

Enrollment Process Checklist



Oasis Elementary North: 239-283-4511
Oasis Elementary South: 239-542-1577
Oasis Middle School: 239-945-1999
Oasis High School: 239-541-1167
Jacquelin Collins, Superintendent

ENROLLMENT PROCESS:

Applicants must apply during the enrollment window. If the number of applicants exceeds the number of available seats, a lottery will be conducted to fill the available seats. Applicants applying outside of the enrollment window will be placed on a waitlist based on the date the application is received.. Once a seat becomes available, the applicant is notified and given **1 business day** to respond. If a response is not received the applicant is removed from the waitlist. If a seat is offered and declined, a new application must be completed to be placed back on the waiting list. Students' positions on the waitlist may change at any time due to Enrollment Preference (see below).

***Please note, families wishing to be placed on an elementary school's waitlist can only be placed on one of our school's waitlists. Switching to another elementary waitlist will not reserve your position on the former waitlist.**

ENROLLMENT PREFERENCE

Military dependents, and siblings of students currently enrolled in our school system are given preference for seat availability when enrolling. Please complete a Sibling Preference Seat Assignment Form when submitting your paperwork. This form will NOT guarantee a seat when applying to our school.

APPLICATION DOCUMENTS

To finalize your child's application for our enrollment process, the following documents must be submitted:

- Student Registration form** completed and accurate (please be sure to answer all questions and fill in all areas). If your address and/or phone number change it is your responsibility to contact the school with updates. Inaccurate contact information will result in the loss of your seat, should one become available.
- Parent Involvement Acknowledgement** should be read, signed, and submitted.
- Parent Commitment Agreement** should be read, initialed, signed and submitted.
- Proof of Residency** must be submitted. This can be any one of the following: electric, water, cable bill, signed lease agreement, title statement or a homestead exemption. ****If you are residing with a relative or friend, a letter signed by that individual, must be submitted stating that you are residing in their home. Your name and your child's name must be included, and you must have a copy, in their name, of one of the proof of residence documents listed above.**
- Driver's license:** Parent(s)/ Guardian(s) must be photocopied for your student's file to ensure that you are the parent/guardian legally able to enroll your student in school.
- Copy of your child's IEP** (Individual Education Plan) must also be provided if your child is in an Exceptional Student Education (ESE) Program (this includes Speech, OT, etc).
- Proof of Custody** must be provided if the student does not live with both natural parents.
- Birth Certificate** must be submitted.
- Form 680 Florida Certificate of Immunization** must be submitted and current.
- School Entry Health Exam** (within 12 months) must be submitted and current.
- Your Child's Social Security Card** Social Security Cards are used for identification and are not mandatory.

Submission of these documents does not guarantee your student a seat in our system. It allows your child to participate in our enrollment process. Families will be notified by phone, and by email when a seat becomes available.

Please ensure your contact information is always up to date with us. Failure to do so, may result in loss of seat. Thank you for your interest in our Oasis Charter School System!



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Sibling/Military Preference Seat Assignment Form

STUDENT INFORMATION:
 Name _____ Grade _____
 Phone Number _____ Date of Birth _____

SCHOOL PREFERENCE:

ELIGIBILITY FOR PREFERENCE: (Please check whichever box applies.)

Sibling Currently Enrolled in the Oasis Charter School System
 Name of sibling(s) and Grade level: _____
 Name of sibling(s) and Grade level: _____
 Sibling's school(s): Oasis Elementary North Oasis Elementary South
 Oasis Middle School Oasis High School

Military Dependent Preference
 The following documentation must be submitted to ensure your child remains eligible for a seat assignment with preference in our system:

1. **Student Registration form**, this can be found on the Oasis Elementary South Website.
2. **Birth Certificate**
3. **Florida Certificate of Immunization** (Blue) DH680
4. **Health Examination** (Gold) must be submitted and current. DH3040
5. **Proof of Residency** must be submitted to verify that you legally reside in SW Florida. *This can be an electric or water bill, signed lease agreement or a homestead exemption.*
6. **Proof of Custody** must be provided if the student does not live with both natural parents.
7. **Copies of Both Parent(s) I.D.'s / Guardian(s) I.D.'s**
8. **Military Dependent information:** If applicable
9. **IEP/Gifted Documents:** If applicable

Please be aware that submission of this form does not guarantee your student a seat in the City of Cape Coral Oasis Charter School System, it is only used for determining the order of preference when assigning available seats.



