



# 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 2019-2020 school year and complete all of the necessary enrollment steps. Please read this document carefully and 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, new families will receive an email with a link to the Newly Enrolled Families page on the Shady Side Academy website. In early July, new families will receive an email with their SSA website login credentials and instructions for completing the **Family Information Update** online through the website's Parent Portal. The Family Information Update includes two steps:

1. **Family Profile Update Form** – In this online form, parents review and update their family's biographical and contact information for the school database. The form is due **August 1, 2019** for new families. *(Returning families will have access to the form in early May with a due date of June 1, 2019.)*
2. **Magnus Health Medical and Athletic Forms** – In order to attend classes and participate in athletics, medical and athletic forms must be completed and submitted via the Magnus Health online system, which can be accessed on the Parent Portal. Most forms can be completed online by the student's parent. Some forms must be downloaded and printed, completed and signed by a physician, then scanned and uploaded back into Magnus Health. Note the physical exam form and immunization record must be completed, signed and dated by a physician **after June 1, 2019**. Forms are due by **August 1, 2019**, and must be received prior to the student's arrival on campus. Students missing required 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.)*

### 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. The charge for the 2019-20 school year (10 months) is \$1,880 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 Diphtheria and Tetanus (DTaP, DTP, TD, or DT)--**1 dose must have been administered after the student's 4th birthday**
- 1 dose of Tetanus/Diphtheria/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 2019-2020 school year, the international student fee is \$2,500. 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 25, 2019 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 26, 2019
- Move-In Day for Returning Boarding Students: Monday, August 26, 2019 from 3-5 p.m.
- Opening Day (First Day of Classes): Tuesday, August 27, 2019
- Early Check-in for Fall Sports Season Athletes only: Sunday, August 11, 2019. 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 26, 2019. All boarders must depart by 6:00 pm. All students may return after 3:00 pm on Monday, December 2, 2019.
- Winter Recess: Begins at end of school day on Friday, December 20, 2019. Boarders may stay in the dorms Friday evening and depart Saturday, December 21, 2019 by 10:00 am. International students returning from overseas may return after 5:00 pm on Saturday, January 4, 2020. Classes begin on Monday, January 6, 2020.
- Spring Recess: Begins at end of school day on Friday, March 13, 2020. Boarders may stay in the dorms Friday evening and depart Saturday, March 14, 2020 by 10:00 am. International students returning from overseas may return after 5:00 pm on Sunday, March 29, 2020. Classes begin on Tuesday, March 31, 2020.

## End of School

All boarders will be required to stay through commencement. Boarders may depart after 1:00 pm on the day of commencement, Friday, May 29, 2020. All boarding students must depart by no later than 10:00 am on Saturday, May 30, 2020.