

The Villages Charter School

AUTISM CENTER

Enrollment Packet

Dear Parent,

Thank you for your interest in The Villages Charter School Autism Center. Our School is dedicated to meeting the educational needs of students on the autism spectrum. The center supports students' academic, social, and emotional development through a combination of individualized instruction, specialized programs, and targeted therapies provided by our highly trained staff. Through incorporating principles of Applied Behavior Analysis (ABA), students will receive the therapy they need in a nurturing educational environment focused on individualized learning and growth.

The Villages Charter School Autism Center, LLC (TVCS AC) is a subsidiary of The Villages Charter School, Inc. which operates by a charter agreement approved by the Sumter County Board of Education and the Florida State Department of Education. Unlike traditional county schools, our enrollment criteria is based upon the place of employment of one of the parents/guardians rather than the geographic address of their home. Both The Villages Charter School ("VCS") and The Villages Charter School Autism Center, LLC (TVCS AC) are Charter in the Workplace schools (see also School of Choice). In addition, the Autism Center has further eligibility requirements as outlined below.

As the parent entity, VCS processes the Pre-Enrollment Eligibility on behalf of TVCS AC. Our enrollment process is explained below:

Step 1 (Parent): Completes Pre-Enrollment Eligibility Application

Step 2 (VCS): Reviews employment eligibility

Step 2A (VCS): Approved applications are forwarded to TVCS AC

Step 2B (VCS): The applicant will be notified if employment is ineligible

Step 3 (TVCS AC): Requests Individual Education Plan (IEP)

Step 4: (TVCS AC): Principals reviews IEP

Step 4A (TVCS AC): For a student with an eligible IEP, the family will be scheduled for a school tour and alignment interview.

Step 4B (TVCS AC): The parent will be notified if a student's IEP is ineligible

Step 5 (TVCS AC & Family): Participates in school tour and alignment interview

Step 6 (TVCS AC): Parent is invited to complete enrollment application via Skyward and submit required documents (by email or in-person).

Step 7 (TVCS AC): Principal completes final documentation review.

Step 7A (TVCS AC): Approved applicants will be notified and provided information about the start of school and our policies.

Step 7B (TVCS AC): Applicants will be notified if documents are not yet meeting requirements.

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REQUIREMENTS - ELIGIBILITY PHASE:

Students who attend the Autism Center must have an IEP which meets specific criteria. To qualify, a student's IEP must have Autism Spectrum Disorder (ASD) eligibility. For students starting Kindergarten only, if the student does not have an IEP with ASD eligibility, a medical diagnosis of ASD *and* an IEP with developmental delay eligibility will be accepted. Please note that if you are submitting a medical diagnosis, a full medical report indicating a diagnosis on the autism spectrum by DSM standards is required.

Students must have one parent/guardians' who falls into the category of qualifying employment. Employment is verified on each new applicant, and will be verified on a monthly basis for all enrolled students.

CATEGORY I - A Villages' Company or Salesperson under contract with Properties of The Villages

CATEGORY II - Business Partner Sub-Contractors

- Business Partners under direct contract, other than a lease, with a Villages' Company providing independent contractor, construction, maintenance, consulting or other similar services in support of Villages' Projects.
- Under "direct contract" refers to the relationships between Category 2 Business Partners and a Villages' Company. The work and/or services provided to a Villages' Company must be regular and on-going, and that work must be paid for directly from a Villages' Company.
- Business Partners in Category 2 whose book of business meets the Minimum Threshold Percentage for Villages' Projects may qualify for employee categorization that isn't solely dependent on the hours worked on only Villages' Projects.
- For businesses who perform regular and on-going services to a Villages' Company but who also performs services for other businesses and or the after-market consumer (non-Villages' Company), only that work provided to and paid for by a Villages' Company will be considered when determining eligibility, and only those employees performing those services on behalf of the Business Partner under direct contract are eligible for the benefits of The Villages Charter School.

