



## Jan Ken Po Gakko (JKPG) Registration Guidelines

The following Policy & Procedure Guidelines were developed to ensure that fairness is maintained for all families continuing or new to JKPG.

### I. JKPG Program Calendar Year:

The JKPG Program Calendar Year will begin September 1st and end on August 31st.

### II. Student Enrollment Guidelines:

Ideal class maximum of twelve (12) students per classroom. Registration will be determined according to the three categories and prioritized as follows:

Students entering 1<sup>st</sup> grade only:

**1<sup>st</sup> Priority:** Children of current JKPG Board members and JKPG teachers.

**2<sup>nd</sup> Priority:** Younger siblings of continuing families. Continuing Families is defined as families that have children that participated in the previous program year AND have maintained a status of “good standing.” “good standing” is determined by participation in all volunteer commitments as outlined in Section 6 - Family Volunteer Participation. In addition, the application and registration donation need to be received by the Registrar by the registration deadline to maintain sibling priority status.

**3<sup>rd</sup> priority:** Lottery. Any applicant not applicable to the above two categories, provided there is still space in the program. A lottery will be held at the first general meeting. All applications and registration donation need to be received by the Registrar by the registration deadline to be included in the lottery.

#### **Note:**

1. In the event that the 1<sup>st</sup> Priority and 2<sup>nd</sup> Priority students exceed the class limit (12), all children from both 1<sup>st</sup> Priority and 2<sup>nd</sup> Priority lists will be admitted.

### **Students entering 2<sup>nd</sup> thru 6<sup>th</sup> Grades:**

**1<sup>st</sup> Priority:** Children of current JKPG Board members and JKPG teachers.

**2<sup>nd</sup> Priority:** Continuing families. Returning students that were enrolled in the prior year summer session are guaranteed a spot in the program. Again, continuing families must maintain a status of “good standing” to retain this priority. “Good standing” is determined by participation in all volunteer commitments as outlined in Section 6 - Family Volunteer Participation. In addition, the application and registration donation need to be received by the Registrar by the registration deadline.

**3<sup>rd</sup> priority:** Lottery. Any applicant not applicable to the above two categories, provided there is still space in the program. A lottery will be held at the first general meeting. All applications and registration donation need to be received by the Registrar by the registration deadline to be included in the lottery.



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### III. Registration Donation

Registration donation for all JKPG families that wish to continue their enrollment with JKPG will be required with the application. Unfortunately due to the demand of the program, if it is not postmarked by the deposit deadline date, your child's enrollment may not be guaranteed. If families choose not to participate in the program after sending in their registration donation, there will be a **\$20.00 non-refundable fee**. For new families full registration donation will also be required with the application and should your child not be accepted into the program, your check will be returned to you.

### IV. Registration Forms & Registration Donation

Registration information will be sent out via email and full registration donation will be due July 31st. Registration is guaranteed for continuing families and new families selected via lottery as long as the Registrar received tuition by the registration deadline. Families that later choose NOT to participate and want a refund must submit their intent to the JKPG Registrar in writing. Registration donations will be refunded based on the following scale:

**Full Refund minus \$20.00 if received by FEBRUARY 1st**  
**75% of total registration donation minus \$20.00 if received by APRIL 1<sup>st</sup>**  
**50% of total registration donation minus \$20.00 if received by JUNE 1<sup>st</sup>**  
**After June 1<sup>st</sup> registration donation is nonrefundable.**

### V. Leave of Absence Policy is Discontinued

Any continuing family that would like to have their child take a year off from the program will have the opportunity to reserve their child's place in his/her grade level by completing the following actions:

- a) Submit application and registration donation by the registration deadline (mark the "non-attending" box)
- b) Fulfill all parent volunteer obligations as if your child is in the program for the summer.

Provided the above actions were completed, your child will maintain the continuing family "good standing" priority level.

**NOTE:** This opportunity cannot be used two years consecutively per child.



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### VI. Family Volunteer Participation

As a family cooperative program, JKPG asks for each family to fulfill a number of parent participation activities to help facilitate the program's success. If you or your spouse is unable to fulfill the volunteer requirements, you may designate a replacement such as another family member, relative, or friend in your place. If such action is taken, please be sure to inform the committee chair of the specific activity to ensure your family is credited for that specific activity. The credits will be maintained to monitor for "continuing family" priority status.

Participation in the following activities is requested:

#### **Per Family:**

- 2 JKPG Craft Fair shifts (The craft fair is our main fundraiser.)
- 2 JKPG summer session volunteer days
- 1 JKPG committee (Curriculum, UndoKai, Gaku Gei Kai, Craft Fair or Yearbook/Publicity)
- 1 Set up OR clean up day (either for Gakko or Gaku Gei Kai)
- Attendance at ALL general meetings throughout calendar year.

**\*Note:** "Family" is defined as the nuclear family. For example, if a designated person such as a grandparent is fulfilling the parent participation requirement for multiple families, then he/she must fulfill the necessary requirements for each nuclear family.

#### Per Student Enrolled:

- 1 JKPG Summer Session Classroom Preparation task

Example: If a family has three (3) children in the Program, a parent is required to participate in three (3) classroom preparation tasks (one (1) task for each child's class.)

A sign in sheet will be posted at all volunteer activities. It will be the responsibility of the parent or designated replacement, to ensure that their name is on the list and accounted for. If there is an emergency and a family member is not able to fulfill their volunteer participation, please contact the chairperson for that specific activity. In the event of an emergency, a missed activity may be "made up" in other areas of the Program as determined by the board.