



Enrollment Policy

CCFA's enrollment policy complies with Pennsylvania State Law Non-Discriminatory Policy. Admission to CCFA is open to all children in the Commonwealth of Pennsylvania. CCFA is open to all eligible students on a space available basis and will not discriminate in its admissions policies. CCFA's age requirement of 5 years of age, by September 1st of the year attending Kindergarten, reflects the policy in place in our chartering school district, West Chester Area School District. Students must meet Pennsylvania State Law immunization policies.

Students entering kindergarten through 2nd grade are welcome at Chester County Family Academy Charter School. While starting in kindergarten is ideal, it is not necessary.

To enroll your child(ren), complete a Registration Form (forms are in both English/Spanish) and send it to:

Chester County Family Academy Charter School
530 E. Union Street Suite2
West Chester, PA 19382
610-696-5910
Fax: 610-696-6324

The Enrollment Process

Chester County Family Academy does not discriminate in its admission policies or practices on the basis of residency or non-residency, intellectual ability or athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district. A Home Language Survey will be completed as part of the registration process. If enrollments exceed the spaces available, a lottery is held.

- **Re-Enrollment:** The re-enrollment process is conducted for the existing student body for the forthcoming year, beginning on January 1st and ending on February 25th of the same year. In each successive school year, students who were enrolled in the school the previous

Chester County Family Academy will not discriminate in employment, educational program, or activities based on race, color, national origin, age, sex, handicap, creed, marital status, or because a person is a disabled veteran of the Vietnam era. No elementary, K-2 student, enrolled in the CCFA program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship. Participation in instruction and activities for a student identified as exceptional may be limited according to the Individual Education Program (IEP) developed for the student.

year will keep their seats in the school until they graduate, provided that a re-enrollment form is submitted on their behalf. Students who do not submit a re-enrollment form by the deadline (February 25th) must re-apply during the initial or "open" enrollment period. All aforementioned applicant rules will then be enforced. Enrollment decisions are conducted in a timely manner.

- **Open Enrollment:** The initial or "open" enrollment period is until March 15th of each year. If, on March 16th, there are sufficient seats for all applicants to attend, the applicants will be asked to complete registration paperwork for admission. If there are more eligible applicants than available seats, the school will conduct a manual lottery to determine who will be asked to register. Enrollment decisions are conducted in a timely manner.
- **Late Enrollment:** All applications received after the initial or "open" enrollment period will be accepted on a "First-Come, First-Serve" basis, after the Waiting List, generated by the Lottery, has been exhausted. Students accepted under Late Enrollment will begin classes within five (5) days of enrollment.
- **Transferring Students:** All transferring students will be accepted on a "First-Come, First-Serve" basis, after the Waiting List, generated by the Lottery, has been exhausted. Transferring students will begin classes within five (5) days of enrollment.
- **Sibling Enrollment:**
In accordance with PA Charter School Law, siblings of currently enrolled students get preferential enrollment ahead of non-sibling new enrollees. However, sibling enrollment is not guaranteed, as CCFA must review the returned enrollment materials to ensure completion and then determine space availability. Sibling enrollment is only for prospective students who are siblings of currently enrolled CCFA students. Parents/Guardians need to request enrollment materials for siblings. Enrollment decisions are conducted in a timely manner.