

# LASER 2018-19 Registration Process

Enrollment for our after-school program for the upcoming 2018-19 school year will be held between **Tuesday, May 1<sup>st</sup> and Monday, May 14<sup>th</sup>**. Once the two-week registration window closes, a lottery will be held based on the priority groups listed below. **The registered names will be announced by Tuesday, May 29<sup>th</sup> by e-mail.**

Parents may apply for care for their child(ren) online at the links provided below and our website. This online process replaced our forms of the past, so parents will no longer turn in paper forms. This applies to students currently in the Bryant or Laurelhurst programs, and any new students, including incoming kindergarteners.

In order to ensure that (a) our programs are equitably offered, (b) priority is allocated based on existing registration, and (c) enrollment is easier for parents, the following process for registration and enrollment will be used across all LASER sites for after school care.

**Enrollment:** A lottery (random number) system will be used to order applicants. Priority will be given to returning, full-time students, but we also welcome new students. We will begin assigning lottery numbers when the enrollment period ends, on Monday, May 14<sup>th</sup>. Details on the lottery process are described below. Based on last year's enrollment numbers at Laurelhurst site, we do not anticipate using a lottery system for this site and we anticipate that all applicants will be registered.

**Deadlines:** LASER will accept applications between 10:00 a.m. Tuesday, May 1<sup>st</sup> and 11:59 p.m. Monday, May 14<sup>th</sup>. All applications received prior to the deadline will be eligible for the lottery. There is no priority given when a person registers online as long as it's within the two-week enrollment window; meaning an application received at 10 am on the first day is counted the same as one received on the last day of the window. Enrollment applications received after May 14<sup>th</sup> will be processed on first-come, first-served basis after the initial enrollment lottery is complete.

**Notification:** LASER will notify families by email if they have secured a spot within two weeks of the enrollment end date (by May 29<sup>th</sup>). If enough space is available, a lottery will not be necessary and all applicants will be registered.

## 1. Application Process

- a. Parents can register for care online. There will be separate applications for Bryant and Laurelhurst.

Bryant: <https://campscui.active.com/orgs/LASERChildcare?season=2411801>

Laurelhurst: <https://campscui.active.com/orgs/LASERChildcare?season=2412401>

- b. A \$5 non-refundable online application fee per family will be due at the time of registration.
- c. Once the application is submitted, you will receive an automated confirmation email that we have received your application and \$5 payment.
- d. At any time before the enrollment window is closed, a family can withdraw their application and fee by contacting LASER via email (Please e-mail [billing@laserchildcare.org](mailto:billing@laserchildcare.org)).
- e. Families that miss the registration deadline will fall into the last category as defined in section 2: "All other registrants".

## 2. Lottery Process

- a. All registrations will be separated into the following categories, based on current enrollment [dependent on the Board's approval of the priority list]:
  - i. Returning full time children.
  - ii. Returning part time children (note: only for their current schedule of care).
  - iii. Returning part time children applying for a different schedule.
  - iv. Returning children who are currently at a different site using the LASER bus system.
  - v. New children who are siblings of returning children.
  - vi. Children who have been on the waitlist for the 2017-18 school year and have not been offered a spot.
  - vii. All other registrants, including incoming kindergarteners.

Note: If your child has attended LASER program during summer/school year day camp or in years prior to the 2017-18 school year, s/he is not considered a returning student. Only those that are currently enrolled in the LASER after-school program are considered returning students. Your child would be considered part of the "All other registrants" enrollment group.

- b. A lottery (random number) system will be used to order all the children within each group.
- c. Children will be given a spot in the site's childcare based on their application and lottery drawing.
- d. Any children not given a spot will be assigned to a waiting list based upon their order from the lottery system.
- e. If enough space is available, a lottery will not be necessary and all applicants will be registered. We don't anticipate using a lottery system at Laurelhurst site this year, based on the last year numbers. (However, please note that space will fill up over the summer).

## 3. Application Fee

- a. The \$5 online application fee is non-refundable.
- b. If there are extenuating circumstances each family can appeal to the Executive Director and LASER Board in order to get their fee refunded. There is no guarantee a refund will be issued.

## 4. Waiting List

- a. All children not given a spot through the lottery system above (2) will be assigned to a waiting list based on that system.
- b. As space becomes available, families will be contacted and offered that space.
- c. The family can decide to take or forgo the space.
- d. The family can decide if they want to remain on the list in case they need more childcare than what is currently available when offered available space.