CATEGORY III - Business Partners who lease directly from one of the commercial real estate entities in a Villages' company

CATEGORY IV - Business Partners that own or lease a permanent business site from a non-Villages' entity, from which they operate their business within The Villages. The Villages Charter School

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Enrollment Committee will review each applicant in this Category to confirm, in its sole discretion, that the Business Partner participates in and benefits the development and operation of The Villages. Placement and Campus selection is based on the parent's category of employment and priority is given to full-time employment (40 or more hours) versus part-time employment (under 40 hours). Priority is also given to students who have siblings already enrolled in the Villages Charter School.

REQUIRED DOCUMENTATION CHECKLIST FOR PRE-ENROLLMENT PHASE - COPIES ONLY:

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| <input type="checkbox"/> Current Individual Education Plan with Autism Spectrum Disorder eligibility <i>or</i> Developmental Delay (<i>Kindergarten only</i>) | Kindergarten ONLY:
<input type="checkbox"/> Diagnostic report of Autism Spectrum Disorder with DSM standards AND IEP with Developmental Delay eligibility |
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REQUIREMENTS - ENROLLMENT PHASE:

Once your employment has been verified and we have verified that your child has an eligible IEP, we will notify you by phone to have you complete the enrollment application and schedule a tour and alignment interview with the family and potential student. You will need to complete the Skyward application and provide COPIES of your child's documentation within one week after your tour and alignment interview. **Please DO NOT include these documents with the Pre-Enrollment Eligibility Application that you submit to the Enrollment Office.** Wait until you have been asked to complete the enrollment application to provide these documents.

You will need to provide COPIES of all listed documentation within one week of your meeting the Guidance Clerk in order to proceed further with the application process. If the requested documentation is not provided to us within one week, the anticipated opening will be offered to an eligible applicant that has provided the necessary documentation.

REQUIRED DOCUMENTATION CHECKLIST - COPIES ONLY:

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| <input type="checkbox"/> Last report card | <input type="checkbox"/> Florida Immunization Record (DH Form 680 Form 681) |
| <input type="checkbox"/> Test scores from previous year (i.e., FSA or Standardized Test) | <input type="checkbox"/> Discipline and Attendance Records (Discipline issues that resulted in In-School or Out-of-School Suspension) |
| <input type="checkbox"/> Birth Certificate (State Certified Copy) | <input type="checkbox"/> School Physical (within one year of application/enrollment-DH Form 3040) |
| <input type="checkbox"/> Social Security Card | |

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IF APPLICABLE PLEASE SUBMIT WITH PRE-ENROLLMENT APPLICATION:

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| <input type="checkbox"/> Court Order Papers (Please see School Board Policy on file in the Central Office if you are not the natural parent) (Copy) | <input type="checkbox"/> Marriage License (if step-parent is to be the qualifier or if the step-parent is to perform Parent Involvement Hours)(Copy) |
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We appreciate your cooperation and patience during the application and admission process. With the many families who are anxious to attend TVCS Autism Center our hope is to make the enrollment process as smooth and easy as possible. We are pleased that you want to receive the benefit of a school where a supportive community of students, parents and staff tailor the educational experience to support students' academic, social, and emotional development. We look forward to a rewarding relationship between The Villages Charter School and your family.

The Villages Charter School shall not discriminate on the basis of race, ethnicity, national origin, gender, or disability. No student shall, on the basis of race, ethnicity, national origin, gender, or disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity.

ESE The Exceptional Student Education (ESE) Program is for children who have a disability. Sumter County is committed to meeting the unique needs of these children. Under the Individuals with Disabilities Education Act (IDEA) re-authorized in 2004, children with any disabilities listed under that law are guaranteed a "free appropriate public education" in the "least restrictive environment," along with all appropriate related services required for your child to benefit from his or her education. If you believe that your child has a disability that keeps him or her from being successful in school, please contact the school counselor. As a parent, you have the right to request an evaluation. If your child is identified as having a disability, he or she is entitled to certain rights. These rights are explained in a document called Summary of Procedural Safeguards for Students with Disabilities. Copies of these rights are given and explained to parents during the referral process and at least one time a school year if your child is determined to have a disability. Should you wish to receive an additional copy of this document, please call 352-793-2315, extension 50259. Through the Florida School Choice, the Family Empowerment Scholarship is available to all students who qualify.