

AFTER SCHOOL PROGRAM

Charles Jordan Community Center After School Program Lottery Application for NEW Incoming Families School Year: 2019–2020

This application is for the site listed above. If you are interested in other PP&R after school programs, please contact that specific site.

Program Details

Grades K–5, Rosa Parks, Peninsula, and Cesar Chavez Elementary Schools*
Monday–Friday, pick up at 6:00pm

Tuition

\$35 registration fee per child, per year
\$78 per month tuition, 9 installments

**Students not attending these schools are eligible to apply; parents must arrange transportation to the center.*

PLEASE READ ALL INFORMATION BELOW BEFORE COMPLETING THE APPLICATION ON THE BACK OF THIS SHEET.

How do I apply?

APPLICATION DEADLINE: 5:00PM FRIDAY, MAY 17. You can submit your application (on reverse) in any one of the following ways:

- In-person: Turn a hard copy in to front desk staff at Charles Jordan Community Center
- Email: Send a copy of your completed application to the program coordinator: Kim.Birch@portlandoregon.gov
- Mail: Charles Jordan Community Center; 9009 N Foss Ave, Portland, OR 97217

Is there a fee to apply?

No. If you are offered a space, there is a \$35 registration fee due at that time. First tuition installment is due August 1.

What am I responsible for after completing and submitting this application?

- **If you mail or email your application**, contact the center before 5:00PM FRIDAY, MAY 17 to verify your application was received. We cannot be responsible for lost mail or emails.
- Make sure your phone number and email address are correct in our system and legible on this form.

When and how will the lottery be conducted?

- All applications received before 5:00PM FRIDAY, MAY 17 will be logged on an excel spreadsheet. Each family will be assigned a number and notified of their number as applications are received. The number assigned is per family and may represent more than one child.
- Each site will conduct a lottery for spaces available at their site on MONDAY, MAY 20 at 10:00AM.
- We use random.org to generate a randomized list for the lottery. On MONDAY, MAY 20 we will enter the list of numbers on the random.org website and the program will generate a randomized list. We will post the randomized list of numbers on our website on MONDAY, MAY 20 and begin contacting families in the order that was generated.

I am requesting spots for multiple children. How does that work?

We understand families need their children to attend the same after school program. Therefore, we assign each family a number, rather than each child, and register their children (or waitlist them) together.

When and how will results be announced?

On MONDAY, MAY 20 we will post the randomized list of numbers on our website and begin contacting families in the order that was generated. Calls will be made and a follow up email will be sent if we do not reach the family on the phone.

Do I have to decide that day if I want the spot?

Families who do not accept the spot offered on MONDAY, MAY 20 have until 5:00PM WEDNESDAY, MAY 22 to enroll. If we do not speak to the family directly on the phone, we will email the offer as well. Any unclaimed spots will be released at 5:00PM on WEDNESDAY, MAY 22.

I didn't get any of the open spots, or I missed the application window. What happens now?

The lottery list will be used to start the waitlist for the 2019–2020 school year only. Waitlists do not roll over year to year. All registration requests after the lottery has taken place will be taken on a first come, first served basis and either registered or waitlisted at that time.

TURN OVER TO COMPLETE APPLICATION

PARENT/CAREGIVER CONTACT INFORMATION

| | | |
|-----------------------------|----------------|-----------------------------|
| Parent/Caregiver First Name | Last Name | Relationship to Participant |
| Phone Number 1 | Phone Number 2 | Email Address |
| Street Address | City | Zip Code |

PARTICIPANT INFORMATION

FIRST child you wish to enroll in the after school program:

| | | |
|---------------------------------|-----------|------------------|
| Child's First Name | Last Name | Goes By/Nickname |
| Grade for 2019–2020 School year | School | Date of Birth |
| Street Address | City | Zip Code |

SECOND child you wish to enroll in the after school program:

| | | |
|---------------------------------|-----------|------------------|
| Child's First Name | Last Name | Goes By/Nickname |
| Grade for 2019–2020 School year | School | Date of Birth |
| Street Address | City | Zip Code |

THIRD child you wish to enroll in the after school program:

| | | |
|---------------------------------|-----------|------------------|
| Child's First Name | Last Name | Goes By/Nickname |
| Grade for 2019–2020 School year | School | Date of Birth |
| Street Address | City | Zip Code |

TIMELINE

- Applications must be received at the community center by 5:00PM FRIDAY, MAY 17.
- MONDAY, MAY 20: The list of application numbers will be randomized by random.org and the randomized list that is generated will be posted on the center’s web page (numbers only, no names).
- MONDAY, MAY 20: Parents will be contacted in order of the numbers drawn and registrations will begin. Families we do not reach are given 48 hours to accept the spot offered. WEDNESDAY, MAY 22 at 5:00PM: Unclaimed spots will be released.
- Applications received after 5:00PM FRIDAY, MAY 17 will not be included in the lottery. These applications will be processed after the lottery, in the order received.



Charles Jordan Community Center
 9009 N Foss Avenue | Portland, OR 97217
 503-823-3631
 portlandoregon.gov/parks/cjcc

Commissioner Nick Fish
 Director Adena Long



STAFF FILL IN: RECEIVED DATE _____ TIME _____ STAFF NAME _____