

# **Cherry Creek Academy**

## **WAIT LIST, ADMISSIONS & WITHDRAWAL POLICIES**

Admittance to Cherry Creek Academy is done according to placement on the waiting list of prospective students. Names are placed on the wait list according to the date that the letter of intent for each child is received by our school. Although the letter of intent can be submitted at any time, the date of receipt of the letter of intent can be no earlier than the date the child was born. There are separate wait lists for each grade. Parents will be notified by mail or a phone call when an opening is available for their child.

**KINDERGARTEN WAIT LIST:** Children's names will be added to a single kindergarten list and slots will be offered on a first come, first served basis.

**PRIORITY:** Priority for open slots is given in the following order:

1. Children<sup>1</sup> of Cherry Creek Academy employees.
2. Kindergartners whose names are up for enrollment but whose parents did not accept a spot because a determination was made that the child is not ready for kindergarten, will be given priority for the next school year using the priority guidelines set forth in this policy.
3. Siblings<sup>2</sup> of currently enrolled Cherry Creek Academy students.
4. Gap siblings.<sup>3</sup>
5. Children of CCA alumnae/i.<sup>4</sup>
6. Students who live in the Cherry Creek School District.
7. Students who live outside of the Cherry Creek School District.

With the exception of in-district priority, priority will be given only once for each child on the wait list and will no longer apply if a slot using priority is declined. Once a priority slot is declined, the child's name may stay on the wait list but the date of the letter of intent will be changed to the date Cherry Creek Academy was notified of the refusal of the slot. Children will be assigned to each class/grade in order of priority until each classroom has reached its optimal size.

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<sup>1</sup> A child(children), as defined by Cherry Creek Academy, is a person under the age of 18 who has a biological, adoptive, or legal parental relationship with the Cherry Creek Academy employee and/or Cherry Creek Academy alumnae/i, as the case may be. The relationship between a child and parent must be legally documented before a person will be considered a child of a parent.

<sup>2</sup> A sibling(s), as defined by Cherry Creek Academy, is a person who has a brother or sister currently enrolled at Cherry Creek Academy and shares with the brother or sister at least one common biological or adoptive or permanent custodial (with full parental rights) parent. A child must be in the physical custody of the biological/adoptive/permanent custodial parent and the legal relationship for a biological/adoptive/permanent custodial parent must be finalized and formally documented to show completion of the legal process before a child will be considered a sibling to receive sibling priority. In an adoption from a foreign country, the legal adoption documents may be from the country from which a child is adopted pending final adoption paperwork from the United States of America.

<sup>3</sup> A gap sibling is a sibling of a child who has graduated from Cherry Creek Academy.

<sup>4</sup> Cherry Creek Academy alumnae/i, as defined by Cherry Creek Academy, is a person who graduated from Cherry Creek Academy or who has attended Cherry Creek Academy for at least three consecutive years.

**SIBLING PRIORITY:** Cherry Creek Academy reserves the right to withhold sibling priority for children whose families have not complied with school policy. This includes, but is not limited to, failure to fulfill the volunteer hours commitment and failure to pay any moneys due to Cherry Creek Academy. In addition, families who are delinquent in kindergarten tuition will only be offered half-day slots for siblings entering kindergarten.

If a grade has been filled and there is no available slot at the time a sibling is eligible to enroll at Cherry Creek Academy, his/her name will be placed on the priority list for that grade. Priority for an available slot will be determined by the earliest date of admission for a sibling currently attending Cherry Creek Academy.

**FAILURE TO CLAIM PRIORITY:** Names will be removed from the wait list for the following reasons:

- Refusal of an available slot. Once a slot is declined for any reason, that child's name will be deleted unless the parent requests that child's name remain on the wait list. The child's name may stay on the wait list but the date of the letter of intent will be changed to the date Cherry Creek Academy was notified of the refusal of the slot.
- No response to phone calls or to mail sent to parents. It is the sole responsibility of the parent to keep us informed of any changes in address and phone numbers so that Cherry Creek Academy can contact the parent when needed. Cherry Creek Academy will not contact parents about wait list changes.
- Necessary admission forms not submitted in a timely manner. After accepting an available slot, enrollment forms will be sent to the parent. These forms need to be returned by the deadline noted to complete the admissions process. The parent will also need to register his/her child with the Cherry Creek School District Admissions office as a part of the process to officially enroll his/her child at Cherry Creek Academy.
- Non-attendance at a mandatory parent information meeting. After accepting an available slot, Cherry Creek Academy parents are required to attend an information meeting about Cherry Creek Academy's policies, protocols, and expectations of parents and students. Failure of the parent to attend a meeting will result in the disenrollment of that child from Cherry Creek Academy.

**ADMISSIONS CUTOFF DATES:** New students are admitted until October 1st of the current school year. No new students will be accepted for 8th grade unless a younger sibling has been admitted or the student is a child of a Cherry Creek Academy employee.

**EDUCATIONAL CRITERIA:** There are no educational criteria for admission.

**WITHDRAWALS:** Parents who are withdrawing their children from Cherry Creek Academy should notify the school office and complete the necessary withdrawal forms. In addition, students who miss more than four weeks of school due to travel or other official or personal business must officially withdraw from Cherry Creek Academy. The school will then process the paperwork and notify the Cherry Creek School District Admissions office.