



ENROLLMENT /ACCEPTANCE PROCEDURES

Enrollment of a student into the school begins by completing and submitting a Jefferson County Student Information Form. A non-refundable \$50.00 application fee is required for all tuition-based programs (pre-school). An Enrollment Guarantee Fee of \$200.00 is due upon notification of enrollment for all students ages three and four. This Enrollment Guarantee Fee will be applied to the student's first tuition payment in August.

Placement in a program is prescribed by the child's age as of October 1. The student is either enrolled immediately or placed on a waiting list/lottery pool if space is not available. In-district and out-of-district waiting lists/lottery pools are maintained. Children who reside in Jefferson County maintain priority on the list over those who reside outside of Jefferson County. Siblings of students already enrolled in the school and children of staff members are given priority on either list.

By March 1st of each year, the administration will determine the number of spaces available for the next school year. In January parents of students currently attending MPA must declare their intentions for attendance of the next academic school year. Students in the lottery pool will be contacted to fill any vacancies available after the declaration of the currently enrolled students to attend the next academic year. Notification as to wait list/lottery pool parents will be made no later than the Choice Enrollment dates set by the Jefferson County School District of each year. If the lottery pool cannot be exhausted and additional space becomes available, a lottery may be held no later than June 1st of each year.

When a vacancy in a class occurs during the academic year, parents of students on the lottery pool will be contacted by mail first. A parent may either accept enrollment at that time, defer and remain in the lottery pool, or decline enrollment and be removed from the list. In any event, the \$50.00 cost to process the student's application for the enrollment or inclusion on the lottery pool remains non-refundable. Enrollment Applications are accepted for students entering the school in future years. A signed Enrollment/Tuition agreement form is required at registration in August.

MPA welcomes learners of all abilities and learning styles. Parents of students who are staffed for special needs prior to final acceptance at MPA **must** provide the school with a copy of the student's IEP and identify any special needs of their student(s). If there is a question about the ability of the MPA program to accommodate the recommendations contained in the IEP, a properly constituted staffing team will be convened to determine whether MPA is an appropriate placement for the student and, if so, the manner in which the IEP will be implemented at MPA.

Primary students must be fully potty-trained and able to care of themselves (with adult supervision) if an accident occurs. MPA is NOT licensed to change diapers.

Registration takes place in the fall and all students will be required to have the following paper work; Birth certificate, Immunization records & health statement signed by the physician. All forms will be held in the office.

Students who are entering into MPA from a private or out of district school will be asked to complete an authorization to request records. Students who entering into from the neighborhood school, MPA will request the records.