



READING EXTENDED DAY

Before and After School Care Programs

62 Oakland Road

Reading, Massachusetts 01867-0280

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January 31, 2020

Dear Parents,

It's that time again! Priority registration for families currently enrolled in the Extended Day Program for the 2020/2021 school year will start on **Monday, February 24th**. If you are planning on enrolling your child in the Extended Day Program for the 2020/2021 school year, **please return the \$35 registration fee for each child along with the completed registration form. There is limited space and registration is on a first come, first served basis. Registration will take place the week of February 24th – 28th at your current elementary school from 6:00pm – 7:30pm. Schedule below:**

<u>School</u>	<u>Date</u>	<u>Time</u>	<u>Registration Location</u>
Barrows	Monday, February 24 th	6:00pm – 7:30pm	Café
Birch Meadow	Tuesday, February 25 th	6:00pm – 7:30pm	Café
Joshua Eaton	Wednesday, February 26 th	6:00pm – 7:30pm	Café
Killam	Thursday, February 27 th	6:00pm – 7:30pm	Café
Wood End	Monday, March 2 nd	6:00pm – 7:30pm	Cafe

Registration forms submitted earlier than Monday, February 24th will not be processed. If you are unable to make the above scheduled time, please return the registration form the next day to the Community Education Department in the Main Office at the Reading Memorial High School, 62 Oakland Road, Reading, MA 01867.

Dropbox: After hours completed enrollment forms and registration fees can be placed in the dropbox located outside Central/Superintendent's Office. The dropbox will only be checked once/day.

Mail: Completed enrollment forms and registration fees can be mailed to Reading Extended Day Program, 62 Oakland Road, Reading, MA 01867

Enrollment is on a first come, first served basis. Space is limited! Registrations are processed in the order they are received. Registration forms submitted prior to Monday, February 24th will not be processed.

We will limit the registration process during the month of August or making any schedule changes. If you submit your registration form after July 31st, your child may be placed on a waitlist. All schedule changes must be received in writing to us by July 31st for them to be implemented for the first day of school. The month of August will be used to work out staffing, work on program details and process all paperwork for the enrolled children.

Confirmation letters and informational forms will be mailed to you the last week of March outlining your child's schedule and monthly tuition once accepted into the program. Your first tuition payment and informational forms will be due on **Wednesday, May 13th**. If your first tuition payment and informational forms are not received by **Wednesday, May 13th** your spot will no longer be guaranteed for the 2020/2021 school year and may be given to someone else.

Please refer to the reversed side of this sheet regarding important points. If you have any questions, please feel free to call the Extended Day Office at (781)942-9136.

Sincerely yours,

Christopher Nelson
Director of Extended Day & Community Education

Extended Day Registration for Existing Families – Registration for existing families will start on Monday, February 24th. The Extended Day Program will open to general public in the District on Monday, March 16th.

1. **Do not turn in the registration form prior to Monday, February 24th or we will return it to you.** All families in the program are given equal opportunity to turn in the form.
2. **All registration forms must have the registration fee enclosed.** Any registration forms received without the registration fee will not be processed and will be returned.
3. **We do not do electronic registrations for Extended Day.** At this time we do not do electronic registrations for the Extended Day Program because of the complexity of the program. Our goal is to make sure we support each student as best as possible. Extended Day enrollment/registration is not just a numbers game, but rather a process.
4. **Registration is on a first come/first served basis.** There is limited space in the Extended Day Program for both before and after school and there is no guarantee that you will receive the days that you want. When the program fills up, you are placed on a waitlist. The waitlist is done in the order by which we received the registration and is not driven by how many years you've been in the Extended Day Program. All existing families in the program are given an equal opportunity to register for the days they want.
5. **Confirmation letters will be sent out during the last week of March.** Confirmation letters and information forms include your child's schedule as well as your monthly tuition amount. Please review the information and make sure it's correct.
6. **Your first Extended Day payment and Information Forms for the 2020-21 school year will be due on May 13th.** This payment is your deposit and is applied to Payment 1.
7. **Outstanding balances must be paid in full by June 1st.** We won't allow anyone to start a new school year if they still have a balance from the previous school year. If you have circumstances that have prevented your ability to pay, please contact our office at (781)942-9136 to discuss your options.
8. **We cannot hold your spot.**
9. **Limited Extended Day registrations will be accepted during the month of August.** We spend the month of August working on staffing, processing paperwork, etc. If you send in a registration form during this time, you may be placed on a waitlist regardless if we have the space or not.
10. **All permanent schedule changes require a 30-day notice.** If you want a change to your schedule before the first day of school, you will need to inform us in writing by July 31st.