

Registration Procedures 2022-2023

Dear Parents,

Below are directions for the upcoming Registration for 2022-2023 School Year. Registration for new families will start being accepted on January 24th at 7:00 AM and go through February 11th. Any registration received prior to 7:00 AM on January 24th will not be accepted. Please follow the directions below. **Note: Registrations for currently enrolled and Alumni students will begin on January 10th at 7:00 AM and close on January 18th at 7:00 AM.**

1. Download the Ashland Preschool Registration Fillable Form.
2. Open the Registration Form and click **File>Save As** and choose to save it to your **Desktop**. **Rename** the document to your child's name. Click **Save** and exit out.
3. Go to the desktop and find the file name with your child's name and open the form.
4. Fill out the form completely and **Save** it back to your desktop to replace the blank form previously saved and exit out again.
5. Create an email to dlowell@ashland.k12.ma.us and attach the Registration form for your child by hitting the paperclip symbol, finding the attachment on your desktop, and attaching it to your email, then send.

We take registrations on a first come, first serve basis and will use the date and time it arrived in our inbox, as a date stamp. You will receive an email confirming that we received your registration. We will do our best to get everyone in the spots they would like. If you do not receive an email confirming receipt within one day, please contact us, it means we did not receive it.

You will receive an additional notification via email when your child is placed. At that time, you have one week to get us your Registration Fee of \$175.00. Please make checks payable to Ashland Preschool and mail to 75 Central Street, Ashland, MA 01721 Attention: Registration. Registration fees are non-refundable.

Change in Payment Schedule-

Payments will continue to be in 10 monthly installments for the yearly fee. The scheduled first payments will be on **July 1, 2022** and then each month, for ten months, ending **April 1, 2023**.

Financial Assistance Application-

If you are in need of financial assistance, applications for financial assistance will be accepted starting May 1, 2022. Please check the website in April for an updated application.