

Prospective Families Steps to Enrollment

UCP BAILES COMMUNITY ACADEMY (BCA)

Thanks so much for your interest in potentially enrolling your child at UCP Charter Schools! We are excited to begin working with you and your child.

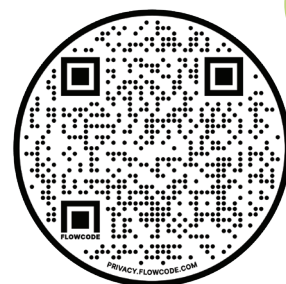
As a reminder - we have priority enrollment for the new school year between January 1 and March 1st and then have open enrollment based on availability after that date. Please keep in mind that not all of our schools serve the same type of programs/grades.

1. Review our website to learn more about UCP Charter Schools and our campuses: ucpcharter.org.

- Also watch our Webinar to get answers to Frequently Asked Questions: <https://bit.ly/UCP-InfoWebinar>

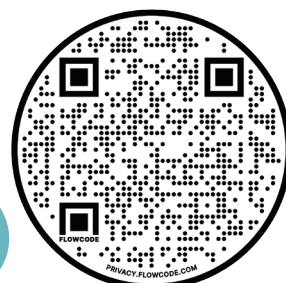
2. Complete our Interest Form:

<https://bit.ly/UCP-BCAInterest2023> or use the QR code and send a copy of your child's IEP/IFSP to the Intake Team:



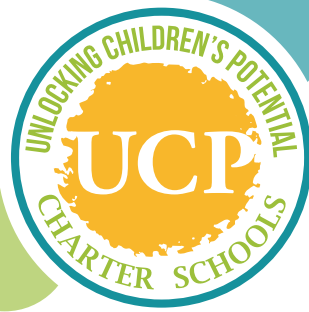
3. After you submit your Interest Form: you will be invited to attend a tour or open house with your child so you have an opportunity to ask questions and determine if UCP Charter Schools is the best fit for your child's needs.

4. If interested in moving forward: complete a formal application and create a Brightwheel Account for your child at <https://bit.ly/ucp-brightwheel-login> or use the QR code



5. If there is space for your student(s) based on their age/grade and program needs: the school will offer your child a spot. You will be asked to accept the space within 3 days and submit the remainder of the paperwork within 2 weeks to hold your spot. The requested paperwork will come via Brightwheel so look for it there. *If you do not timely accept/return the materials - your student's space will be offered to the next child.*

6. Back to School: All paperwork needs to be submitted before a child can start the first day of school. Parents will be asked to submit various Back to School forms before the first day of school. These also will be requested via Brightwheel.



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Continued

When can you enroll?

UCP holds our priority enrollment between January 1 and March 1st each year for the following school year enrollment. After March 1, slots will be filled on a first come first serve basis.

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- 1. The lottery/enrollment restarts each year** (i.e. the wait list does not carry over - everyone begins in the same place each year).
 - 2. For Priority Enrollment:** all eligible students who submit their application between January 1 - March 1 (or notifies the school that they wish to remain on the wait list) will:
 - If there is space for your child - the campus will offer your child a space for the next school year.
 - If there are more students than slots - your child will go into a random lottery by March 7th. If your child is selected, you will be asked to accept the space within 3 business days (and return the other enrollment paperwork within 2 weeks) to confirm your space. If you do not complete the materials - your student's space will be offered to the next child. The requested paperwork will come to you via Brightwheel so look for it there!
 - 3. For Inquiries submitted on or after March 1st:**
 - **If there is space for your child** - the campus will offer your child a space for next school year. You will be asked to accept the space within 3 business days (and return the other enrollment paperwork within 2 weeks) to confirm your space. The requested paperwork will be available to you via Brightwheel so look for it there!
 - **If there are more students than slots** - your child will go on the waiting list based on the date of their Interest Form.
 - **If a space becomes available**, the campus will offer you the space and you will be asked to accept the space within 3 business days (and return the other enrollment paperwork within 2 weeks) to confirm your space.
 - **If you do not complete the materials** - your student's space will be offered to the next child. The requested paperwork will be available to you via Brightwheel so look for it there!