

**CAPSTONE ADAPTIVE LEARNING & THERAPY CENTERS, INC.**  
**MANAGEMENT POLICIES & PROCEDURES**

POLICY DATE: 10/2019

TITLE OF POLICY: **Controlled Open Enrollment / Public School Parental Choice Policy (Page 1 of 3)**

To comply with Florida statutes and the Open Enrollment Policy of the applicable school district, either Escambia or Santa Rosa, Capstone Academy has adopted the following policy regarding enrollment of students from other school districts which is the primary purpose of Florida Statute 1002.31.

**1. Introduction**

As a charter school serving a special needs population, qualifying attributes of students are more restrictive than enrollment requirements for schools serving typically developing students. Therefore, the premise of a student being qualified for an Exceptional Student Education (ESE) standpoint must be in place prior to any consideration being given for enrollment.

The purpose of this policy is to clearly describe the enrollment process for Capstone Academy.

**2. Policy Statement**

- Available space will be the determining factor in acceptance of an applicant.
- Preferential Treatment:
  - School Districts must provide preferential treatment in their controlled open enrollment processes to:
    - Dependent children of active duty military personnel whose move resulted from military orders;
    - Children who have been relocated due to a foster care placement in a different school zone;
    - Children who move due to a court ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent; and
    - Students residing in the school district
  - Preference may be given to children of staff or members of the governing body.

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- Students from other school districts may submit their admission request at any time. This request shall include all completed documents required for enrollment at Capstone Academy.

**3. Enrollment Process**

Capstone Academy charter schools are publicly funded: There are no admission tests, fees, or tuition.

**For the purposes of this document, “eligibility” is defined as: Completion of a Child Find referral and eligibility for ESE services as indicated on the child’s IEP (Individual Education Plan) OR an existing IEP.**

The enrollment process is as follows:

- The child must be found eligible to attend Capstone Academy ESE Pre-K
- Completion of Capstone Academy ESE Pre-K enrollment packet
- All completed enrollment packets for new students will be date and time stamped in order of receipt.
- Current/Returning students must complete a re-enrollment form and submit by 2 pm on the last day of school.
- Final say for enrollment lies with Capstone Administration, who will determine if the child’s specific needs can be met at the Academy.

**4. Class Size**

There is a capacity limit for enrollment at Capstone Academy depending on age and the unique needs of the children. Current enrollment/class sizes for ESE Pre-K is posted at [www.capstoneacademy.org](http://www.capstoneacademy.org).

In addition, Voluntary Pre-Kindergarten (VPK) and Our Time after school care class size limits are also posted on the website; however, enrollment for VPK and Our Time are on a first come, first served basis. VPK eligibility is determined by the Early Learning Coalition and is a free service. Our Time eligibility is determined by Capstone Administration and is fee-based.

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**5. Random Lottery**

In the event that applications for enrollment in ESE Pre-K exceeds available spaces, applications will be placed in a lottery.

- If a child with siblings is chosen in the lottery, all other siblings will be given preference if spaces are available.
- Once a student is enrolled they do not need to be re-lottered.