

PROCESS FOR CLUBS' SELECTION, LOTTERY, AND ENROLLMENT

Please make certain that you understand this information *before* you begin the selection process.

CLUB SELECTION

Timeline for 1st Semester: Jul 15 - Jul 18 · 2nd Semester: Nov 11 - Nov 14

There are three categories of clubs that are offered each semester:

- **Club (Enrollment Confirmed):** if you select one of these clubs,
 - your student will be automatically enrolled in the club
 - the semester fee for each club will be billed to your FACTS account
 - your submission confirmation email will be your only confirmation of enrollment. The confirmation email will be sent to the email address that you enter on the club selection form.
 - no further action will be required on your part.

- **Club (Lottery):** if you select one of these clubs,
 - your student will be placed in the lottery for that club
 - this is NOT a guarantee of enrollment in a club; you are requesting to have your student included in a lottery for the club that you select.
 - The lottery process is described in detail below.

- **Outside Vendors**

Enrollment is limited / use the vendor link to submit a registration form

 - We have several clubs that are offered by outside vendors.
 - Online registration for these clubs will be available via a link in each club description.
 - Vendors charge their own fees and payment is made directly to the vendor.

LOTTERY PROCESS

Timeline for 1st Semester: Jul 25 – Jul 28 · 2nd Semester: Nov 29 – Dec 2

Results Published

- For clubs that are designated as **(Lottery)**, results will be emailed to parents before 5:00pm on Nov 29th.

- 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 shown 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. We strongly suggest that you ***monitor that email during the lottery process timeline***. We are unable to make accommodations if you (1) are out of town and/or (2) will not have access to email.

Status Notification: 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 the offer. This will be the **only** email notification that you will receive. We are unable to make accommodations if you (1) are out of town and/or (2) will not have access to email.
- Please check your spam folder if you do not see a Status Notification in your Inbox.
- If you reply directly to the Enrollment Offer email - by the stated deadline in the offer email - and accept the offer of enrollment, your student’s name will be automatically added to the club roster. No further communication will be sent from the Business Office.
- If you accept the Enrollment Offer – by the stated deadline in the offer email – you agree that the semester fee for each club will be billed to your FACTS account.
- 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.

Status Notification: 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 will be automatically moved into the open seat and the parent will be 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 we strongly suggest that you ***monitor your email during the lottery process timeline.***

IMPORTANT REMINDER: 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 (1) are out of town and/or (2) will not have access to email.

CANCELLATION AND REFUND POLICIES

For specific details, please refer to the club’s home page and select the tab titled *K-2 Club Policies* or *3-6 Club Policies*.