

DEVOTION PRIMARY EXTENDED DAY PROGRAM
30 WEBSTER STREET
BROOKLINE, MA 02446
(617) 879-4414

February 13, 2017

Dear Parents of Children in Grades 1-4,

Welcome to Devotion Primary Extended Day Program's (DPEDP) application process. We hope that this packet will answer questions you might have about our application process.

The Devotion Primary Extended Day Program is a recreationally focused program for children in grades K-4 who attend the Edward Devotion School. We were established to meet the need of the Devotion School community for quality after-school childcare that is nurturing, supportive of cognitive development and developmentally appropriate. Since our inception in 1972, we have continued to evolve in response to that need.

DPEDP has a volunteer parent board of directors, a staff of professional administrators and teachers. We currently serve 125 children. The 2017-2018 program will be located at the Lower Devotion School 30 Webster Street. Our program is divided into developmentally age appropriate groupings. We are an independent entity and as a private, non-profit corporation, all our financial support comes from tuition paid by parents. As a school-based program, we enjoy a close relationship with the administration and faculty at Devotion as well as the Brookline Public Schools.

Our program operates from the end of the school day until 5:45 P.M. You may enroll your child for 2, 3 or 5 days. Priority is given to families needing 5-day per week care.

Our registration process is conducted by mail. To apply, please fill out the application form and submit it to the address indicated on the application, along with an application fee of \$50, by March 13, 2017. To be considered, applications must be filled out completely and accompanied by the \$50 fee. Your application fee check will not be cashed unless you are accepted into the program.

If you live in a buffer zone you should apply to each extended day program for a school where your child might be enrolled.

Please think carefully about your child's schedule for the coming year before completing the application. The schedule that you indicate in your application will determine which days your child can attend the program if your application is accepted. If it is accepted, you will be asked initially for two months of tuition. The tuition deposit will be forfeited if you leave the program early.

If there are fewer applications than available slots, all applicants who meet the criteria mandated by the Brookline School Committee will be accepted. If there are more applications, we will have a lottery for program slots as well as for positions on a wait list. Once again, priority is given to families needing the 5-day program.

We will keep a wait list for slots that may become available during the year. That waitlist will expire at the end of the 2017-2018 school year.

Your application must be received by March 13, 2017 to participate in this lottery. All applications received by that date will be given equal consideration.

We will send you a letter by mid-May 2017 notifying you of your enrollment status. The letter will tell you whether your child has been accepted into the program or placed on the waiting list.

Again, your application fee check will be cashed only if you are admitted to the program. This fee, once you have been admitted, is non-refundable. We must stress that there is no way of knowing for sure how many children will apply, but demand has typically been extremely high.

Be sure to read and familiarize yourself with DPEDP's "Financial Information" that is included with this packet.

If you are applying for a scholarship, you can download the "Tuition Assistance Packet" from our website, <http://www.devotionextendeddayprogram.com>. Alternately, you can contact our bookkeeper, Vickie Greenzang at 857-225-5626 or email her at vickie.greenzang@gmail.com to request the packet. The tuition assistance application must be included with your application form and the \$50.00 application fee. The scholarship application must be returned by March 13, 2017 to be considered for the spring round of scholarship decisions. There may be an additional round in September for those whose economic status has changed or should more funds become available.

As mandated by the Brookline School Committee, DPEDP gives preference for admission to: working parents, those who are of necessity students, and those who are in employment training programs.

We hope that this information is helpful to you. If you have questions, please contact Cathy Nowacki, Director, at dpedpdirector@gmail.com or call the program at 617-879-4414 between the hours of 11:00 AM and 5:45 PM

Sincerely,

The DPEDP Parent Board

DEVOTION PRIMARY EXTENDED DAY PROGRAM FINANCIAL INFORMATION

APPLICATION FEE:

To apply for the program please complete the following two steps by March 13, 2017:

1. **Submit a completed and signed application and**
2. **Pay a non-refundable \$50 application fee for each child. Your check for \$50 is not cashed unless your child is accepted into the program.**

Note: Once a child is accepted into the program, the application fee will not be refunded unless your child is directed by the Superintendent to another Brookline Public School. (If a family is accepted into the program and withdraws, a subsequent application fee is necessary upon reapplication, except in the case of non-receipt of a scholarship award.)

ENROLLMENT DEPOSIT:

If your child is accepted into the program, you will be asked to **sign an enrollment agreement and pay a \$100 enrollment deposit for each child by June 1, 2017. Your space is not guaranteed until this payment is received.** The enrollment deposit is refundable at the end of the academic year if you decide not to re-enroll and your child has completed a year in the program without any reduction or change in his or her enrollment schedule.

TUITION DEPOSIT:

To finalize your child's enrollment in the program, you will be asked to **submit a deposit equal to one month's tuition for each child by June 1, 2017.** This tuition deposit will be applied to your June 2018 tuition payment if your child is still enrolled in the program at that time.

