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# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

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Dear Reading Extended Day Parents,

Each year the Extended Day Program has explored new ways to offer financial support to those families who are in need of after school care in order to continue working at their place of employment, attend school, or survive any other life changing event that impacts their ability to pay for care. As a self-sustaining program it is important that the Reading Extended Day Program utilize financial assistance tools that are fair and equitable to all parents enrolled in the program. To that end, the Reading Extended Day Program has made the decision to use the Child Care Circuit as its primary resource for financial assistance and will be using the Free and Reduced Lunch application in instances where a family has been denied support or placed on a waiting list.

What does this mean for families requesting financial assistance?

- All families who are requesting financial assistance **must** apply through the Child Care Circuit first. The Child Care Circuit can be reached at (<http://www.childcarecircuit.org/>) or by calling (800)660-2868 or (978)686-4288.
- If your family is not approved for financial assistance through the Child Care Circuit, you may apply for a scholarship from the District using the Free and Reduced Lunch and Share Information process. Applications must provide proof of application to the Child Care Circuit and the denial of services or being placed on a waitlist with them.

How do families request a scholarship?

- Submit a letter of request for a scholarship along with a copy of the letter from the Child Care Circuit stating that you were denied services or placed on a waitlist.
- Submit a completed application for Free and Reduced Lunch and the Share Information with Other Programs form

Completed applications along with the request letter and proof denial or waiting list documentation from Child Care Circuit can be returned to Gail Dowd, Director of Finance, Superintendents Office, 82 Oakland Rd, Reading, MA 01867. Applications will be reviewed to determine eligibility. Qualifying students will be eligible for full or partial waivers. You will be notified in writing of your eligibility determination.