



Education Stations' 2017-2018 Academic School Year

Registration is *OPEN!*

Deadline: August 1, 2017

Dear Parents,

As we are getting ready to complete another great year at the after school program, the time is also here to begin preparing for next fall. Registration is now open, and information is available online at www.MelroseSchools.com on the Education Stations' page. Please carefully remember registration is only considered valid once ALL necessary documents are received. The online registration form is only one component of complete registration.

Steps to Register

1. Please carefully read the parent handbook, which is accessible online. Understanding how the program works is a critical starting point for a smooth, collaborative year. Please contact us w/ questions.
2. Download our "Parent Permission Packet" (PPP), and please print out the documents *in the current pdf format* (do not complete electronically and email to us). Fill out information requested on *all three required pages*, and the "Consent for Medication Administration" if relevant for your child. The completed PPP is required a minimum of two-weeks before students may attend. We ask this information to keep children safely supervised.
3. Complete online registration form, available at www.MelroseSchools.com on the EdS page. Your email is required to send electronic confirmation of your responses. If the schedule you registered for needs to change after the time you submit the online registration form, please contact us via email. State your child's full name, school, and the most recently desired schedule. *Schedule changes for August and September may not be made after the 8/15/17.* Thanks for understanding, as we are processing over 800 families' schedules in a small window of time.
4. Make full payment *covering the \$46 registration fee AND first monthly rate.* This first monthly payment covers after school fees in both August and September. Payments may be made by personal or bank checks, money orders or by credit/debit cards via MCC portal via the MPS' website. **EdS does not accept cash payment.** If you pay via check, please make payable to "Melrose Public Schools" and write your child's name in the memo line. If you are will be using bank-issued checks, please plan in advance to properly meet registration deadlines and payment destination. We appreciate your help in this matter.
5. Mail or drop by your PPP documents. If paying by check, please attach. *Please do not direct fall paperwork and payments to your child's school.* All information must initially be processed via our central offices. Please note central admin office hours during the summer are: Mon-Thur 7:30am-4:15pm.

Education Stations
% MPS Central Admin
360 Lynn Fells Parkway
Melrose, MA 02176

6. ***If ALL registration steps are completed by 8/01/17 your child will be guaranteed placement in the program.*** Children with incomplete files will not be able to attend until 2-weeks after all paperwork and payments are received. Please understand processing information, hiring staff, and ordering appropriate materials takes time. Feel free to call or email with any questions. We look forward to serving your family !

Dr. J and the Education Stations' Leadership Team

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