

Community Education
Dover Sherborn Public Schools

Elizabeth McCoy, Superintendent

Tracey Carlin, Director of Sherborn Extended Day

Dear Continuing and New Extended Day Families,

The Extended Day Registration Forms for the 2024-2025 school year are attached to this letter. Registration forms may be found on the Pine Hill School website>Families & Community>Extended Day.

All completed applications must be mailed or delivered *to the Extended Day Program Director, accompanied by one month's non-refundable and non-transferable security deposit, which will be applied to your June 2025 tuition, in order to secure your space. Should you withdraw before June 2025, your entire deposit will be forfeited.* Forms may also be dropped off in the front office of the school.

New Families - please include a \$25.00 Non-Refundable Registration Fee (only one fee per family) plus your June 2025 tuition payment.

**Scholarships are available for qualifying families. Contact Community Education for more information.

PLEASE NOTE THE FOLLOWING:

Your application will be considered complete and able to submit ONLY if it includes:

1. Completed registration form with an attached recent wallet-sized picture of your child
2. One month's security deposit (June 2025) plus \$25.00 registration fee (for new families only) and completed tuition worksheet.
3. Completed medical information sheet (pg. 2 of the registration form), with 2 local emergency contacts, other than parents. Emergency contacts should be close by and available to pickup within 30 minutes in case of illness or emergency.
4. A copy of your child's most current signed physician's medical form and immunizations. This is considered confidential, so we **must receive it directly from you.**
5. Signed and dated acknowledgement that you have read and understood the parent handbook. The handbook is available online on the Pine Hill School website>Families & Community>Extended Day.
6. Parental Permissions Form signed and dated.
7. Existing families' accounts should be paid up to date and current. Please check with Community Education if you are not sure of any balance due on your account. Enrollment cannot be confirmed for accounts that are not up to date.

Student enrollment from the completed registration forms will be evaluated with the goal of accommodating as many requests as possible. If registrations exceed our projected staffing and space requirements we will give priority to families based on the number of days requested. 5 days first, 4 days, then 3 days. Students must be registered for at least 3 days EACH week. Please remember: The number of applications accepted regarding the total enrollment will follow all DESE child care guidelines and staffing.

- All completed registration forms will be date stamped when they are received, beginning **March 4th** for families currently enrolled in SHEDA and waitlisted families from 2023-2024. For families new to SHEDA registration will start March 18. Registration forms will not be accepted prior to Monday March 4th. Forms will be available for everyone online Friday March 1st.
- **Invoice confirmation/schedules will be mailed to you at the beginning of August. This is the only invoice you will receive** and confirms your monthly tuition, due on the 1st of every month from September through May.
- The first of nine payments is due **September 1, 2024 which covers August-September, 2024,** the last payment is due May 1, 2025.
- All tuition payments are due on the 1st day of the month and will be applied to that month.
- Payments received after the 1st of the month are subject to a \$25.00 late fee.
- **Extended day offers two options for pick up 5:15PM and 6:00PM. Please make sure to register on the forms with the correct pick up time.**

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- **Incomplete registration forms will not be accepted.**
- Registrations for 5 days will not be eligible for reduction in days until after January 1st, 2025 due to staffing ratios. These changes will go into effect February 1, 2025.
- The number of registrations accepted regarding the total enrollment will follow all DESE child care guidelines and staffing.
- Please **do not** pay your June 2025 deposit with Unipay.
- You will be notified of your child's enrollment status in May.
- If your child is placed on a waiting list- we will reach out to you directly once space becomes available including over the summer. You will receive an email from us when space becomes available.
- Should you withdraw before June 2025, your non refundable, non transferable deposit will be forfeited.
- Please review the HANDBOOK very carefully since this in regarding your child's after school care, tuition payments and policies.

We look forward to including you and your child (ren) in our program. Please don't hesitate to call me with any questions, 781-467-9558. During the summer, please email carlint@doversherborn.org.

Tracey Carlin