



*Inspired to Create*

4301 Raspe Ave  
Baltimore, MD 21206-1913  
www.cityneighbors.org

telephone: 410.325.CNCS (2627)  
fax: 410.325.CITY (2489)  
contact@cityneighbors.org

## Information sheet for Enrollment At City Neighbors Charter School 2017-2018

### Before you apply:

- City Neighbors Charter School will serve Kindergarten through the Eighth grade in 2017-2018.
- We strongly recommend that interested families attend an open house/informational session and school tour before completing an enrollment form. These sessions will be held prior to the enrollment form deadline. In order to accommodate working families, both evening and daytime sessions will be made available. Due to the volume of interest, we are not able to accommodate individual informational sessions and school tours.
- **Age requirements:** Kindergarten applicants must be five-years-old by September 1, 2017. For questions about early admission, please contact the school.

### Open House/Tour Schedule

**Thursday Dec 15<sup>th</sup> 6:30pm**

**Wednesday Dec 21<sup>st</sup> 9am**

**Thursday Jan 12<sup>th</sup> 6:30pm**

**Wednesday Jan 18<sup>th</sup> 9am**

**If school is closed, the open house is canceled. If school opens late, the morning open house is canceled.**

**Applications may be turned in at this time.**

### How you apply:

- To apply to City Neighbors Charter School, please complete and submit an application for **each child** you wish to enroll. Be sure to be complete, accurate and legible. Incomplete applications will not be processed. City Neighbors Charter School is not responsible for incorrect or inaccurate information. Applications can be picked up from the school or downloaded and printed out from the website [www.cityneighbors.us](http://www.cityneighbors.us).
- Applications will be accepted in several ways:
  - Hand delivered or mailed, to the school "Attention: April Crosby" during regular business hours (8am – 3pm). The mailing address is 4301 Raspe Avenue, Baltimore, MD, 21206.
  - Applications can be faxed to 410-325-2489.
  - Scanned and emailed to [applications@cityneighbors.org](mailto:applications@cityneighbors.org).
- Applications are accepted from **August 31, 2016 – February 10, 2017 at 3pm**. Applications received **after February 10<sup>th</sup> will** be placed at the bottom of the wait list and not included in the lottery.
- **It is recommended you call to confirm receipt of your application.** City Neighbors is not responsible for lost, wrongly addressed, or damaged applications due to the USPS or electronic transmission.

### After you apply:

- If the number of children intending to enroll in the City Neighbors Charter School exceeds the number of available spaces, students will be selected for admission by random lottery on a grade-by-grade basis, as required by Maryland law. Spaces will be offered in the order of the names drawn with the rest of the names creating the waiting list. If the number of applicants for a given grade does not exceed the number of available spaces, all applicants will be offered admission to the school in that grade.
- The lottery will be held **February 16<sup>th</sup> at 9am**. Families of children in the lottery are allowed to attend.
- An acceptance letter and registration form will be mailed to all accepted applicants by February 27, 2017. **This registration form must be returned and postmarked no later than March 10, 2017.** If we do not receive this written response postmarked by that date, we will offer the available slot to the next applicant on the wait list. A verbal acceptance is not sufficient and a space will not be held.
- **Wait list applicants** will be notified of their placement on the waiting list by February 27, 2017. The wait list does not carry over from year to year. Current wait list families must **re-apply** each school year.



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## Enrollment Application School Year 2017-2018

*City Neighbors Charter School will serve Kindergarten through the Eighth grade in 2017-2018.  
Applications are due by February 10<sup>th</sup> to be included in the lottery.*

### **STUDENT INFORMATION**

***Please type or print clearly. We are not responsible for illegible or incorrect information:***

Last name: \_\_\_\_\_

First name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ ( ) Male ( ) Female

Applying for Grade: \_\_\_\_\_ Age on September 1, 2017\* (for K only): \_\_\_\_\_

Kindergarten applicants must be five-years-old by September 1, 2017. For questions about early admission, please contact the school.

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Baltimore City Schools Student ID# \_\_\_\_\_

### **FAMILY INFORMATION**

***Please type or print:***

***Applicants must live in Baltimore City at the time this form is submitted***

Parent/Guardian Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Are you the legal guardian of the child? \_\_\_\_\_

Address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Best means of contacting parent/guardian: (circle all that apply) Home Cell Work Email

**CNCS does not distribute personal information and all information gathered will be used solely for school purposes.**

**Please give both first and last names of siblings\*\* applying to attend CNCS this school year (please fill out a separate and complete application for each sibling)**

NAME: \_\_\_\_\_ GRADE in 2017/2018: \_\_\_\_\_

NAME: \_\_\_\_\_ GRADE in 2017/2018: \_\_\_\_\_

**\*\* Brothers and/or sisters who reside in the same household and share a common parent or are legally adopted or are the legal responsibility of the parent.**

### **HOW DID YOU LEARN ABOUT US?**

Family Member: \_\_\_\_\_ Friend: \_\_\_\_\_ Coworker: \_\_\_\_\_ Website: \_\_\_\_\_ Other: \_\_\_\_\_

**SIGNATURE/RELATIONSHIP**

**DATE**

#### Statement of Educational Equality

The City Neighbors Charter School is committed to a policy of educational equality. Accordingly, the whole school admits students and conducts all educational programs, activities, and employment practices without regard to race, color, religion, gender, sexual orientation, national origin, marital status, ancestry, disabilities, or any other legally protected classification.

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups.