



Wausau Area Montessori Charter School • 3101 N. 13th Street, Wausau, WI 54403

715.261.0795 • Fax 715.261.2035 • <http://montessori.wausauschools.org/>

Through the use of Montessori principles, including experiential learning and individualized instruction, we help students to achieve academic success, advance their awareness of self, encourage their responsibility to and for each other, and guide them to work together towards improving their community and the larger world.

WAMCS Enrollment Policy

The Wausau Area Montessori Charter School (WAMCS) is a public charter school and complies with state and federal regulations on safety and nondiscrimination; our enrollments are open to all. WAMCS does not discriminate on the basis of race, sex, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, or physical, mental, emotional, or learning disability.

I. Application Process

The application process starts with attending an Open House, which includes a tour, discussion with a teacher and Q&A with principal. To apply:

- a. Parent(s) will schedule a school observation, which includes a discussion with a teacher and principal.
- b. Schedule your student to spend half a day participating in the classroom, excluding Fridays.
- c. Complete the Wausau School District Registration Form and submit to WAMCS electronically or in paper form.
- d. Open Enroll students (who live outside of the Wausau School District) must also complete the open enrollment registration process with the Wisconsin Department of Instruction. ***Successful acceptance with the Wausau Area Montessori Charter School is contingent upon the approval of your open enrollment application.***
- e. Attend a REQUIRED Parent Orientation Meeting when accepted, dates TBD.
- f. **Application Deadline: Third Friday of March.**

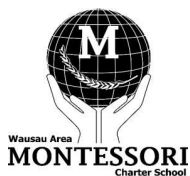
NOTE: All materials and links for needed items referenced above can be found on our website by [clicking here](#).

II. Application Windows

Window 1: From the beginning of the new school year to the Application Deadline for the next school year, if WAMCS has not reached caps by that time.

Window 2: From the Application Deadline to the end of the Open Enrollment (May 1) time frame on a 1st come 1st serve basis following our application process until caps have been reached.

Enrollment applications will be accepted through the end date of each window. If at any point during Window 1 WAMCS reaches its cap of allowable enrollments for the given school year, at the close of this window the lottery process will be followed. If WAMCS has not reached its cap during the first window, all those who completed and submitted their application will be enrolled and additional applications will be accepted during the 2nd window. The maximum number of students that can be accepted in each grade level shall be recommended by the WAMCS Principal and approved by the Governance Council annually.



Wausau Area Montessori Charter School • 3101 N. 13th Street, Wausau, WI 54403

715.261.0795 • Fax 715.261.2035 • <http://montessori.wausauschools.org/>

Through the use of Montessori principles, including experiential learning and individualized instruction, we help students to achieve academic success, advance their awareness of self, encourage their responsibility to and for each other, and guide them to work together towards improving their community and the larger world.

Enrollment Confirmation of Current Student Attendance for Next School Year

Each year WAMCS will send confirmation letters to all current students confirming their enrollment for the next school year and inquiring about any siblings who might attend. These letters must be returned to WAMCS by January 31st.

III. Open Houses & School Visitation Sessions

Wausau Area Montessori Charter School will hold a maximum of four open houses, one each month, January through April. Dates and times will be posted on our website. If early re-enrollment in January indicates that each class has reached its enrollment cap, the principal reserves the right to cancel superfluous open houses; otherwise, attendees at open houses will be notified that the classes have reached capacity. Any changes to the open house schedule during the enrollment window will be communicated to the community.

WAMCS school visitation sessions can be scheduled by contacting the principal.

IV. Lottery

Lottery Definition and Eligibility

A lottery is a random selection process by which applicants are admitted to WAMCS. A charter school receiving federal funding must use a lottery if more students apply for admission to the charter school than can be admitted. A charter school with fewer applicants than spaces available does not need to conduct a lottery (Wisconsin Act 55).

A charter school that has more registrations than can be admitted may exempt from the lottery those students who are deemed to have been admitted to the charter school already and, therefore, do not need to reapply. Specifically, WAMCS exempts the following categories of applicants from the lottery on this basis:

- a) Students who are currently enrolled in WAMCS and have confirmed that they wish to return for the coming school year.
- b) Siblings of students already enrolled in WAMCS for the coming school year if there is space available in the grade they will be entering.
- c) Children of WAMCS's board, teachers, and staff (so long as the total number of students allowed under this exemption constitutes less than 50% of the school's total enrollment).



Wausau Area Montessori Charter School • 3101 N. 13th Street, Wausau, WI 54403

715.261.0795 • Fax 715.261.2035 • <http://montessori.wausauschools.org/>

Through the use of Montessori principles, including experiential learning and individualized instruction, we help students to achieve academic success, advance their awareness of self, encourage their responsibility to and for each other, and guide them to work together towards improving their community and the larger world.

Lottery Process

If at any point during one of the enrollment windows WAMCS reaches their cap of allowable enrollments for the given school year, enrollment applications will be accepted through the end date of the window where the cap is met. At the close of that window the lottery process will be followed.

- a) When the school office receives application materials, they will be dated and each student assigned a number. This number will be used to identify the student during the lottery process.
- b) Applications received simultaneously for siblings for the same classroom will be processed sequentially. If one sibling's name is drawn during the lottery, their same-classroom sibling is then exempt from the lottery and automatically assigned the next available seat. If there is not an opening for the sibling, the sibling will be placed in a priority position on the top of the wait list.
- c) The lottery will be held no later than 2 weeks after the close of the enrollment window. All parents with students in the lottery will be notified of the date, location, and time with at least a one-week notice, as they are welcome to attend.
- d) The lottery will be held at WAMCS.
- e) All applicants will have their number randomly drawn.
- f) A Governance Council representative or staff member with no students attending WAMCS will draw numbers from an opaque container.
- g) Open seats will be filled by grade level beginning with KG.
- h) Those students who have their number drawn after the cap has been reached will be placed on an admissions waiting list in the order their number was drawn.
- i) Once given a seat, accepted students must accept or decline by the date stated in the acceptance letter. Declined seats are given to students on the waiting list in the order determined by the lottery.
- j) Waiting lists do not roll over from year to year. Prospective students must reapply each year until accepted.

V. Transfer Students

It is the intention of the WAMCS to ensure there is equity in its enrollment process. It is important that all families who wish to have students attend WAMCS have an equal opportunity for this enrollment. If spots become available during the school year, students on the waiting list will be considered for the available spot in the order determined by the lottery or by the date of their application as described in the above application process. Parents of transfer students wishing to attend WAMCS after October 1st of the current school year must be interviewed by the principal to ensure their adaptability to the Montessori method of instruction, and must be approved by the WAMCS Governance Council, prior to their acceptance.

Governance Council Approved: March 23, 2012, Updated and Approved: February 14, 2017.