

Suzume no Gakko
Registration Procedure for the 2017 Session

1. The registration fee is \$350 per student. A deposit of \$175 is required at the time of registration, with the balance of \$175 due at the Mandatory Parent Meeting.
2. All families should register via the online registration form at <https://goo.gl/forms/a5HscZf7qWXNh3Il1>. Upon submission, a confirmation email will automatically be sent. This email should be printed out, and submitted along with a deposit check, as described below.
3. PRE-ENROLLMENT: Staff and Board Members, along with the 4th and 5th year students, may pre-enroll by filling out the online form linked above, and then mailing a copy of their confirmation email and deposit check to **Suzume no Gakko, P.O. Box 5756, San Jose, CA 95150-5756**. (Note: Siblings of 4th and 5th year students must register through the lottery.)
4. FIRST DROP-OFF LOTTERY: All children registered in the 2016 session and their siblings entering 1st grade, or siblings of former Suzume no Gakko students 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 confirmation emails and deposit checks will be accepted on **Tuesday, January 10, 2017 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 2015 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 5 remaining vacancies in each grade if the 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.**
 - d. NOTIFICATION: Families will be notified of the results by email. Notification letters will be emailed by Friday, January 13, 2017.
 - e. For those children whose names were drawn for enrollment, registration forms should be downloaded from our website, <http://www.suzumenogakko.org/>, and **must be returned to Suzume no Gakko, P.O. Box 5756, San Jose, CA 95150-5756, postmarked by Saturday, January 23, 2016.**
5. 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 confirmation emails and deposit checks for the second drop-off lottery will be accepted on **Tuesday, February 7, 2017,**

between 6:45 and 7:15 p.m. at Wesley United Methodist Church, Fireside Room. There should be at least 5 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.

- a. NOTIFICATION: Notification letters for the second drop-off lottery will be emailed by Friday, February 10, 2017. A waiting list will be created from those children not drawn in the second lottery.
 - b. 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 Tuesday, February 28, 2017, or forms may be turned in directly to Shannon Morales, Parent Participation Coordinator, at the New Parent’s Meeting on March 7, 2017.**
6. EXTENDED CLASS POLICY: The first two classes whose waiting list reaches (8) students may qualify for the extended class for that particular grade level.
 7. NEW PARENT’S MEETING: A meeting for parents new to Suzume no Gakko will be held on **Tuesday, March 7, 2017, at 7:00 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 ORIENTATION MEETING: **On Tuesday, May 9, 2017, at 7:30 p.m.** one parent from each family is **required** to attend to sign up for classroom and float work days. Those not in attendance 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.
 9. CHECKS: Checks should be made payable to “Suzume no Gakko” and will be deposited after the child’s name is placed on the class roster.