

Dear Parent,

Thank you for your interest in attending the Auraria Early Learning Center. The following information is to help you prepare for our enrollment process called Open Enrollment. Our Open Enrollment is a lottery system which is held prior to each semester. Any spaces **available** in between semesters is offered on a first come, first serve basis. We **DO NOT** hold a waitlist at any time.

There are two dates for Open Enrollment. If you are a student on campus, the next student Open Enrollment date is on **December 7th**. For campus staff and faculty or outside community, the next Open Enrollment date is on **December 8th**. These dates are to enroll your child for the **Spring 2011** Semester.

On the day of Open Enrollment, you'll need to remember the following details.

- ✚ Please arrive no later than 7:00am on your designated date.
- ✚ At 7:00am, parents participating in the lottery will draw a random number in the order that they arrived and gather inside. (Anyone who arrives late will have to wait until the lottery is over to inquire about space availability).
- ✚ We will begin by calling lottery numbers in order, starting with one and continue to call numbers until the highest number has been called or until all spaces have been filled.
- ✚ We will announce our availability in each age group as we enroll.
- ✚ Please be prepared to stay as late as 12:00pm.

Please bring the following with you to the Open Enrollment.

- ✚ A \$50.00 registration fee per family, which is only paid if you are reserving a space for your child or children.
- ✚ All student parents must have a copy of their Spring 2010 student schedule at the time of reserving a spot, otherwise the spot will be forfeited.
- ✚ Staff or Faculty on campus need to bring proof of employment.

If you were not able to reserve a space for your child due to unavailability or scheduling conflicts, please call back to check on space availability.

**PARKING WILL NOT BE PROVIDED AND UNDER NO CIRCUMSTANCES WILL PARENTS BE ALLOWED TO PARK IN THE LOADING CIRCLE IN FRONT OF THE CENTER. YOU ARE RESPONSIBLE FOR PARKING YOUR VEHICLE IN THE CAMPUS PARKING LOTS OR WHERE YOU WILL NOT BE TICKETED OR TOWED.**