

DISCOVERY CLUB WAITING LIST GUIDELINES
(for full-fee enrollment)
Revised December 1, 2015

Waiting List Priority Ranking System *

Note: Kindergarten designation includes Transitional Kindergarten students

1. Kindergarten Siblings
 - Incoming Kindergartners that have a brother or sister attending Discovery Club.
2. Kindergarten Transfers
 - Incoming Kindergartners coming from a SJUSD program.
3. Kindergarten
 - A child that is attending a kindergarten class in an elementary school.
4. Siblings & Transfers
 - First through sixth graders that have a brother or sister attending Discovery Club.
 - Kindergarten through sixth graders that are transferring from one Discovery Club to another.
5. First-Sixth Grade

Six incoming kindergarten students (1, 2, and 3) will be enrolled. Siblings & transfers (4) are then added before enrolling additional kindergartners. After enrolling up to 14 kindergartners, if space is available, first through sixth grade students (5) are enrolled.

Kindergarten Registration and Open Enrollment Procedure:

- Waiting List forms received during the Kindergarten Registration and Open Enrollment time will be processed after the date specified on the form.
- The waiting list order will be developed through a random selection process within our priority ranking system.
- The time and/or date your waiting list form is received in the ECE office during this period has no bearing on this process.
- Waiting List forms received in the ECE office after Kindergarten Registration and Open Enrollment time will be time and date stamped. Forms will then be placed in chronological order.

Reminders – Families contacted regarding space availability may do one of the following:

- Enroll in Discovery Club within two weeks of offer of space availability.
- Be removed from the waiting list.

Please Note:

- Discovery Club is a 12 month program – students are enrolled as space is available all year. Parents must start their children within two weeks of being called regarding space. Incoming kindergarten students can start in the summer prior to school opening.
- Families that have declined will be removed from the waiting list.
- Filling out a waiting list form does not guarantee enrollment.
- Transfer status is lost if a space is offered and declined.
- Families that drop Discovery Club for any reason, including summer, will not be guaranteed re-enrollment and do not have priority on the waiting list.
- A family's place on the waiting list is flexible due to the priority ranking system.

* Children's Protective Services (CPS) referrals will take precedence over all others, with documentation. (EC 5263(b) (1); 5CCR 18081(b) (10) and 18092)

Please call 971-5975, to confirm that your information has been received.