

Registration Policies and Procedures

Revised: [Jan. 2010](#); [Dec. 2014](#); [Dec. 2015](#); [Dec. 2016](#)

Registration Team

Registration placement will be done and/or approved by a Registration Team consisting of the Registration Chairperson, Assistant Registration Chairperson, a Parent Representative chosen by the Director, one member of the GCCNS Board and the GCCNS Director.

Priority Placement

The following students will receive placement before the Registration and Enrichment lottery:

- Children identified by the Director or teaching staff as requiring a certain class for educational reasons.
- Children of current GCCNS Board members and their assistants.

Returning Lottery Process

- Children's names will be drawn randomly from the registration pool.
- When a child's name is drawn, that child will be placed in the class of his or her first choice unless the class is filled or gender capacity is reached. Children will be placed in their second choice depending on availability.
- Children who do not receive their first or second choice class will be added to the waitlists for those classes in the order their names were drawn.
- If a second choice was not indicated on the registration form, the Registration Team will determine placement.
- If a family has multiple children registering for the *same* class (twins, triplets, etc.), only **one** child's name will be placed in the lottery and, when drawn, the children will be placed together.
- If a family has multiple children registering for different classes, each child will be placed according to the lottery process. However, after the placement of one child, the registration team may adjust placement of subsequent children as their names are drawn in consideration of coordinating class days and times.
- [If a family is not current on tuition payments, they will not be entered into the lottery.](#)

New Family Lottery Process

This lottery will take place after the in-house lottery is completed and will follow the process as outlined for the in-house lottery.

Confidentiality

It is the Registration Policy to maintain absolute confidentiality regarding all registration data including, but not limited to: waitlist placement, names of children on waitlist, changes made due to academic, age or gender considerations.

Notification of Registration Placement

In-house and new family registration participants will be notified via email within one week of their respective lottery dates.

Registration fees

- Registration fees are non-refundable
- If a family, whose child has not received a placement, wishes to remain on a waiting list, their registration check will be held, but not cashed, until the school year begins. If at that time, GCCNS cannot provide placement for the child, the registration fee will be returned.

Availability of Registration Policy

This Registration Policy is published on the GCCNS website.