

Community Education
Dover Sherborn Public Schools

Dr. Andrew Keough, Superintendent

Cecily Graham, Director of Sherborn Extended Day

Dear Continuing and New Extended Day Families,

The Extended Day Registration Forms for the 2021-2022 school year are attached to this letter. Additional application forms can be found at the school office, the Extended Day program location, and the Community Education website.

- 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 only be applied to your June 2022 tuition, in order to secure your space. Should you withdraw before June 2022, your 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).

*Scholarships are available for qualifying families.

- Your application will be considered complete and able to be submitted **ONLY** if it includes:
 1. Completed registration form **and** recent wallet-sized picture of your child
 2. One month's security deposit (June 2022), \$25.00 registration fee (for new families only) and completed tuition worksheet.
 3. Completed medical information sheet, with 2 local emergency contacts, other than parents. Emergency contacts should be 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 acknowledgement that you have read and understood the parent handbook. The handbook is available online at DoverSherborn.org. (Parental Permissions form)

Student enrollments from the completed registration forms will be evaluated with the goal of accommodating all requests. If registrations exceed our projected staffing we will give priority to families based on the number of days requested. Students must be registered for at least 3 days EACH week.

- All completed registration forms will be dated when they are received, beginning March 22nd for families currently enrolled in SHEDA and April 5th for families new to SHEDA. Confirmation letters will be mailed out around May 15th, providing your 2020-2021 account is current (for continuing families). No registration forms will be accepted before Monday March 22nd. Forms will be available for everyone on line Friday, March 19th.
- **Invoice confirmations/schedules will be mailed out at the beginning of August. This is the only invoice you will receive** and it will confirm your monthly tuition, due on the 1st of every month from September through May.
- The first of nine payments is due **September 1, 2021 which covers August-September, 2021**, the last payment is due May 1, 2022.
- 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.
- We are aware that work schedules and activities change periodically, however, any changes made August 2nd through September 15th will go into effect October 1st - please plan accordingly.
- **After September 15th, changes made in writing prior to the 15th will be made on the 1st of the following month.** (ex. Changes made before September 15th go into effect on Oct 1, changes made between September 16th and October 15th go into effect November 1). All changes made, including additions as well as deletions, will be subject to a \$10 administrative fee.
- **Extended day will operate from 2:15PM to 6:00PM. There will be two options for pick up 5:15PM and 6:00PM. Please make sure when you register that you use the form with the correct pick up time.**

We look forward to including you and your child(ren) in our program. Please don't hesitate to call me with any questions, 508-651-2771. During the summer, please email grahamc@doversherborn.org.

Cecily Graham