



December 2, 2009

Dear NSA West Families:

We are excited to share with you the progress we've made in a few short months regarding the opening of our Highlands Ranch school for the 2010-2011 school year! At this time, we need to finalize our enrollment numbers for our opening year. All families who were accepted in our fall 2008 lottery are required to submit a Enrollment Commitment form confirming their desire to attend NSA West for the 2010-2011 school year. Additional information regarding this process is below.

**Opening Year Grades Served: Preschool – 5<sup>th</sup>**

As you may remember from last fall, we have been assessing the grade level interest for opening year based on how many Intent to Enroll forms we received per grade and the impact this decision has on our school budget. For the 2010 – 2011 school year, NSA West will serve students in preschool through 5<sup>th</sup> grade, adding an additional grade each year to reach full enrollment of approximately 625 students in grades Kindergarten – 8<sup>th</sup> by the 2015-2016 school year. We are targeting an average of 20 students per class in Kindergarten and 25 students per class in 1<sup>st</sup> – 5<sup>th</sup> this year and eventually 1st - 8<sup>th</sup> grades.

**Next Steps**

Each family who accepted a seat for their child(ren)'s applicable grade during our fall 2008 lottery is required to complete and return a **Commitment to Return form (attached)**. This form allows us to know which children are officially planning to enroll for the upcoming 2010-2011 school year so that we continue to hold their seat. Understanding this information allows us to know the number of open seats available in our upcoming lottery on January 19, 2010. Additionally, this form requests data on incoming siblings for the 2010 – 2011 school year so that we may place these children as a priority before the lottery is conducted.

It is imperative that you return this Enrollment Commitment form to us either via fax at 303/791-9449 or via email by attaching a **signed** copy of the form to an email sent to [enrollment@nsawest.org](mailto:enrollment@nsawest.org) with your last name and Commitment Form in the subject line by **Tuesday, December 8<sup>th</sup>** in order to keep your seat(s). *If we do not receive your completed form by **Tuesday, December 8<sup>th</sup>** we will release your seat(s) to another student in the lottery.*

Once you have chosen to officially enroll your child(ren) by returning your Enrollment Commitment form you will receive a confirmation email the week of December 14<sup>th</sup>. If you have sent the form in and do NOT receive the confirmation email, please let us know. You are then required to attend one of our Registration sessions. This will be your opportunity to turn in the necessary paperwork required by both the Douglas County School District and our school, for your child(ren) to attend in the 2010-2011 school year.

Please look for additional information on this process later this month. In the meantime mark your calendars and plan to attend ONE of the following REQUIRED registration sessions:

**Saturday, January 9, 2010**

**Tuesday, January 12, 2010**

### **Educational Program**

As noted in the past, NSA West is implementing the same educational program that is in place at North Star Academy in Parker. This program focuses on three key areas:

1. Core Knowledge curriculum
2. Integrated Spanish language program
3. Character education and service learning programs

We are excited to announce that we are also opening two new programs for the 2010-2011 school year:

1. A Core Knowledge preschool program will be available for 3 and 4 year-olds with opportunities for these young children to explore and create meaning within an age-appropriate environment.
2. A Before/After School Program will provide working families with an alternative to childcare, providing homework help, and a variety of activities that allow for "down time," such as free play and physical exercise.

Additional information about each of these programs is available on our recently updated school website at [www.nsawest.org](http://www.nsawest.org).

### **Business Update**

In order to receive necessary startup grant funding, the Colorado Department of Education has mandated that the business practices for NSA West be separate and distinct from the Parker school. This includes:

- NSA West is governed by a separate Board of Directors. It is important to note that the current Board for NSA West is comprised of many of the original founders of North Star Academy in Parker.
- NSA West is required to have a separate contract with the Douglas County Board of Education, which is already in place.
- NSA West is maintaining a separate financing structure and funds will not be co-mingled between the two schools.

**Facility**

NSA West will be located at 6161 Business Center Drive in Highlands Ranch. We have already begun work with a very experienced group of architects, contractors and other professionals to turn this building into a beautiful school designed specifically for our preschool – 8<sup>th</sup> grade program. As we move through this process we will continue to share facility updates with you.

**Staff Recruitment**

Hiring a strong team who can successfully launch a new school is our top priority for the next few months. The Founding Board is responsible for hiring our Head of School and we are preparing to launch recruitment efforts this month for this position.

**Parent Information Meetings**

As a reminder, we have two informational meetings coming up and encourage you to attend. This is a good time to meet the Founding Board members as well as parent volunteers on the start up team, ask questions you may still have, and bring other interested families to hear about the school. Please help us spread the word and let your friends and neighbors know about these meetings as well!

[Thursday, December 3 from 7:00 – 8:00 p.m. at Eastridge Rec Center](#)  
[Wednesday, December 16 from 7:00 – 8:00 p.m. at Westridge Rec Center](#)

Thank you for your continued interest in and commitment to NSA West! We look forward to seeing your children in August.

Regards,

The NSA West Founding Board  
Jennifer Larson, Lisa Nolan, Kristin Hill, Lorrie Grove, John Schlichting