Acknowledgement of Parent Volunteer Policy

Documentation Required for Processing Background Checks for School Volunteers:

- ✓ You must fill out a Confidential Application form **each year** for each parent/guardian. This form allows us to insure that your information is current and up to date and provides us with permission to run your background check.
- ✓ This information will be shared between Cape Coral Charter schools at your request.

Receiving Clearance:

- ✓ While your paperwork is being processed, you may still help in certain areas on campus. You will need to bring your driver's license with you each time you arrive on campus.
- ✓ You will receive a Clearance Notification once your background check is complete. This notification should be completed and returned. It provides us with the necessary information to help you complete your volunteer hours.

Requirements for Volunteering:

- ✓ Parents/Guardians are required to complete a minimum of 12 volunteer hours. **This requirement is per family, not per child.**
- ✓ It is your responsibility to accurately log your hours by signing in and out at the front desk or completing Off-Site Hours forms if necessary.
- ✓ When volunteering, you must sign in and out each time you are on campus. If you do not sign in/out you will not receive credit for those hours.

I agree and acknowledge that our family will spend a minimum of 12 hours involved with the Cape Coral Charter School System for each school year that my child attends.

Parent/Guardian Name _____

Student Name(s) _____

Students currently enrolled at (please check all that apply):

Oasis Elementary North

Oasis Elementary South

Oasis Middle

Oasis High

Parent/Guardian Signature _____



PARENT COMMITMENT AGREEMENT

By choosing Oasis Elementary South, you are choosing for your child to attend a RIGOROUS ACADEMIC PROGRAM within a STRUCTURED and DISCIPLINED ENVIRONMENT. Please carefully read the following commitment statements and initial each one that is in agreement with your philosophy for your child's education.

If you hesitate to sign any of the following items, please carefully reconsider whether Oasis Elementary South is the right choice for your student. Your child's opportunity for success is greatest if your educational beliefs are aligned with those of our school.

- _____ 1. I understand that the curriculum is intended to be "hard". I will help my child welcome and revel in the challenge, beginning in Kindergarten.
- _____ 2. I understand the school's grading scale, and that "average" work earns a "C", while "A's" are reserved for excellence.
- _____ 3. It is my responsibility to hold my child accountable for his or her actions, and I will not tolerate any behavior that distracts from the learning of others.
- _____ 4. I understand the specifics of the Oasis Elementary South uniform policy and will dress my child accordingly.
- _____ 5. I will provide time and a quiet, distraction-free environment in my home for studying. I will see that my child's assignments are completed on a daily basis, using the student planner for current information.
- _____ 6. I understand that it is my responsibility to consider the retention of my child if he or she cannot perform on grade level.
- _____ 7. I understand that the Oasis Elementary South program succeeds only through excellent attendance and that frequent absences are unacceptable. Therefore, I agree, whenever possible, to schedule family vacations and appointments outside of school hours, and to remove my child from school only for health reasons.
- _____ 8. I will read newsletters from teachers and the office, check the school calendar online, and be responsible for knowing the information contained in them.
- _____ 9. I will expect exemplary behavior from my child on the bus and will support the discipline policies needed to keep our children safe.
- _____ 10. I will readily be involved in my child's education as a member of our PTO, school committees, or in other roles that utilize my strengths.
- _____ 11. I understand that, by choosing Oasis Elementary South, I have made a commitment to assist and support the school in order to provide the best possible education for all children. If the time comes that I am unable to honor that commitment and offer that support, I will carefully reconsider whether Oasis Elementary South is the right program for my child.

Please direct any questions to our principal at (239) 542-1577.

Student's Name: _____

Parent Signature: _____ Date _____