

RUFFIN RIDLEY EXTENDED DAY PROGRAM
345 HARVARD STREET
BROOKLINE, MA 02446
(617) 879-4414

Dear Parents,

Welcome to Ruffin Ridley Extended Day Program (RREDP) application process. We hope that this packet will answer questions you might have about our application process.

The Ruffin Ridley Extended Day Program is a recreationally focused program for children in grades K-4 who attend the Florida Ruffin Ridley School. We were established to meet the need of the 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.

RREDP has a volunteer Parent Board of Directors, a staff of caring professionals. The program is located at the Florida Ruffin Ridley School, 345 Harvard 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 the Ruffin Ridley School 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 of care.

Our application process is conducted by mail/email. To apply, please fill out the application form and submit it to the address indicated on the application. To be considered, applications must be filled out completely. If you live in a buffer zone you should apply to each extended day program for a school where your child might be enrolled.

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. Your application must be received by March 15, 2024 to participate in this lottery.

You will receive notice by the end of April 2024 notifying you of your child's enrollment status. This will tell you whether your child has been accepted into the program or placed on the waitlist.

We will keep a wait list for slots that may become available during the school year. To maintain your spot on the waitlist, you must reapply each year by the lottery deadline, which is typically early/mid-March. Otherwise, your child's name will be removed from the waitlist.

Be sure to read and familiarize yourself with the "Ruffin Ridley Extended Day Program Financial Information" that is included with this packet. If you are applying for tuition assistance, please download the Tuition Assistance packet from our [website](#).

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

If you have questions, please contact Cathy Nowacki, Executive Director, at cathy.nowacki.rredp@gmail.com or call the program at 617-879-4414.

Sincerely,

The Ruffin Ridley Extended Day Parent Board

**RUFFIN RIDLEY EXTENDED DAY PROGRAM
FINANCIAL INFORMATION**

APPLICATION FEE & ENROLLMENT DEPOSIT

If your child is accepted into the program, you will be asked to submit a \$50 non refundable application fee, sign an enrollment agreement and pay a \$100 enrollment deposit for each child within one week of acceptance notice. Your space is not guaranteed until these payments and forms are received.

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, 2024. This deposit will be applied to your June 2025 tuition payment if your child is still enrolled in the program at that time.

Note:

- If you withdraw your child from the program after signing an enrollment agreement and before July 15, 2024, you will forfeit your \$100 enrollment deposit.
- If your child withdraws from the program after July 15, 2024, 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 the Ruffin Ridley School, your \$50 application fee, \$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 Ruffin Ridley 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 or choice 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.

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.

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

CURRENT TUITION SCHEDULE

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 the Parent Board. Current 2023-2024 tuition rates are:

5 DAYS	3 DAYS	2 DAYS
\$715 per month	\$567 per month	\$420 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 RREDP as an important community resource. We have designed these policies to ensure the financial health and stability of the program.

**Ruffin Ridley Extended Day Program
Application Form 2024-2025**

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

Grade in Sept. 2024: K 1 2 3 4 Does the applicant have a sibling in the program? Yes No

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

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*) _____

Address _____

Home Phone # _____ Email Address _____

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

Work Phone # _____ Cell Phone # _____

Priority for admission to the Ruffin Ridley Extended Day Program 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?
 Yes No If yes, please explain on the reverse of this application.

For your application to be processed, this form must be fully completed and returned to the address provided below. 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 _____

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

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

A copy of Ruffin Ridley Extended Day's Parent Handbook which enumerates the program's policies and procedures are available at your request.

Please complete and mail/email the application form to:

The Ruffin Ridley Extended Day Program
c/o Cathy Nowacki
PO Box #470688
Brookline Village, MA 02447

[Cathy Nowacki, Executive Director](#)

We do not accept applications at the school. Application should be mailed/mailed to the address provided above.