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## Preschool Enrollment Policy

### 1. Eligibility Requirements

#### A. Age Requirements

- Crown Pointe Academy Preschool welcomes children who are four years old by September 30th of the enrollment year until they are ready for Kindergarten.

#### B. Readiness

- Children must be potty-trained prior to enrollment. This does not apply to children that have plans under 504 or Individualized Education Plan (IEP). Students with such a plan will not be excluded from enrollment. Accommodations will be provided according to the plan.

### 2. Enrollment Process

#### A. Enrollment Inquiry & Waiting List

- All families must complete their initial enrollment application through [UPK](#) and be matched with the Crown Pointe Academy Preschool Program. After being matched families must fill out registration packets. Registration packets are [available online](#) or in the school office. All forms must be completely filled out before your child begins attending our school.

#### B. For the 26-27 School Year

1. Availability/Capacity: The CPA Preschool has a capacity limit of 50 students. Due to high demand, enrollment often exceeds capacity. CPA maintains a waitlist and uses a lottery system to select students. Please note that siblings of currently enrolled K-8 students and current CPA staff members' children are given priority placement in the lottery. The School's lottery will be held annually no later than the second Friday of March and will begin with the lowest grade level and ascend in order. If a student receives an open spot through the lottery process, priority will be given to any sibling also participating in the lottery. Families will be notified of acceptance or non-acceptance/waitlist status no later than April 1. Once notified, families have 48 hours to accept or decline the place offered to their child, after which time they will move down on the lottery order. Once all slots are filled, any remaining waitlist families who completed a [Letter of](#)



[Intent to Enroll](#) will also be put on the waitlist based on the order drawn by the lottery.

2. Application Steps:

- a. Schedule a tour of the preschool and meet CPA's amazing staff
- b. Submit all CPA [enrollment forms](#) either online or to the CPA office
- c. Upon acceptance CPA does not charge a tuition, however, all grades pay a school fee. Registration fees must also be paid within the first 30 days of enrollment.

3. When the Crown Pointe Academy Preschool UPK portal becomes active, families will be notified to fill out the UPK online application. Accept the match.(see [UPK provider handbook](#) for exact steps).

**C. Enrollment for the 27-28 and beyond**

1. UPK matches up to 50 students for Crown Pointe Academy Preschool Program. When preschool slots are full, UPK qualifying 4 year olds will be placed on a waitlist until a space becomes available. Please note that siblings of currently enrolled K-8 students and current CPA staff members' children are given priority placement in the lottery. If an opening comes available, families will be notified and given directions on how to enroll their student.
2. The UPK lottery will be held annually in December, with open enrollment starting in April.
3. Acceptance and Notification: Once applications have been submitted, UPK will match families to CPA, and CPA will let families know their child is enrolled in that school year. Parents can begin the process with UPK in December of the year prior to their child starting Pre-K.
4. Families that fill out a [Letter of Intent to Enroll](#) will also be put on the waitlist based on the order drawn by the lottery.

**3. Required Documentation**

Once a spot is offered and accepted, the following documentation must be completed and submitted within 30 days of acceptance date:

- Completed Enrollment Contract and class fee payment.
- Completed Emergency Contact & Authorization Form.
- Current Immunization Records (or a certified exemption form).
- Signed Medical Examination Form from a licensed physician, dated within the last 6 months.
- Signed Parent Handbook Acknowledgement Form.
- Proof of UPK qualifications



- Children in Colorado can register for 15 hours of free preschool. Some children may qualify for 30 hours a week of funding if they meet two of the qualifying factors below:
  - The child is identified as homeless and/or unhoused.
  - The child is a dual-language learner and the native language spoken in the child's home is a language other than English, or the child's native language is not English.
  - The child is eligible for special education with an Individualized Education Program (IEP).
  - The child is currently in the custody of a state supervised and county administered foster care home or in non-certified kinship care.
- Dependent upon available funding, age eligible children may qualify for supplemental hours if they are low income and have at least one qualifying factor. Low income is defined as the annual household income at or below 270% federal poverty. The low income eligibility qualifications described below.
  - Annual household income is defined as:
    - The total combined pre-tax income received by all members of a household within a 12 month period.
    - This includes pre-tax wages, salaries, self-employment earnings, Social Security benefits, pensions, retirement income welfare payments, and income from other sources.
- See [UPK handbook](#) for more information.

#### **4. Classroom Fees**

Crown Pointe Academy is a tuition free preschool program. However, every grade Prek-8 has a classroom fee. All fees are expected to be paid in a timely manner. Any unpaid fees from the previous school year will carry over to the following school year until the fee is paid. Indigent families will have fee waived and are encouraged to contact the Director or Assistant Director of Crown Pointe Academy. The Class Fee of \$85.00 per student is used for consumable materials, use of school technology devices, field trips, and general classroom supplies.

For the purposes of this document, indigent is any student qualifying for free or reduced lunch under the National Income poverty Guidelines. (2202.0-R-3010, 2202-R-302.0)

#### **5. Withdrawal Policy**

- Parents must provide thirty days written notice to the Director prior to the desired withdrawal date.
- Class Fees remain due for the full notice period, regardless of the child's attendance.



## 6. Behavior Policy

Crown Pointe Academy will refer to and follow the guidelines of [House Bill 19-1194](#) (C.R.S. 22-33-106.1, *et. seq*) for the following:

- Grounds for Suspension and Expulsion
- Alternative to Suspension
- Discipline of Special Education Student

Adopted: January 14, 2026

Reviewed:

Revised:

Rationale: 01/14/26 – New policy to comply with state and CSI requirements