

PSED Wait List Policy:

Need for a Wait List Policy

Over the course of many years PSED has worked hard to respond to the growing demand for after school spaces for Pierce School students. For the 2017-18 school year we were able to expand our kindergarten through third grade classes and accept approximately 50 new students into the program. We are currently one of the largest extended day programs in Brookline. PSED is licensed by the Department of Early Education and Care and there is a limit to how many students we can accept based on our classroom space and our staffing. While we have been able to accommodate many more children, we still realize some families may want to join the program if space becomes available. If you wish to be added to our wait list, please read the following information regarding the wait list before adding your name.

Enrollment

Each Spring PSED holds a Kindergarten Registration for incoming Kindergarten students entering into the Pierce School the following September. Admission is granted on a first-come, first-served basis. During the spring, PSED distributes Returning Admissions Packets to students enrolled in the program. Preference is given to families whose children attend the program in the previous year. Siblings of children enrolled in the program are also given priority over new applicants. After the completion of the PSED Kindergarten Registration and all returning admissions have been submitted, PSED can accept new enrollees from the waitlist if enrollment slots are available.

Creation of the Wait List

Once all available student slots are filled each year, the PSED creates a wait list for those students whose parents wish to be notified when a position becomes available. This list is done on a first-come, first-serve basis, in accordance to the date on which the original application for admission was received. All families are asked to sign up online to be added to our wait list. The list is kept by class. Please note: In order to gain admission to PSED, children's parents/guardians must be employed or pursuing an education. The minimum number of days children can be enrolled is two per week. There is also a 3, 4 or 5 day option.

In the event that a student moves up to a new class while still on the wait list, the student is moved to the new class and positioned on the list in accordance to the original date of their application to PSED. Families can get an update on their status throughout the year but we do remind everyone on our list that we will contact you when and if a space becomes available.

Use of the Wait List

When a position in a class becomes open, the Administrative Director goes down the list in order notifying the parents of the opening, describing the slot available and the date the child could start PSED. The family is given a reasonable time to accept or decline the position and then the next family on the list is notified in sequence until the position is filled.

In the event that a family declines to accept the position for the days they requested, they will be removed from the wait list and the spot will be offered to the next family.

If a family is offered days other than what they requested but decline to accept those days, they will go to the bottom of the wait list at that time. Families who accept alternate days than those requested will be placed at the top of the wait list for the additional days they would like to enroll. We advise all families to carefully consider this option before declining to accept the days they are offered to avoid going to the bottom of the wait list for their child's grade.

Exceptions to the Wait List

The Executive Committee of the Board may in its discretion override the wait list and admit a child to the program upon the request in writing of the Pierce Guidance Department citing a unique and special need to do so. The disposition of such a request should be kept confidential and the reasons for the decision shall not be made public.