

Information sheet for Enrollment At City Neighbors Charter School 2010-2011

Before you apply:

- City Neighbors Charter School will serve Kindergarten through the Eighth grade in 2010-2011.
- We strongly recommend that interested families attend an open house/informational session and school tour before completing an enrollment form. These sessions will be held prior to the enrollment form deadline. In order to accommodate working families, both evening and daytime sessions will be made available. Due to the volume of interest, we are not able to accommodate individual informational sessions and school tours.
- **Age requirements:**
A child must be 5 years old as of September 1, 2010 in order to enroll in our kindergarten. We only accept early admission if documentation is provided that the child has passed the City Schools early admission testing and it is submitted with the enrollment form.

Open House Schedule

Friday January 15th 9am-10:30am
Wednesday January 27th 6:30pm-8pm
Friday February 12th 9am-10:30am
Monday February 22nd 6:30pm-8pm

Applications may be turned in at this time.

How you apply:

- To apply to City Neighbors Charter School, please complete and submit an application for **each child** you wish to enroll. Be sure to be complete, accurate and legible. Incomplete applications will not be processed. City Neighbors Charter School is not responsible for incorrect or inaccurate information. Applications can be picked up from the school or downloaded and printed out from the website www.cityneighbors.org.
- Applications will be accepted in several ways:
 - Hand delivered or mailed, to the school "Attention: April Crosby" during regular business hours (8am – 3pm). The mailing address is 4301 Raspe Avenue, Baltimore, MD, 21206.
 - Applications can be faxed to 410-325-2489.
 - Scanned and emailed to acrosby@cityneighbors.org
- Applications are accepted from December 1st – February 24th at 3pm. Applications received after February 24th will be placed at the bottom of the wait list and not included in the lottery.
- It is recommended you call to confirm receipt of your application. City Neighbors is not responsible for lost, wrongly addressed, or damaged applications due to the USPS or electronic transmission.

After you apply:

- If the number of children intending to enroll in the City Neighbors Charter School exceeds the number of available spaces, students will be selected for admission by random lottery on a grade-by-grade basis, as required by Maryland law. Spaces will be offered in the order of the names drawn with the rest of the names creating the waiting list. If the number of applicants for a given grade does not exceed the number of available spaces, all applicants will be offered admission to the school in that grade.
- The lottery will be held Friday February 26th at 9am.
- An acceptance card and registration form will be mailed to all accepted applicants by March 5, 2010. **This card and registration form must be returned and postmarked no later than April 2, 2010.** If we do not receive this written response postmarked by that date, we will offer the available slot to the next applicant on the wait list. A verbal acceptance is not sufficient and a space will not be held.
- **Wait list applicants** will be notified of their placement on the waiting list by March 5, 2010. The wait list does not carry over from year to year. Current wait list families must **re-apply** each school year.