

La Crescent Montessori & STEM School
POLICY 616: ENTRANCE AGES AND LOTTERY

Proposed 3/28/00, Adopted 3/28/00, Amended 7/22/09, Updated 2/19/15, Reviewed 5/19/16,
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7/10/23, Updated 4/25/2024, Updated 7/25/24

Entrance & Lottery:

To be admitted to preschool, a child must be three or four years old by September 1 of the year in which he/she applies for enrollment. Exceptions will be considered on a case by case basis. Exceptions will not be made for children with birthdays occurring November 1 or later. Enrollment will be on a first come, first serve basis. Applications will be accepted beginning January 1st for the following school year. Current year applications (transfers of students during the school year) will be allowed following the procedures of this policy prior to April 1st. Applications will not be accepted for current year transfers after April 1st. An exception to this may be made for students that have moved to the area after April 1.

To be admitted to kindergarten, a child must be at least five years old by September 1 of the year in which he/she applies for enrollment.

Exceptions may be made as follows:

1. If a child's birthday occurs September 2 through October 31 the parent/guardian may request early admission of that child to kindergarten. (These requests will only be considered if there is space available in kindergarten after the enrollment lottery date.) The child will complete the BRIGANCE Screen Basic Assessments for kindergarten. If a child scores higher than 65, he/she may be considered for early admittance. (An additional teacher observation of the child will be held and taken into account when the testing data is analyzed.) A meeting will be held with the Head of School and classroom teacher in which a decision will be made as to the admission of the child into the kindergarten program.

If the child meets the necessary requirements as stated in the BRIGANCE Screen Basic Assessments for Kindergarten, but is not granted admission by the classroom teacher and Head of School, the parents/guardians may bring it to the board of directors for approval.

Should the early admission request be granted, a follow-up assessment will be made by the teacher and discussed with the parents during or before fall conferences. In addition, the BRIGANCE Early Childhood Screener will be administered in the second half of the school year to assure the child's readiness for first grade.

To be admitted to first grade, a child must be at least six years old by September 1 of the year in which he/she applies for enrollment. Exceptions may be made as follows:

1. A mid-year transferring child who was not six years old by September 1 may be admitted to LMSS first grade if he/she has been in regular attendance in first grade at another school. A child transferring for the beginning of school year enrollment may be admitted to LMSS first grade if he/she has successfully completed kindergarten at another school.
2. A current LMSS student who has been granted early admission to kindergarten and successfully completes kindergarten may be admitted to first grade before reaching age six.
3. If a child's birthday occurs September 2 through October 31 the parent/guardian may request early admission of that child to first grade. (These requests will only be considered if there is space available in the first grade classroom after the enrollment lottery date is held.) The child will complete the BRIGANCE Screen Basic Assessments for First Grade. If a child scores higher than 50, he/she may be considered for early admittance. (An additional teacher observation of the child will be held and taken into account when the testing data is analyzed.)

Should the early admission request be granted, a follow-up assessment will be made by the teacher and discussed with the parents during or before fall conferences.

If the child meets the necessary requirements as stated in the BRIGANCE Screen Basic Assessments for First Grade, but is not granted admission by the classroom teacher and Head of School, the parents/guardians may bring it to the board of directors for approval.

Assignment of new LMSS students to other grade levels (2-6) will involve consideration by staff of the student's chronological age, previous school history, and apparent readiness to meet grade-level expectations.

LMSS accepts applications beginning January 1st for the following school year. Preference for enrollment shall first be given to siblings of enrolled pupils and to foster children of that student's parents, followed by students residing in Minnesota, then staff children residing out of state, before accepting other students by lot. If there are more applications at any grade (Pre-K-12) than vacancies, an admissions lottery is done on February 1st. Waiting lists are constructed in the order drawn in the lottery. After the conclusion of the lottery, LMSS shall add to the waiting lists on a first come first serve basis. This waiting list is used to fill subsequent openings for the following academic year.

Once a student is enrolled, the student will remain enrolled until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act. All Out of State residents must reapply annually during the open enrollment period.

Maximum Class Size: (10 students per grade level)

Children's House 30 students (20 preschool, 10 Kindergarten)
EI 30 students
EII 30 students
AP 60 students

The classroom program level may only be over-enrolled under special circumstances and at the discretion of the teaching level team.

School administration shall implement procedures as necessary to ensure the orderly enrollment of students and compliance with all relevant laws and regulations regarding enrollment.

PROCEDURE (as of 11/17/2022)

Start Date:

Students may begin attending school one week (5 school days) after the completion of the following items:

1. All enrollment forms have been properly filled out and turned into the office
2. All requested documentation has been submitted to the office (i.e. medication forms, immunization forms etc.)
3. LMSS family handbook has been provided to the family
4. The student, the parent(s) and the teacher have met to discuss classroom expectations. (This meeting may happen within the 5 day preparation period. Back to school night qualifies as the meeting between teacher, parent and child.)

Exceptions to waive any of the above requirements can be made to ensure compliance with the McKinney-Vento Homeless Assistance Act.