Shady Side Academy 

Enrollment Rules and Guidelines for Boarding Students

This supplement to the enrollment contract is to help boarding families, particularly those who live outside the United States, plan for the 2017-2018 school year and complete all of the necessary enrollment steps. Please be sure to read this document carefully and to abide by all of the deadlines set forth as you plan for your child’s transition and travel this upcoming school year.

# Important School Forms

In early May, all new families will receive an email with a link to the Newly Enrolled Families page on the Shady Side Academy website. Among other important information, families will find links to:

* **Medical and Athletic Forms Packet (PDF) –** In order to attend classes and participate in athletics, the Medical and Athletic Forms Packet must be completed and submitted by the student’s parents. The packet includes a medical form and immunization record that must be completed, signed by a physician, and dated after **June 1, 2017**. It also includes athletic eligibility forms that must be completed by the parent. The forms are due to SSA **August 1, 2017**, and must be received prior to the student’s arrival on campus. Students missing medical forms will not be permitted to attend classes or participate in preseason athletic practices. *(For new students entering grades 10-12, additional athletic eligibility paperwork is required, which must be signed by the student’s previous school head/principal. Families requiring these additional forms will be contacted by the SSA Athletic Department over the summer.)*
* **Family Information Update Form (Online) –**New families will receive their SSA website login credentials and instructions for accessing this required online form in early July, and the form is due **August, 1, 2017**. *(Returning families will have access to this form in early May, and the form is due June 1, 2017.)*

# Requirements for Health Insurance

SSA requires all students to have health insurance. All newly admitted international students will be enrolled in an Academy sponsored health insurance plan offering coverage in the United States. [Please view our brochure for more information](../Desktop/2017-2018%20STP%20Plan%20Summary%20%28Shady%20Side%20Academy%29.pdf). The charge for the 2017-18 school year (10 months) is $1,725 and will be applied to the student account in TADS. If a student has already been enrolled in a health insurance plan which provides coverage in the United States, proof of insurance must be submitted as part of the Family Information Update form in order to waive enrollment in the Academy sponsored plan. No student is allowed to move into the dormitory and begin preseason athletics and/or classes until proof of insurance is provided.

# Immunization Requirements in Pennsylvania

Proof of immunization must be presented when enrolling in school. Immunization information can be obtained from your family doctor or former school district, and should be included in your Medical and Athletic Forms Packet.

**Required Immunizations for Grades K-12**

* 4 doses of Diptheria and Tetanus (DTaP, DTP, TD, or DT)--**1 dose must have been administered after the student’s 4th birthday**
* 1 dose of Tetanus/Diptheria/Pertussis (Tdap) **on or after the student’s 10th birthday**
* 3 doses of Polio (OPV or IPV)
* 2 doses of Measles, Mumps, and Rubella (MMR)
* 3 doses of Hepatitis B
* 2 doses of Varicella **OR** MD documentation of disease
* 1 dose of Meningococcal (Menactra) for Grades 7-11

**\*UPDATE: Students must now have one additional dose of meningococcal vaccine before entry into the 12th grade.\***

**Medical or religious exemption**

A medical exemption is granted if the physical condition of a child is such that immunizations would endanger his/her life or health. A religious exemption, which includes a strong moral or ethical conviction, is granted if a parent or guardian of a child adheres to a religious belief whose teachings are opposed to such immunizations.

# International Student Fee

For the 2017-2018 school year, the international student fee is $2,000. This fee covers transportation to and from Pittsburgh International Airport for international students who are flying internationally during one or more of three major school breaks: Thanksgiving vacation, Winter Break and Spring Break. This fee also covers banking and processing fees and various administrative costs incurred by the Academy.

# Arrival to/Departure From Campus

Students and their parent(s)/guardian(s) are expected to pay close attention and adhere to the arrival and departure dates specified on the school calendar and in communications from the dean of student and residential life office.

## Start of School

* Move-in Day for New Students: Sunday, August 27, 2017 from 2-4 p.m. with a new boarding parent meeting beginning at 4:15 p.m. This will be followed by dinner for all new boarding students, parents, prefects, and residential life faculty. In the evening there will be a meeting for all new Senior School parents.
* New Student Orientation: Monday, August 28, 2017
* Move-In Day for Returning Boarding Students: Monday, August 28, 2016 from 3-5 p.m.
* Opening Day (First Day of Classes): Tuesday, August 29, 2017
* Early Check-in for Fall Sports Season Athletes only: Sunday, August 13. The dorms will be open only for students who plan to participate in the following fall sports: Boys Football, Girls Field Hockey, Boys and Girls Soccer, Boys and Girls Golf, Boys and Girls Cross Country and Girls Tennis. The dormitories will be closed on weekends during pre-season sports practices. Off-campus weekend accommodations will be arranged by the coaches of each team with designated host families.

## School Breaks

Dormitories close for school breaks in November, December, and March as noted below. Students are **not permitted** in the dormitories during these times. Seven day boarding students may leave on the mornings following the beginning of the winter and spring breaks (this is not the case for Thanksgiving Break). All other boarders must depart from campus by 6:00 pm. Students may return to the dorms after 5 p.m. on the return day.

* Thanksgiving Break: Begins at the end of the school day on Tuesday, November 21, 2017. All boarders must depart by 6:00 pm. All students may return after 5:00 pm on Sunday, November 26, 2017.
* Winter Recess: Begins at end of school day on Friday, December 22, 2017. Boarders may stay in the dorms Friday evening and depart Saturday, December 23, 2017 by 9:00 am. Students may return after 5:00 pm on Sunday, January 7, 2018.
* Spring Recess: Begins at end of school day on Friday, March 16, 2018. Boarders may stay in the dorms Friday evening and depart Saturday, March 17, 2018 by 9:00 am. Students may return after 5:00 pm on Monday April 2, 2018.

## Long Weekends

Dormitories are closed for all students on Presidents’ Day Weekend: Friday, February 16 - Monday, February 19. Closure begins at the end of the school day Friday, and students may return to the dorms after 5 p.m. on Monday.

## End of School

In June 2018, boarders are required to move out of the dorms by Friday evening, June 1. Students who want to participate in prom, grade review, prize day and graduation will need to find housing with host families for the final week of school.