



Enrollment Policy 2020-21

In the 2020-21 school year, Ivy Hill Preparatory Charter School will enroll 180 students in Kindergarten, 1st, and 2nd grade. We will grow one grade each year until we reach full scale in year 5, at which point we will enroll students in grades K-5. Ivy Hill Preparatory Charter School's admission policies and procedures are in accordance with Education Law §2854. Ivy Hill Prep is a tuition-free, public charter school. Admission of students will not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, sexual orientation, gender identity, socioeconomic status, parent's/guardian's marital status, political affiliation, or any other protected status. Any child who is qualified under the laws of New York State for admission to a public school is qualified for admission to Ivy Hill Preparatory Charter School.

Enrollment Eligibility

New York State Resident. All student applicants must be residents of New York State at the time of enrollment. To complete the enrollment process, all parents are mandated to attend one (1) of the designated Enrollment Days organized by the school to secure their child's seat. In the event of unexpected school closure, the submission of student documents and the completion of school specific enrollment documents will be completed electronically prior to a specific date that will be decided upon by the school. At the time of enrollment, whether in person or if done electronically, families must provide **two** proof of residency documents for the student. Acceptable proof of residency includes: lease agreement, mortgage statement, residential utility bill, property tax bill, water bill, government-issued identification which has not expired and includes the address of residence, income tax form, NYS driver's license which has not expired, voter registration documents, or evidence of custody of the child that include name of student and address of residence. Students in temporary housing, as defined by McKinney-Vento, are not required to submit proof of residency documentation.

Age. All students that enroll in Kindergarten must turn five by December 31st of that school year. For the 2020-2021 school year, all students that enroll in Kindergarten must turn five by December 31, 2020.

As a public charter school, we do not require any action by a student or family (such as an admissions test, interview, attendance at an information session, etc.) in order for an applicant to receive or submit an application for admission.

Enrollment Process

Application Submission. Ivy Hill Preparatory Charter School participates in the New York City Charter School Common Application and also provides paper applications for families when necessary to meet all accessibility needs. The application form is available in English and Spanish, and will be made available in other languages as needed. The application is available at www.ivyhillprep.schoolmint.net and www.ivyhillprep.org/apply. Ivy Hill Prep's application period will close at 11:59pm on April 1st of each year. Should the number of applications exceed the



capacity of the grade level, we will conduct a random, public selection process (lottery) to enroll students.

Lottery. In accordance with Public Officers Law § 104, the date, time, and location of the lottery will be made known to the public. Two weeks prior to the lottery, we will provide notice of the time and location of the lottery to the same media outlet we use to post information about our Board meetings and will also post this information on our website. All families that have submitted an application by the deadline will be notified of the date, time, and location of the lottery. While families are welcome to attend, they are not required to do so and will not be penalized in any way if they do not attend. The lottery will be open to the public, in accordance with NYS Education Law §2854(2)(b), and a disinterested party will draw the lottery (8 NYCRR 119.5).

Accepting an Offer. Families will receive a phone call and email notification if their child is accepted by the lottery, and will have two business days to respond to the offer of acceptance. If families do not respond or formally accept the seat within two (2) business days, the seat will be filled from the waitlist in numerical order. Families can respond to the offer by phone (917.789.8959) or by email (info@ivyhillprep.org.) If a family initially declines an offer and then seeks a seat for the same child at a later point during that school year, that family will be added to the end of the waitlist.

Vacant Seats. We will backfill vacant seats in kindergarten through third grade up to and including the last day of second quarter. Seats vacated between the initial lottery and the last day of second quarter will be offered to students on the waitlist. Seats vacated in the third or fourth quarter will remain vacant through the end of the academic year and will be filled for the next academic year through the public lottery. If a seat becomes available before the third quarter, we will contact the next family on the waitlist in numerical order and allow them two (2) business days to formally accept the seat. Families can respond to the offer by phone (917.789.8959) or by email (info@ivyhillprep.org). Should the family not accept or respond to our offer, we would move to extend an offer to the next family on the waitlist. Per our commitment to fulfill our mission for each student, we will not fill vacant spots that become available during the third or fourth quarter.

No-Show Policy. If a student does not attend and misses 20 consecutive days, and the student's family does not respond to communication from the school during this period of absence, the student may be removed from Ivy Hill Preparatory Charter School. Ivy Hill Prep will make every effort to reach absent families during the course of the first week of the school year, but will remove students and fill vacant seats in accordance with the process outlined above.

Enrollment Preference

In accordance with New York State Charter School Law, enrollment preference will be given to students residing in the district of the school's location, siblings of students applying or already enrolled at Ivy Hill Prep, and students of Ivy Hill Prep employees.



In District of Location. We will accept students residing in the district of the school's location before accepting students living outside of that district. If we have fewer In-District applications than available seats, we will automatically accept all In-District applicants, and then fill the rest of our open seats through the lottery process described above.

Returning Students. Students returning to Ivy Hill Preparatory Charter School in a subsequent school year are exempt from the lottery process, and automatically enrolled in the next school year.

Siblings of Applying and/or Enrolled Students. If a child is selected through the lottery for a seat at Ivy Hill Prep, their siblings will be automatically granted enrollment if there is space available in their grade level. Siblings of currently enrolled students will be exempt from future lotteries and will be automatically granted a seat if there is available space at their grade level. Siblings are defined as children whose primary guardian(s) are also the primary guardian(s) of other children applying or already enrolled at Ivy Hill Prep. This is defined as guardian(s) who have custody of children and include half-siblings, step-siblings, or other family members such as cousins, nieces, or nephews being cared for as primary dependents. Siblings that apply simultaneously to Ivy Hill Preparatory Charter School, will also receive priority in the lottery process.

Children of School Employees. Children of school employees will be exempt from the lottery provided that the parent employed at Ivy Hill Preparatory Charter School has full or joint custody of the child. Employees include anyone who works at least half-time for Ivy Hill Prep and who started work on or before the first day of school of the year in which they are submitting their application. The number of students enrolled who are children of school employees will not exceed 15% of the total enrollment. Should the number of school employees' children applying exceed 15%, then all children of employee applications will be included in the general enrollment lottery.

Withdrawal Process

Students may be withdrawn from Ivy Hill Preparatory Charter School at any time in accordance with the procedure outlined below. Only the enrolling custodial parent/guardian may withdraw a student:

1. Ivy Hill Prep will verify that the withdrawing parent/guardian is the custodial parent/guardian.
2. The withdrawing custodial parent/guardian must complete a withdrawal form and provide a signature to confirm the withdrawal decision.
3. Ivy Hill Prep will confirm receipt of the completed withdrawal form and signature, and will remove the student from the school's roster.

Seats that open as a result of a withdrawal will be filled in accordance with the steps outlined in the **Vacant Seat** section above.