

## PROCESS FOR CLUB SELECTION, LOTTERY, AND CLUB ENROLLMENT

### OVERVIEW

- Clubs meet weekly on a specific day:
  - **Aug 21st – Dec 21st** during 1st semester
  - **Jan 9th – May 17th** during 2nd semester
  - excluding holidays and no school days per the general school calendar
- If a student wishes to participate in a Pinewood School Club, a Club Selection Form must be submitted online by the deadline stated below.
- General information on the club selection process will be emailed to all K-6 families in July (1st semester) and November (2nd semester).
- Detailed instructions for completing a Pinewood Club Selection Form will be included in the parent email that is sent two days before club selection opens.
- Club enrollments will NOT carry over from a previous semester.
- Registration is NOT required for after-school supervision or extra-curricular activities.

### CLUB SELECTION

- Club Selection Forms may be submitted online at any time between:
  - **10:00am Jul 14th – 12:00pm Jul 17th** for 1st semester
  - **10:00am Nov 10th – 12:00pm Nov 13th** for 2nd semester
- There are three categories of clubs that are offered each semester:
  - Pinewood School Club (Enrollment Confirmed): if you select one of these clubs,
    - your student's enrollment is guaranteed and your student's name will automatically be added to the club roster.
    - the fee for each club will be billed to your FACTS account.
    - your submission confirmation email will be your only confirmation of enrollment.
    - no further action will be required on your part.

Pinewood School Club (Lottery): if you select one of these clubs,

- your student's enrollment is NOT guaranteed. Your student's name will be placed in the lottery for that club.
- refer to the Lottery Process detailed below.

Outside Vendors

- Enrollment is handled separately by each outside vendor.
- When club selection opens, a link will be located within each outside vendor's club description listed on Pinewood's website. Registration for these vendors will only be accepted through a vendor's specific link.
- Outside vendors set their own fees and payment is made directly to the vendor.
- The cancellation of a club, clinic, or workshop that is offered by an outside vendor must be processed by that vendor.

## **LOTTERY PROCESS**

### **Results Published**

- For all Pinewood School Club (Lottery) selections, parents will be notified of their student's status before 5:00pm on:
  - **Jul 24th** for 1st semester
  - **Nov 28th** for 2nd semester
- Parents will be notified by email if their student has been (1) offered a spot in a club or (2) placed on the waitlist for a club. In the subject line of the email notification, a student's status will be noted as Enrollment Offer OR Waitlist.
- The email address that we will use to contact you regarding your student's status will be the one you enter on the Club Selection Form. Please *monitor that email during the lottery process timeline*. We are unable to make accommodations if you are out of town and/or will not have access to email. Please check your spam folder if you do not see a Status Notification in your Inbox.

### **Student Status: Enrollment Offer**

- If you receive an email that includes "Enrollment Offer" in the subject line, you will have twenty-four (24) hours from the *email date / send time* to ACCEPT or DECLINE each offer. This will be the only email notification that you will receive.
- We are unable to make accommodations if you are out of town and/or will not have access to email.
- Please check your spam folder if you do not see a Status Notification in your Inbox.
- If you ACCEPT the Enrollment Offer - by the stated deadline in the offer email - your student's name will automatically be added to the club roster and the fee for the club will automatically be billed to your FACTS account. No further communication will be sent from the Business Office.
- If you DO NOT REPLY to the Enrollment Offer *by the deadline*, your student's enrollment in that club will be canceled and the next student on the waitlist will be offered that spot.
- The system does NOT accept late replies.

### **Student Status: Waitlist**

- If you receive an email that includes "Waitlist" in the subject line, your student has been placed on the waitlist for that club and we will notify you ONLY if that status changes.
- Please check your spam folder if you do not see a Status Notification in your Inbox.
- If you DO receive an offer of enrollment, please refer to the "Enrollment Offer" instructions above to complete the club enrollment.
- When a seat is declined and becomes available, a waitlist student is automatically moved into the open seat and the parent is notified by email.
- The waitlist may continue to move as students decline placement or withdraw at a later date. The process may last for an entire week, so please *monitor your email during the lottery process timeline*.

## **CANCELLATION AND REFUND POLICIES**

For specific details on these policies, please refer to the school's website under Student Life / Clubs / Club Fees & Policies.