

## **Great Hearts Academies Co-Curricular Programs Waitlist Policy and Procedures**

### **General Enrollment Overview**

Great Hearts Co-Curricular Programs (Athenaeum, Summer Camp, Kinder Readiness) are tuition-based programs which are separate and distinct from the Great Hearts public charter school program. Enrollment in a Great Hearts Academy does not guarantee enrollment in Co-Curricular Programs. Enrollment is based on a first-come, first-served basis and program capacity may vary from location to location. Once enrollment capacity is reached for any program/location, families can add their name to the program waitlist. This waitlist is ordered by first-come, first-served basis (date added to the waitlist) and possible priority status. Regardless of priority status, grade, program option, and program capacity are considered prior to any offer being extended for enrollment.

### **Non-Discrimination Policy**

Great Hearts Academies does not discriminate based on race, color, national origin, sex, disability, age, or immigration in its programs and activities. Co-Curricular Programs are not public, curriculum-based school programs and ESS services are not provided to students in these programs; however, we do partner with parents/guardians and each academy in order to make reasonable, safe accommodations for any scholar in our care, in compliance with the ADA. Please see the ‘ESS Services & Reasonable Accommodations’ section of the general policies and disclaimers for more information.

### **General Waitlist Policies**

Waitlist status, order, and priority resets each academic year and does not transfer to the following academic year.

The first waitlist entry for any family will be the only entry considered. Multiple entries will not be considered and will be removed from the waitlist, regardless of possible priority status.

### **Enrollment Deadlines After Offer is Made**

Once an offer is extended for enrollment, the offer must be accepted or rescinded within 48-hours (2 business days). If the offer is not accepted within the allotted time frame, it is assumed the offer is rescinded, and by default the scholar(s) name(s) will be moved to the end of the waitlist. When an offer is rescinded, the scholar(s) name(s) will be moved to the end of the waitlist. No further action is required by the family.

Once the offer is accepted, the scholar must be enrolled with a start date no later than the next calendar month (i.e. If the offer is accepted in September, start date must be no later than October). Program fees are not prorated for partial month attendance, regardless of waitlist status or when the offer is made. If the scholar is not enrolled to start within the next calendar month, the offer will be rescinded, and the scholar(s) name(s) will be moved to the end of the waitlist.

**Enrollment Priority Status Order, Definitions, and Waitlist Order:**

Priority status is given to waitlist entries in the order listed below. After a priority status is given, all entries are ordered based on waitlist order (date entered), grade availability, and option requested. Priority status does not carry over to the next calendar year. All priority statuses reset every single year.

1. Co-Curricular Programs Employee
2. Great Hearts Employee:
  - a. Children and grandchildren of Great Hearts Academies Lead Office and Academy employees.
3. Registration transfer from another campus
  - a. A child who transfers from one Great Hearts Academy where they were successfully enrolled in the Co-Curricular Program to another academy where the program is offered.
4. Sibling Priority
  - a. A sibling is currently registered for a Co-Curricular Program and additional sibling(s) to be enrolled are added to the waitlist.
5. Standard registration
  - a. Any scholar registering for the program that is not eligible for any category listed above.