

## PJA Afterschool Department Enrollment Process

Due to the ongoing Coronavirus pandemic and the restrictions in place to maintain the health and safety of our community, PJA Afterschool is writing a comprehensive health and safety plan for all of our programs. We are also going through additional training and orientation with our staff to go over the procedures and policies in place as part of this plan.

The enrollment process will also be affected by the guidelines we have been given by the Early Learning Division (ELD) of the Oregon Department of Education (ODE). Under the guidelines we have lower capacity limits and requirements for stable groups. As a result, we are currently running a waitlist for all families who have turned in enrollment forms. As we are able to build stable groups and confirm enough space for distancing under the current guidelines we will admit groups of students. We are holding off on charging registration fees until we are able to fully process and confirm your enrollment in our program. We will have more information about how our waitlist will operate during the school year once we have reached our capacity limits.

### **Enrollment Timeline -**

**Friday 5/21/21** - Enrollment opens for all programs. We begin processing enrollment by checking for completion of forms and contacting parents to confirm receipt of enrollment forms.

**Monday 5/31/21** - Receipt of enrollment form emails should be sent out by end of day.

**Week of 6/7/21** - PJA Afterschool Department meeting with PPS principals and staff.

**Week of 6/21/21** - First wave of enrollment confirmations will begin to go out. Registration fees will be charged for those who receive enrollment confirmations. More enrollment confirmations will be sent out on an ongoing basis throughout the Summer.

**Week of 7/12/21** - Introduce Site Directors to families

**Mid-July** - Next anticipated update from ODE to Ready Schools Safe Learners and to the Health and Safety Guidelines for child care providers. We hope to open more spots in our program if the update allows us to increase capacity limits.

**Week of 8/2/21** - Comprehensive Health and Safety Guidelines published.

**Week of 8/9/21** - All families still on the waitlist will be contacted with more information about how the waitlist will operate during the school year.

**Monday 8/16/21-Friday 8/27/21** - Preparing sites, introducing teachers, staff training and orientation.

**Tuesday 8/31/21** - First day of program for PJA students.

**Wednesday 9/1/21** - First day of programs for PPS students.