

Enrollment Procedures

Enrollment is an annual process, beginning with the re-enrollment of existing families, then the enrollment of waitlisted and new families. There is a \$50 annual enrollment fee per family. Once a family is enrolled in MEDI, they retain that schedule each year until before and after school care is no longer needed. The waitlist is a rolling waitlist, which means families will receive requested days as soon as space in the program becomes available, whether in the current year or the following years. New families who are interested in MEDI will be able to apply during our annual Community Enrollment.

MEDI's annual enrollment process is outlined below:

Step One: Re-Enrollment Confirmation

Medway Extended Day will offer currently enrolled families the opportunity to renew their existing contracts for the upcoming academic year. Those families are guaranteed their current enrollment spots in their current school/MEDI location. Existing families have the right of first refusal for their existing contracted placements, and will be offered waitlisted days as those days become available on a rolling basis. If a family would like to increase enrollment days for which they are not currently waitlisted, MEDI will only accommodate the request if space is available. If the newly requested days are not available, the child will be put on the waitlist.

Step Two: Community Enrollment/Lottery

Medway Extended Day will accept applications for new students once the re-enrollment process is complete.

The policy for determining priority in enrollment is as follows, until the Program reaches full capacity:

1. Current MEDI families
2. Siblings of existing students
3. Resident students who attend Medway Public Schools
4. Non-resident students who attend Medway Public Schools through School Choice
5. Students from neighboring towns

Final authority for enrollment decisions rests with the MEDI Director and/or Board of Directors.

Kindergarten Enrollment

In mid-January, current MEDI families will receive the notice of kindergarten enrollment for the upcoming school year. Once that registration is complete, enrollment for new kindergarten families will open at the end of January. Notice of enrollment for new

kindergarten families will be published on MEDI social media sites as well as our website www.medwayextendedday.com. The registration link will be published on our website.

New Medway Families Kindergarten Lottery

Registration for new kindergarten families will be by a lottery process. Registration will be open for ten (10) days. Once registration closes a lottery will be held. The number of lottery placements available will be based upon capacity. If a child's desired schedule cannot be accommodated, they will be placed on the waitlist. Families will be provided the waitlist number after all new registrations are processed. It is important to note that MEDI cannot hold any spaces or waitlist any children without a completed application. Enrollment requests after the registration is closed will be processed in the order received.

Enrollment for Grades 2-8

In early February, current MEDI families will receive notice of re-enrollment for MEDI for the upcoming school year. Once registration is complete enrollment for new MEDI families will open in late February. Priority for open spots will be given to current families first and families already on the waitlist. Registration for new families will be based upon the date received. Placement will be based upon capacity and current waitlist. If MEDI can not accommodate a request for placement, the family will be placed on the waitlist.

Prior to a child's initial enrollment, parents are encouraged to visit the program and meet with the Assistant Directors and/or Executive Director. This is an excellent opportunity to introduce your child to the MEDI staff, to see the program in action and to ask questions.

Step Three: Enrollment Package

Once placements are finalized, MEDI prepares a contract for each child. It is necessary for all parents to complete and sign the enrollment package confirming the days the child will attend the program. The package will also list any days that a child is on the waitlist. A deposit of one month's tuition is required with the return of the signed enrollment package. The deposit is applied to the September tuition for the upcoming school year. No portion of the deposit will be refunded if the student reduces their schedule. Signed enrollment packages with deposit, by the required receipt date, will confirm enrollment for the upcoming academic year. If a contract and deposit are not received by the given date, the child will be removed from the roster and their placement will be forfeited and offered to another family.