

SUZUME NO GAKKO REGISTRATION PROCEDURE FOR THE 2012 SESSION

1. PRE-ENROLLMENT: Students of staff and Board members along with students who have attended for 4 or 5 years will be pre-enrolled. (Note: Siblings of 4-and 5-year students must register through the lottery.)
2. FIRST DROP-OFF LOTTERY: All children that were registered in the 2011 session and their siblings entering 1st grade, or siblings of former graduates of Suzume no Gakko entering 1st grade, will be given the opportunity to enroll in the first drop-off lottery. Families must be in good standing to participate in registration. Registration forms will be accepted on **Tuesday, January 3, 2012 between 6:45 and 7:15 p.m. at Wesley United Methodist Church, Fireside Room.** Forms may be dropped off by anyone you desire during the designated time. Siblings (grades 2 through 6) who were not enrolled in the 2011 session must register in the second lottery. **Forms not received by 7:15 p.m. will automatically be entered into the second lottery.**
 - a. All vacant spots will be filled by families, with each child's name filled in at the next available open slot. Registering in this manner DOES NOT guarantee that every child in the family will be enrolled.
 - b. Classes will be filled by this method until there are five remaining vacancies in each grade if class is not filled due to pre-enrolled students. In this manner, new families will have the opportunity to enter their children in the second drop-off lottery.
 - c. **Children who were not enrolled in the first lottery will be automatically entered in the second drop-off lottery.**
3. FIRST LOTTERY NOTIFICATION: Families will be notified of the results by email. Notification will be sent no later than Saturday, January 7, 2012. For those children whose names were drawn for enrollment, registration forms should be downloaded from our website, www.suzumenogakko.org, and **must be returned to Suzume no Gakko, P.O. Box 5756, San Jose, CA 95150 5756, postmarked by Wednesday, January 18, 2012.**
4. SECOND DROP-OFF LOTTERY: New children and returning children whose names were not drawn in the first lottery will be given the opportunity to enroll in the second drop-off lottery. Registration forms for the second drop-off lottery will be accepted on **Tuesday, January 31, 2012, between 6:45 and 7:15 p.m. at Wesley United Methodist Church, Fireside Room.** There should be at least five vacancies per class, which will be filled in this lottery unless pre-enrolled students fill the class. Classes are limited to 16 students (with some possible exceptions). The "family" registration procedure as described above will apply.
5. SECOND LOTTERY NOTIFICATION: Notification for the second drop-off lottery will be sent via email by Saturday, February 4, 2012. A waiting list will be created for those children not drawn in the second lottery. For those children whose names were drawn for enrollment, registration forms should be downloaded from our website and **must be returned to the Suzume no Gakko P.O. Box listed above, postmarked by Thursday, February 16, 2012, or forms may be turned in directly to Denise Hayashi, Parent Participation Coordinator, at the New Parents' Meeting that evening.**
6. "DOUBLE CLASSES" POLICY: The first two classes whose waiting list reaches 12 students will qualify for the second class for that particular grade level.
7. NEW PARENTS' MEETING: A meeting for parents new to Suzume no Gakko will be held on **Thursday, February 16, 2012, at 6:30 p.m.** in the Wesley United Methodist Church Fellowship Hall to explain the Parent Participation requirements and to answer questions. Descriptions of the primary and secondary committee assignments will be given and discussed at this time.
8. MANDATORY PARENT MEETING: **On Tuesday, May 8, 2012 at 7:30 p.m.** one parent from each family is **required** to attend to sign up for classroom and float work days. Those who do not attend will be **assigned** parent workdays. If there is a conflict with your assigned days, you are responsible to trade work days with another family yourself. Two signed and completed emergency forms per child (download form from our website) and a final tuition payment of \$150 per child (checks only) should be brought to the meeting.
9. CHECKS: Checks will be cashed after the child's name is placed on a class roster.