

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-5 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 coming primarily from tuition paid by parents. As a school-based program, we enjoy a close relationship with the administration and faculty at the Florida Ruffin Ridley School as well as the Public Schools. of Brookline.

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 14, 2023 to participate in this lottery. You will receive notice by the mid-April 2023 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. In order 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 wait list.

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 an employment training programs.

If you have questions, please contact Cathy Nowacki, Executive Director, at [cathy.nowacki.rredp@gmail.com](mailto: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, 2023. This deposit will be applied to your June 2024 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, 2022, you will forfeit your \$100 enrollment deposit.
- If your child withdraws from the program after July 15, 2023, 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 Public Schools of Brookline 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) day 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 Parent Board. Current 2022-2023 tuition rates are:

5 DAYS	3 DAYS	2 DAYS
\$700 per month	\$556 per month	\$412 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 2023-2024**

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

Grade in Sept. 2023: K 1 2 3 4 5 Does applicant have a sibling in 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 address provided.**

**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 on the basis of 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 enumerate 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/emailed to the address provided above.