

## LASER 2024-25 Registration Process

In order to ensure that (a) our programs are equitably offered, (b) priority is allocated based on existing enrollment, and (c) registration is easier for parents, the following process for registration and enrollment will be used across all LASER sites for after-school care.

**Enrollment:** A lottery (random number) system will be used to order applicants. Priority will be given to returning, full-time students, but we also welcome new students. We will begin assigning lottery numbers when the enrollment period ends. Details on the lottery process are described below.

**Deadlines:** LASER will accept applications between. **Friday, May 17 at 12:00 a.m. to Friday, May 31 at 11:59 p.m.** All applications received prior to the deadline will be eligible for the lottery. There is no priority given when a person registers online as long as it's within the two-week enrollment window; meaning an application received at 10 am on the first day is counted the same as one received on the last day of the window. Enrollment applications received after June 1 will be processed on a first-come, first-served basis after the initial enrollment lottery is complete.

**Notification:** LASER will notify families by email if they have secured a spot by June 14. If enough space is available, a lottery will not be necessary, and all applicants will be registered.

### 1. Application Process

- a. Parents can register for care online. Parents of children currently or previously in the after- school program still need to sign them up for next school year; it will not be automatically transferred. There will be separate applications for Bryant and Laurelhurst. A \$100 non-refundable payment is due at the time of registration, which will be applied to your new student registration fee or deposit.
- b. Once the application is submitted, you will receive an automated confirmation email that we have received your application. IF YOU DO NOT RECEIVE AN AUTOMATED CONFIRMATION, WE HAVE NOT RECEIVED YOUR REGISTRATION.
- c. At any time before the enrollment window is closed, a family can withdraw their application by contacting LASER via email (Please email [billing@laserchildcare.org](mailto:billing@laserchildcare.org)).
- d. Families that miss the registration deadline will fall into the last category as defined in section 2: "All other registrants".

### 2. Lottery Process

- a. All registrations will be separated into the following categories, based on current enrollment:

- i. Returning full time children who are currently attending full-time in the 2023-24 school program
- ii. Returning part-time children who are currently attending the 2023-24 after-school program (note: only for their current schedule of care)
- iii. Returning part time children applying for a different schedule (or adding days they had dropped over the 2023-24 school year)
- iv. Returning children who are currently at a different site
- v. New children who are siblings of returning children
- vi. Children who have been on the waitlist for the 2023-24 school year and have not been offered a spot.
- vii. All other registrants, including incoming kindergarteners.

*Note: If your child has attended LASER program during summer/school year day camp or in years prior to the 2023-24 school year, they are not considered a returning student. Only those that are currently enrolled in the LASER after-school program are considered returning students. Your child would be considered part of the "All other registrants" enrollment group.*

b. A lottery (random number) system will be used to order all the children within each group.

c. Children will be given a spot in the site's childcare based on their application and lottery drawing.

d. Any children not given a spot will be assigned to a waiting list based upon their order from the lottery system.

e. If enough space is available, a lottery will not be necessary, and all applicants will be registered.

### 3. Waiting List

- a. All children not given a spot through the lottery system above (2) will be assigned to a waiting list based on that system.
- b. As space becomes available, families will be contacted by email and offered that space.
- c. The family can decide to take or forgo the space.
- d. The family can decide if they want to remain on the list in case they need more childcare than what is currently available when offered available space.