



March 19, 2018

Dear Parents/Guardians:

We will continue with the same registration process for the Extended Day Enrichment Program (EDEP) for the 2018-2019 school year as we have done for the past several school years. The process was implemented due to high demand and space limitations at many of our schools. Please note the following procedures and timeline for your child to be eligible for enrollment in the EDEP program for the 2018-2019 school year.

- 1) Beginning Monday, April 23 through Monday, May 7, 2018, parents and guardians must pick up, complete, and return an "Intent to Enroll" form to your school's site facilitator during program hours. Your school's site facilitator will collect and store all forms during that time period. You will receive written confirmation that your "Intent to Enroll" form has been received.
- 2) On May 8 & 9, EDEP district staff will randomly draw names and assign a space in the program for those students at the sites with more "Intent to Enroll" forms than spaces. Once all spaces are assigned, a waiting list will be established based on a continuation of the random drawing.
- 3) On Thursday, May 10, a list will be posted in a designated area at each school, identifying students selected for enrollment in the EDEP program.
- 4) ***It is the responsibility of the parent to call or check the list.*** All eligible students' paperwork and registration/tuition fees must be submitted to the site facilitator ***by Friday, May 18 at 5:45 pm.***
- 5) **A student's space in the EDEP program will be forfeited if payment has not been received by this deadline and the student's name will go to the end of the waiting list. Additionally, all past due balances must be paid in full in order to register your child for the 2018-2019 school year.**

Please contact your school's site facilitator or the EDEP district office if you have any questions regarding this procedure.

Sincerely,

Teri Houser  
EDEP, District Specialist  
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