



Dear Administrators and Teachers,

It is time to begin scheduling for the SY23/24 year. STARBASE Peterson works with schools and districts throughout the greater Colorado Springs area. Now that interest in our program has grown, and we potentially have more classes than we can accommodate, DoD guidelines require we give priority to Title I schools.

- Priority will be given to CSSD11 **Title I Schools** as CSSD11 is the home district for families living on Peterson SFB. Dates are offered to those schools on a first come/first served basis.
- Secondary priority is given to all other districts' **Title 1 Schools** on a first come/first served basis as space permits.
- **Non-Title I Schools** that submit a request by the deadline will be offered dates based on first come/first served basis as space permits.
- Any school that **does not indicate Title I status, regardless of actual Title I status**, will be placed with our waiting list and may be offered dates to attend STARBASE, space available, after all schools meeting the registration deadline have been scheduled.
- Any school, regardless of Title I status, not submitting a registration request by the deadline (March 9, 2023 by 3:00 p.m.) will be placed on our waiting list and may be offered dates on a space available basis after all schools meeting the registration deadline have been scheduled.
- **We cannot guarantee space for additional classes added after we schedule your school.**
- Schools must agree to fulfill the commitment to five full days of instruction
- DOD regulations define a class as 20-35 students. Our capacity is a maximum 32 students per room.
  - Classes of fewer than 20 may be augmented by combining with another school when required. Your school will be notified if this becomes necessary so we may assist your school in finding a solution.
  - Please be aware we may divide 3 smaller classes into 2 larger groups to facilitate scheduling.

STARBASE Peterson understands these updated school registration request guidelines are more rigorous than previous years and we apologize for any inconvenience. The local STARBASE program has grown and more schools every year are participating in our hands-on/minds-on STEM program to enhance and support classroom instruction. However, this means that we may have more classes interested than we have space for during the school year. Please feel free to call us at 719-556-9500/9506 and discuss any concerns you have so we may assist in finding the best solution for scheduling your school.

Respectfully,

A handwritten signature in cursive script that reads "Sarah Knox".

Director, STARBASE Peterson



STARBASE registration interest form must be received by 3:00 p.m., March 9, 2023

Email completed form to **officemanager@starbasepeterson.com** or fax to 719-556-9539.

School \_\_\_\_\_ District \_\_\_\_\_

Principal's name & email \_\_\_\_\_

Primary POC's name & email \_\_\_\_\_

# 5th grade classes expected SY 23/24 \_\_\_\_\_ # students per class expected \_\_\_\_\_

Circle your school's Title I status: **Title I** (either SW or TA) **Not Served by Title I funds (NS)**

Although STARBASE Peterson cannot guarantee specific semesters, months, dates, or days of the week we will try to accommodate your school's preferences as indicated below.

Does your school prefer Fall or Spring semester, or are you flexible? \_\_\_\_\_

Schools must plan to attend STARBASE for **5 full days from 9am-2pm**. Does your school prefer (please check **one**):

- 1 day/week for 5 weeks
  - Any day that will **NOT** work for your school (e.g.: PLC/late start, 4-day week) \_\_\_\_\_
- 5 consecutive days (usually M-F, but may start on a day other than a Monday)
- Your school is flexible and can accommodate either schedule.**

**To accommodate as many schools as possible, we conduct classes throughout the entire school year. STARBASE can help prepare students for testing as a fun review for math and science or serve as a welcome break during a testing week. Would your school be available for some or all dates during the spring testing window?** \_\_\_\_\_

What other information will help us determine the best possible schedule for your school? For example, what month does your school prefer to start (requests for exact dates/months **cannot be guaranteed**). What school events, other than scheduled district breaks or holidays, may interfere with attending STARBASE (science fairs, special events, field day, etc.)? \_\_\_\_\_

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