

## Waiting List Policy

The school's enrollment capacity is limited by various factors, some that apply to all students and others that apply by age, grade, or gender. When a prospective student is admitted but cannot be enrolled because of limited capacity, the student shall be placed on the waiting list upon payment of an enrollment deposit towards the Supplemental Fee. The amount of the enrollment deposit shall be set from time to time by the School Meeting or its designated agent.

Enrollment vacancies shall be filled from the waiting list, by offering enrollment to qualifying students in the order in which they entered the waiting list, except for special cases discussed below. Depending on the various constraining factors, a vacancy may be available only to certain students, based on age, grade, or gender. Thus, for example, a vacancy could develop that can only be filled by a student of a certain age range; and other students – including those who entered the waiting list at an earlier date – may be bypassed to fill the vacancy with a qualifying student.

Admitted students in the following classes shall be offered enrollment ahead of others, and in the order presented here:

1. Children of full-time staff and children of part-time staff whose work schedules include at least 24 hours per week.
2. Siblings of currently enrolled students whose tuition accounts are current (and also currently enrolled returning students in special circumstances detailed below).
3. Children who have attended CMO regularly within the preceding 12 months.
4. Alumni in good standing who were enrolled for at least two years (24 months), and their children.

Determination of each admitted student's enrollment priority class shall be made at the time of each offer of enrollment, accounting for changes in individual circumstances.

Enrolled students who meet certain requirements shall be automatically re-enrolled from one school year to the next, and shall not be subject to the waiting list. Students who fail to meet any one or more of these requirements shall be placed on the waiting list if and when the requirements are later met. These returning students shall be offered re-enrollment in the same priority class with siblings (class 2 above). Returning student requirements for automatic re-enrollment from one school year to the next are as follows:

- a. By April 30, the student shall communicate to the school an intent to return for the following school year. Intent shall be indicated by any one of the following actions: submission of the Family Financial Data form; payment of part or all of the Supplemental Fee; or submission of a completed intent-to-return form, generally provided by the school annually in March.
- b. On and after April 30, the student's tuition account shall be current, or payment arrangements made with the school.

- c. By July 10, the Supplemental Fee shall be paid, or payment arrangements made with the school.
- d. By August 10, the first tuition payment shall be paid, or payment arrangements made with the school.

(NOTE: Failure to meet returning student requirements shall not be regarded as notice of termination of enrollment, and does not affect tuition payment obligations.)

Offers of enrollment shall be made subject to acceptance within a short period of time. If an offer is not timely accepted, the student shall remain on the waiting list, in the same position, eligible to receive future offers of enrollment.

Students may withdraw from the waiting list at any time, and the school may revoke an admission at any time, thus withdrawing the student from the waiting list. In any case, the enrollment deposit shall be refunded only if no offer of enrollment has been made, and the student has remained on the waiting list at least until the beginning of the school year following waiting list entry.

## APPENDIX: Capacity Constraints Imposed By Law

Known legal constraints include the following (excerpted) regulations administered by the Pennsylvania Department of Education. Other limits may be imposed from time to time by the Assembly or School Meeting.

### Toilets & washbowls

53.12, relating to nursery and kindergarten. There shall be at least one flush toilet and one washbowl for every 15 children.

55.2, relating to elementary grades. (a) For students in grades one, two and three, there shall be a minimum of one flush toilet and one washbowl for every 15 students of each sex. (b) For students in grades four to eight there shall be a minimum of one flush toilet for every 20 girls and one flush toilet and two urinals for every 40 boys. A restroom shall have at least one washbowl for every 40 students using that room.

57.2, relating to grades 9 through 12. (b) There shall be a minimum of one flush toilet for every 20 girls. (c) There shall be at least one flush toilet and two urinals for every 40 boys. (d) Each restroom shall have at least one washbowl for every 40 students.

### Pupil-Teacher ratio (referring to state-credentialed teachers)

53.26, relating to nursery and kindergarten. [Paraphrasing of a table] Pupil-Teacher Ratio. With one teacher: 20 children. With one teacher and one aide: 26 children. With one teacher and two aides: 28 children.

55.13, relating to elementary grades. (a) Grades one, two, and three may not have more than 25 students under the direction of one teacher at one time. (b) Grades four to eight inclusive may not have more than 30 students under the direction of one teacher at one time.

57.13, relating to grades 9 through 12. There may not be more than 30 students under the direction of a teacher at any one time.

### Indoor space

53.11, relating to nursery and kindergarten. (a) There shall be a minimum of 35 square feet of floor space per child in the indoor classrooms, exclusive of offices, sanitary facilities, storage spaces and other auxiliary rooms...

55.1, relating to elementary grades. There shall be a minimum of 30 square feet of floor space per child in the indoor classrooms for grades one, two and three. For grades four to eight there shall be a minimum of 25 square feet of floor space per child in the indoor classrooms.

57.1, relating to grades 9 through 12. There shall be a minimum of 15 square feet of floor space per student in classrooms.

### Outdoor space

53.11, relating to nursery and kindergarten. (b) There shall be a minimum of 60 square feet of accessible space per child in the outdoor activity area...

[END]