Medford Early Education Program

MEEP - TheMcGlynnSchool
3002 MysticValley Parkway
Medford,MA 02155

Accepting this placement for (Child's Name)

Please sign this form within 10 business days to confirm your acceptance of placement.

Please sign the electronic signature below to accept the **Tuition/Placement Agreement**.

By signing below, I acknowledge that I have read, understand and agree to the tuition/placement agreement.

(Parent Signature) **(Date)**

As a reminder, the registration process with FACTS Management Systems for tuition payments is now open. Please note that there is a non-refundable fee of $60.00 per family added to all registrations each year. Once you have set up your account, either for automatic withdrawal or invoice, we will activate it and include this fee in your total tuition costs.

To secure your placement, your first tuition payment is due upon signing the Tuition Agreement and must be completed no later than August 20th. Following this, remaining payments will be due on the 20th of each month, with the final payment expected by May 20th.

Additionally, please note that accounts for returning MEEP students will be automatically rolled over for the New School Year.

To enroll your child who is new to MEEP, please take a copy of the Placement Letter to the Registration Office at Medford High School. This letter is essential as it confirms your child's placement in MEEP and indicates the class they will be attending. Remember, registration must be done in person.

Should you have any questions about the registration process or the payment schedule, feel free to reach out.

Please note that if we do not receive the Tuition Agreement within 10 business days, your child's name will be removed from the class list, and the available space will be offered to the next child on the Waitlist.

An informational packet will be sent via email, which will include your classroom teacher's "Welcome Letter." Additionally, please complete and submit your Information Packet via the attached Google form. The memo will also contain the Meet and Greet Orientation Date and the Start Date for your classroom.

Receipt of the Agreement will serve as confirmation of your acceptance of the placement.