



RECRUITMENT, RETENTION, AND ENROLLMENT POLICY

To the extent permitted by applicable law, the recruitment, retention, and enrollment policy shall include reasonable efforts to enroll educationally disadvantaged students.

Children's Kiva Montessori School (Kiva) is committed to serving the diverse communities that make up the Four Corners region. Our organizational goal related to our diverse community states that: our program will honor, enrich, and foster the cultural diversity of Montezuma County and the region through inclusive practices in enrollment, hiring, curriculum development, and outreach.

Recruitment

To support the recruitment of a diverse student body at Children's Kiva Montessori School, our school will:

- welcome any student to apply.
- distribute informational brochures in Spanish and English.
- ensure translation of materials is available in various languages, *if requested*.
- work closely with the Ute Mountain Ute Tribal Council and Education Department throughout the year and provide outreach during enrollment periods.
- schedule multiple enrollment meetings to facilitate parent/legal guardian availability.
- collaborate with our partner, Children's House Early Childhood Program to ensure Elementary/Middle School information is provided to all enrolled CH students.
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Retention

To support the retention and ongoing academic, social, physical, and emotional success of all students our school will:

- fund and sustain a Free and Reduced Meal (FRM) program for eligible students.
- implement sliding scale fee structures based on FRM eligibility for all school materials fees, activities, or programs that have related costs or fees.
- cultivate strong parent-school-community partnerships through volunteerism, an active and inclusive Parent/Teacher Organization (PTO), parent education nights, school-wide celebrations, and other events.
- implement a coordinated, responsive, Rtl program that aligns social, emotional, behavioral, and academic support resources for families and students in need.

- implement our evidence-based academic program that supports the development of the whole child, emphasizing balance and excellence in academic, physical, social, and emotional achievements.

Enrollment Criteria and Procedure

The purpose of an enrollment limit is to ensure adequate space, strategically plan for school growth, and support academic goals. Children’s Kiva Montessori School (Kiva) is committed to providing a unique education option in the region for as many students as we can appropriately accommodate. If enrollment requests exceed the capacity of the school, the following procedures will determine which student(s) is/are able to complete enrollment. Those students who are not offered placement, will be put onto a wait list.

Priority Enrollment Categories - Currently enrolled students have priority for enrollment in Kiva for the following school year. Beginning in January of each year, parents/legal guardians of students currently attending Kiva **must** declare their intentions to return to the school in the next academic school year. The Kiva website (www.kivacharter.org) will post a reminder to parents/legal guardians of the need to return the Intent to Re-Enroll form, along with any additional requested forms, and the final day they will be accepted. It will be the parent’s/legal guardian’s responsibility of each student to return the Intent to Re-Enroll form by the last business day in January. On the first business day of February, the Head of School will determine the number of spaces available for new students in each grade level for the upcoming school year. If there are more new student applicants than available spots, the Head of School will first follow the priority list (see below) and then use his/her discretion to place students.

Priority for available 1st through 8th grade spots will be allocated to the following groups, in the order stated below:

1. Children of Founding Members of Children’s Kiva Montessori School; *established in 2014*.
2. Children of current Children’s Kiva Montessori Elementary/Middle School Board of Directors or former members who served at least one full term.
3. Children of current, full-time teachers and staff.
4. Siblings* of returning and admitted Kiva students.
 - a. Should there be more siblings of returning and admitted Kiva students than enrollment openings for a given grade, enrollment shall be offered at the Head of School’s discretion.

*NOTE: Siblings include any child(ren) living in the same household or with a common parent/legal guardian in separate households. This includes children who become siblings by marriage and/or adoption. Any sibling born while a student is enrolled may retain that status even if the original student graduates from Children’s Kiva Montessori School before he/she reaches Kindergarten. Any sibling offered a position in the first semester must enroll or forfeit their position.

Limitation: The combination of children of Children’s Kiva Montessori School founding families, board members, and children of current, full-time Kiva teachers and staff will not exceed twenty percent (20%) of the total enrollment population in any given year. Should

these two groups of children exceed the twenty percent (20%) limit of the total enrollment population in any given year, priority within this group shall be given to:

1. Children of Founding Members of Children's Kiva Montessori School; *established in 2014*.
2. Children of current Children's Kiva Montessori Elementary/Middle School Board of Directors or former members who served at least one full term.
3. Children of current, full-time Kiva teachers and staff; and
4. Children with Intent to Enroll forms received prior to June 25, 2013.

Enrollment Procedure -

Current Kiva Students:

1. Submit the Intent to Re-Enroll form by the specified date.
2. Submit all additional paperwork by the specified date.

New Students:

1. It is **mandatory** that a parent/legal guardian of an interested student attend an Enrollment Meeting **and** take a tour of the school where the student is applying to attend.
2. Submit the Enrollment form.
3. Submit all additional paperwork.

IMPORTANT: Enrollment, for any student, will not be finalized until the parent/legal guardian has completed and submitted all applicable paperwork, including the registration packet. Enrollments are, in all cases, subject to limitations imposed by law and requirements of the contract in place with our authorizer.

Students without Previous Montessori Experience

Students may register for Kindergarten without previous Montessori experience. Parents/legal guardians of student(s) applying for grades 1-8 without any previous Montessori experience will be expected to participate in a Montessori Transition Program. Due to the different environment and methodologies in a Montessori school, the transition program is put in place to ensure student success at Kiva.

A transition meeting will be scheduled for all students transferring from other schools. The participants will include the student, parent(s)/legal guardian(s), the Head of School and a faculty member. Transcripts from the student's previous school will be requested upon enrollment. The student and their parent(s)/legal guardian(s) will be required to participate in a classroom observation period. Once the student is admitted, the student and their parent(s)/legal guardian(s) must agree on an educational plan and sign a Family Commitment Agreement. Throughout the course of the first year, families in the Transitional Program will have progress reviews to verify that their student is succeeding. Teachers will assess students to ensure that they are successfully transitioning into the Montessori program.

New Student Registration List Administration

If there are more new student applicants than available spots, the Head of School will first follow the priority list (see above) and then fill spots as they are available within the individual classrooms to place students. All students placed on the Wait List must reapply through the enrollment process each school year.

First Reading: 11.27.17

Second Reading: 12.18.17

Final Reading: 05.20.18

Approved on: 05.20.18

Children's Kiva Montessori Elementary/Middle School Board of Directors