Note:

- If you withdraw a child from the program after signing an enrollment agreement and before July 15, 2017, you will forfeit your \$100 enrollment deposit.
- If your child withdraws from the program after July 15, 2017, you will forfeit both your \$100 enrollment deposit and the full amount of your tuition deposit.
- If you live in a buffer zone and your child's school assignment is determined by the Superintendent of the Brookline Public Schools to be other than Devotion School, both your \$100 enrollment deposit and your tuition deposit will be refunded.

ENROLLMENT POLICY:

Children may be enrolled for 2, 3 or 5 days. When you enroll your child in the Devotion Primary Extended Day Program, you commit to pay for your child to attend the program according to a particular schedule for the entire school year. **In most cases, the program will not allow families to change the number of days a child attends the program after signing an enrollment agreement.** You should think carefully before selecting a schedule for your child at enrollment time.

**DEVOTION PRIMARY EXTENDED DAY PROGRAM
FINANCIAL INFORMATION continued**

If unforeseen events arise during the school year that make it difficult for your family to complete the year on the schedule you selected, you may petition the Parent Board in writing to request a change in schedule. The Parent Board will consider the reasons for the request and the needs of the program before deciding whether to grant it. **If your petition to change the number of days on which your child attends the program is granted, you will forfeit your \$100 enrollment deposit.**

Families who intend to withdraw from the program must provide thirty (30) days written notice.

- **If you withdraw a child from the program after signing an enrollment agreement and before July 15, 2017, you will forfeit your \$100 enrollment deposit.** The only exception to this policy is in the case of a child whose enrollment is determined by the Superintendent of the Brookline Public Schools.
- **If your child withdraws from the program after July 15, 2017, you will forfeit both your \$100 enrollment deposit and the full amount of your tuition deposit.**

CURRENT TUITION SCHEDULE: Not yet determined for the 2017-18 School Year

Annual tuition is divided into ten equal installments. The Tuition Fee Schedule is subject to change due to the budget requirements of the program as set by Parent Board.

Current 2016-2017 tuition rates are:

For Example Only:

5 DAYS	3 DAYS	2 DAYS
\$650 per month	\$515 per month	\$380 per month

TUITION PAYMENT SCHEDULE:

You must pay each month's tuition installment by the first of the month.

LATE FEES:

A late fee of \$15.00 is due for any month in which your tuition is not received by the 10th of the month.

The Parent Board regards DPEDP as an important community resource. We have designed these policies to ensure the financial health and stability of the program.

DEVOTION PRIMARY EXTENDED DAY PROGRAM
Grades 1-4 APPLICATION FORM 2017-2018

NAME OF CHILD _____ Gender: M F
(Please print clearly) First Name Last Name

Are you in a Buffer Zone? Yes No If yes, list school(s) _____

Grade of child September 2017: _____ Grade 1 _____ Grade 2 _____ Grade 3 _____ Grade 4

Number of Days: _____ 5 _____ 3 _____ 2 Which days? _____ M _____ T _____ W _____ Th _____ F
(Please select carefully. The schedule that you indicate in this application will determine which days your child can attend the program if your application is accepted.)

Name of Parent/Guardian #1 (Please Print) _____

Address _____

Home Phone # _____ Email Address _____

Name of Employer, School Attending or Employment Training Program: _____

Work Phone # _____ Cell Phone # _____

Name of Parent/Guardian #2 (Please Print) _____

Home Phone # _____ Email Address _____

Name of Employer, School Attending or Employment Training Program: _____

Work Phone # _____ Cell Phone # _____

First priority for admission to DPEDP will be given to the children of working parents, students or those who are in employment training programs.

My/Our work, student or training status qualifies me/us for priority admission. _____ Yes _____ No

Does your child require any special accommodations or support services to be successful in a large, group setting? If so, please explain on the reverse of this application.

For your application to be processed, this form must be completed in full and accompanied by a \$50.00 check made out to DPEDP. Application fees are non-refundable except under the circumstances described in our instruction letter.

Information must be provided for all parents/guardians. Your signature assures that you understand the application process and the information provided is accurate.

Signature of Parent/Guardian #1 _____ Date _____

Print Name _____

Signature of Parent/Guardian #2 _____ Date _____

Print Name _____

**DEVOTION PRIMARY EXTENDED DAY PROGRAM
Grades 1-4 APPLICATION FORM 2017-2018 continued**

Applications for admission may be discussed with school administrators and other relevant school personnel.

DPEDP does not discriminate against any child on the basis of race, color, sexual orientation, political beliefs, disability, parent(s') marital status, religious, national or cultural heritage.

Several copies of DPEDP's Parent Handbook which enumerate the program's policies and procedures are available for sign-out in the Devotion School Office.

Parents and children may visit the program to meet the staff prior to enrollment. Please call 617-879-4414 to arrange a visit. Once enrolled in the program, parents are invited to visit the program without prior notification.

Please complete and mail this form along with your non-refundable check for \$50.00, if applicable, made payable to DPEDP. Our bookkeeper's address is:

**DPEDP
c/o V. Greenzang
PO Box #470688
Brookline Village, MA 02447**

No application will be accepted unless it is mailed to the address provided above.

If you wish to confirm receipt of application send an email request to vickie.greenzang@gmail.com