

# AfterSchool PROGRAM

Charles Jordan Community Center  
9009 N Foss Ave. | Portland OR 97217

School Year 2020-2021  
NEW Participant Lottery Application

This application is for [Charles Jordan Community Center](#) only. Applications are due by Friday, May 15 at 5:00pm

## Program Details:

Grades K – 5 | Cesar Chavez and Peninsula Elementary School\*  
Monday – Friday | Pick-up by 6:00pm

## Tuition

\$40 non-refundable registration fee per child  
\$100 per month tuition; 9 installments

\* Students not attending Cesar Chavez or Peninsula Schools may apply; caregivers must arrange transportation

## How do I Apply?

**APPLICATION DEADLINE: 5:00pm Friday, May 15.** You may submit your application (reverse) in the following ways:

- In-person: Turn a hard copy in to a staff person at Charles Jordan Community Center
- Email: Send your completed application to the program Coordinator: [Dulce.Salgado@portlandoregon.gov](mailto:Dulce.Salgado@portlandoregon.gov)

**Please ensure your phone number and email address are correct and legible on application**

## Is there a fee to apply?

No – If you are offered a space, a \$40 non-refundable registration fee is due at that time to confirm your spot.

## How will the lottery be conducted?

- Applications received before 5:00PM FRIDAY, MAY 15 will be accepted. Students names are logged into a spreadsheet and each family assigned a number; you will be notified of your number once your application is received by the program Coordinator. Numbers are assigned per family and may represent more than one child.
- The lottery will be conducted on MONDAY, MAY 18 by 10:00AM.
- Our program uses “random.org” to generate a randomized list of participants. On Monday, May 18 numbers will be entered into the program to generate a randomized list.

## How do I request spots for multiple children?

We understand caregivers need their children to attend the same after school program. Families with multiple children will be assigned one number. Registrations, or wait-listing, will be done together.

## How will results be announced?

Beginning MONDAY, MAY 18 staff will begin contacting families in the order that was generated. Calls will be made, and a follow up email will be sent, if caregivers cannot be reached by phone.

## How much time is given to accept a spot?

Once notified that a spot is available to you, Caregivers must respond in 48-hours following the initial notification. If staff are unable to reach you, unclaimed spots will be released to the next family on the list.

## What if I don't get a spot in the program, or I missed the application deadline to participate in the lottery?

The randomized lottery list will be used to generate the waitlist. All registration requests, taken place after the lottery process, will be accepted on a first come, first served basis. Students will either be registered into an open spot or waitlisted. Waitlists do not roll over year to year.

**TURN OVER TO COMPLETE APPLICATION**

### Caregiver Contact Information

Caregiver First Name	Last Name	Relationship to Participant
Phone Number	Alternate Phone Number	Email Address
Street Address	City	Zip Code

*Please ensure that your phone number and email address are correct and legible*

### Participant(s) Information

#### First Child

Child's First Name	Last Name	Goes by / Nickname
Grade (2020-21 School year)	Date of Birth	School
Street Address	City	Zip Code

#### Second Child

Child's First Name	Last Name	Goes by / Nickname
Grade (2020-21 School year)	Date of Birth	School
Street Address	City	Zip Code

#### Third Child

Child's First Name	Last Name	Goes by / Nickname
Grade (2020-21 School year)	Date of Birth	School
Street Address	City	Zip Code

#### For Staff Use Only:

DATE RECEIVED: \_\_\_\_\_ TIME: \_\_\_\_\_ STAFF NAME: \_\_\_\_\_