

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

BOARD POLICY

No. 5112.1(a)

RE: Preschool Lottery Process

Adopted: DATE

The Bloomfield Board of Education recognizes that enrollment demand for the Laurel Literacy Academy Preschool Program may exceed available classroom capacity. When the number of eligible applicants exceeds the number of available preschool seats, enrollment shall be determined through a fair, impartial, and transparent lottery process. This policy establishes uniform procedures for preschool enrollment while promoting equitable access for all eligible children.

I. Lottery Timeframe

- A. Applications for the Laurel Literacy Academy Preschool Lottery shall be accepted beginning each September for enrollment in the following school year.
- B. The application period shall close one (1) week prior to the annual lottery.
- C. The annual lottery shall be conducted on the **last Friday in March** preceding the school year of enrollment.

II. Eligibility

Applicants shall meet all district residency requirements and the following age requirements:

- PK3 Children who attain three (3) years of age on or before September 1 of the school year for which enrollment is sought.
- PK4 Children who attain four (4) years of age on or before September 1 of the school year for which enrollment is sought.

Applicants who do not meet the required age by September 1 shall not be eligible to participate in the lottery for that school year.

III. Application Procedures

- A. A completed preschool application must be received by the published lottery deadline, one (1) week prior to the lottery.
- B. Applications for the lottery will be accepted beginning in September of the school year preceding enrollment.
- C. Submission of an application does not guarantee enrollment.
- D. Parents/guardians of children selected through the preschool lottery must complete all required registration forms, including submission of all required medical documentation, by the deadline provided in the lottery notification.
- E. Failure to submit all required registration documents by the designated deadline will result in forfeiture of the child's enrollment position. In such cases, the next eligible child on the waiting list will be offered the available seat.

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

BOARD POLICY

No. 5112.1(b)

RE: Preschool Lottery Process

Adopted: DATE

IV. Lottery Procedures

- A. The lottery shall be conducted using a computerized randomization program or another verifiable random selection process approved by the Superintendent or designee.
- B. Each applicant will be assigned a lottery number prior to the drawing. Lottery numbers will be randomly selected to fill available seats, beginning with applicants eligible for preferences as described in Section 6.
- C. Once all available seats have been filled, remaining applicants shall be placed on a waitlist in the order selected.
- D. The lottery shall be conducted under the supervision of the Superintendent or designee.

V. Wait List

- A. Applicants not offered enrollment shall be placed on a waitlist according to lottery order.
- B. Applications received after the lottery shall be placed at the end of the waitlist in chronological order of receipt.
- C. The waitlist shall remain active until the annual lottery for the subsequent school year.
- D. Vacancies occurring prior to expiration of the waitlist shall be filled in waitlist order.

VI. Preferences

The Board authorizes limited enrollment preferences that support family continuity and recruitment and retention of district employees.

Preference status does not guarantee admission.

No more than **thirty percent (30%)** of available preschool seats shall be filled through the preference lottery.

Applicants qualifying for multiple preferences shall receive only one preference opportunity.

Applicants not selected during the preference lottery shall automatically be included in the general lottery.

The following preferences apply, provided seats are available:

A. Sibling Preference

Preference shall be given to applicants who have a sibling enrolled at Laurel Literacy Academy during the upcoming school year.

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

BOARD POLICY

No. 5112.1(c)

RE: Preschool Lottery Process

Adopted: DATE

B. Staff Member Preference

Preference shall be given to children of full-time, permanent Bloomfield Public Schools employees who reside in Bloomfield.

C. Multiple Birth Siblings

Twins, triplets, or other multiple birth siblings applying for the same preschool program shall be considered as one lottery unit.

Multiple birth siblings shall either:

1. receive enrollment together when sufficient seats are available; or
2. remain together on the waitlist in lottery order when sufficient seats are unavailable.

VII. Notification of Results

A. Lottery results shall be distributed no later than the second Friday in April.

B. Families shall be notified electronically using the email address provided on the application.

C. Notification shall indicate whether the applicant:

- has been offered enrollment; or
- has been placed on the waitlist.

VIII. Acceptance of Enrollment

Families offered enrollment shall accept or decline the offer by the deadline identified in the notification.

Failure to respond by the deadline shall constitute forfeiture of the enrollment opportunity.

The available seat shall then be offered to the next eligible applicant on the waitlist.

IX. Lottery Records and Audit

All records related to the lottery process, including lottery assignments, selection results, and waiting list placements, will be maintained by Bloomfield Public Schools.

Lottery records shall remain confidential and will be available for review by authorized personnel for auditing purposes to ensure the integrity and fairness of the lottery process.

X. Superintendent Oversight

The lottery process shall be supervised by the Superintendent of Schools or the Superintendent's designee to ensure compliance with these procedures and to maintain fairness, consistency, and transparency throughout the selection process.

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

BOARD POLICY

No. 5112.1(d)

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By following these procedures, Laurel Literacy Academy Preschool seeks to provide a fair, transparent, and equitable lottery process that maximizes opportunities for eligible children while ensuring consistent administration of available preschool seats.

Legal Reference: Conn. Gen. Stat. § 10-15c, as amended by Public Act 23-208 and Public Act 26-1.