first and receive preference for enrollment. Separate priority lists will be established and maintained for each grade level. If there are more students than there are available spaces in a grade group, there will be a lottery for that grade and a waitlist shall be established.
8. If a child is admitted to the school, any siblings on the waitlist immediately moves up on the waitlist for their grade to the highest position that follows any siblings previously placed there. Waitlists remain valid for one year.
9. Should in the first lottery there not be enough students to fill all seats non-resident applications shall be lotteried. Ten seats shall be assigned on the first lottery date for non-resident students should seats be available. Thereafter a waitlist shall be held for the remaining students.
10. Creativity CoLaboratory Charter School lotteries will be held every time at the school: 457 Shirley Road, Elmer, NJ 08318. Parents who are unable to attend the lottery will be notified as soon as possible of their position.
11. Parents who are notified that their child has been reached on the waitlist must inform the Creativity CoLaboratory Charter School within 48 hours of their decision to enroll their child in the school. Failure to do so will result in the slot being made available to the next child on the waitlist.
12. Children may remain on the waiting list for up to 1 (one) year. If not admitted within 1 (one) year must re-register. (State law requires it.)
13. Because each year it will be unknown how many currently enrolled students will be returning the following year, or how many slots will be available in grades all children selected in the lottery will be placed on a

priority list in the order in which their numbers are picked. As slots become available, parents will be notified of an opening in their child's grade level.

14. It sometimes happens that a space becomes available in the middle of the school year. Parents who are offered and decline a mid-year seat will not lose their position on the waitlist. The opening will be offered to the next child on the priority list.
15. Parents must produce additional documentation (as requested and required by law) by the due dates listed in the Lottery Procedures, in order to be fully enrolled in Creativity CoLaboratory Charter School. This will include the contents of the "Enrollment Packet" which includes, but is not limited to, proof of registration in local district, completed transportation form, various health forms and school district transfer card. Staff will be available to assist as needed. Failure to present requested documentation by its due date may lead to your child's slot being given to the next child on the priority list.
16. Only persons who provide the necessary proof of guardianship, proof of residency, immunization records, and proof of registration in a local school district will be eligible to register their child(ren) in the Creativity CoLaboratory Charter School
17. Open Enrollment and deadlines shall be as follows:
  - January 14, 2021 Lottery
    - Open Lottery Period: November 6, 2020 – January 13, 2021
    - Application Deadline: January 13, 2021 at 11:59 pm
    - Lottery: January 14, 2021 at 2:00 pm at Appel Farm
    - Notification of Lottery Status: January 14, 2021
    - Enrollment Form Due: January 18, 2021
    - Enrollment Packets Mailed to Prospective Students: January 21, 2021
    - Completed Enrollment Packet Due Date: February 19, 2021
    - Transfer Card Due: June 30, 2021
  - Post-Lottery:
    - Rolling Application Period: January 14, 2021 at 12:00 AM through the 2021-22 School Year
    - Notification of Wait List Status or Seat Award: within one week of application
    - Enrollment Packet Mailed: within two days of being awarded a seat
    - Enrollment Form Due: three days after being awarded a seat
    - Completed Enrollment Packet Due Date: within two weeks after being awarded a seat
    - Transfer Card Due: Within two weeks after being awarded a seat