



Dear Parents,

Thank you for your interest in the Bill and Sid Rubin Preschool at Beth Israel. We look forward to providing a meaningful experience for your child and your family.

*Sandy Sherman*  
Director of Early Childhood Education

## 2014-2015 ENROLLMENT TERMS AND CONDITIONS

### APPLICATION REQUIREMENTS

Please submit the attached Enrollment Application along with a \$250 non-refundable, non-transferable Application & Activities Fee. All non-Temple members will be charged an additional \$99 Security Surcharge that will be added to the first tuition payment. The Application must be signed by both parents/guardians. Beth Israel's policy requires that all financial obligations to Beth Israel and its school programs be current before a child's enrollment is processed.

**MEDICAL, INSURANCE AND EMERGENCY INFORMATION:** I/We agree to furnish all medical, insurance, emergency information and all other documents and forms required by the Preschool prior to the first day of school.

### APPLICATION PRIORITIES

Until **March 3, 2014**, priority for enrollment will be granted in the following order:

1. Returning Preschool families who are current with all financial obligations to Beth Israel and its school programs
2. Beth Israel members in good standing
3. Non-member, newly enrolling families.

### PROGRAM CALENDAR

The Bill and Sid Rubin Preschool operates on a traditional school calendar. We are closed for Winter and Spring Breaks as well as Jewish and legal holidays. A detailed calendar will be provided to all families enrolled in the Preschool.

**The 2014-2015 school year begins on September 4, 2014 and ends on June 5, 2015.**

### SELF REGULATION

I/We understand that in the event my/our child is unable to conform to developmentally appropriate behavior or if it is determined through ongoing observation and evaluation by administration and faculty that my/our child's developmental needs cannot be met, the administration has the right to require that my/our child be withdrawn. In such a case, all program fees that are due and payable will be pro-rated and re-billed to the withdrawal date.

### ADDITIONAL CHARGES AND FEES

There are additional fees for optional items such as hourly child care, enrichment, lunch program, field trips and miscellaneous items. These will be billed separately if used. They are not included in program fee rates. Hourly child care and enrichment fees must be paid prior to first use.

### LATE ENROLLMENT

If you enroll your child after July 15, 2014, it will be your obligation to make all necessary payments to keep you on time with the payment option you select, keeping in mind that all final payments are due by **March 3, 2015**.

*Please keep this page for your records*





**PROGRAM FEE PAYMENT OPTIONS**

Beth Israel offers three payment options to help you budget program fee expenses while providing the Preschool with financial stability. The total amount paid under an extended payment plan is more than the amount paid if payment is made in full by July 15, 2014. Your signature on the Enrollment Application designating your choice of program and payment option and the signature of the persons responsible for payment constitute a legal obligation to pay Beth Israel in accordance with the payment option selected. The first program fee payment for all payment options is due July 15, 2014. If you enroll a child after this date, it will be your obligation to make all necessary payments to catch up with the payment option you select. All final program fee payments are due **March 3, 2015**.

**PROGRAM OVERVIEW**

PROGRAM OPTIONS	PROGRAM HOURS	PROGRAM DAYS	PROGRAM FEE*
<b>JUNIOR KINDERGARTEN</b> (child turns 5 before March 15, 2015)	9 am - 3 pm	5 days, M-F	\$10,600
<b>PRE-K FULL DAY - 4 years old as of 9/1/14</b>	9 am - 3 pm	5 days, M-F	\$10,600
<b>PRE-K HALF DAY - 4 years old as of 9/1/14</b>	9 am - 1 pm	5 days, M-F	\$8,500
<b>PRESCHOOL PROGRAM - 3 years old as of 9/1/14</b>	9 am - 1 pm	5 days, M-F	\$8,500
		3 days, M/W/F	\$6,600
<b>PRESCHOOL PROGRAM - 2 years old as of 9/1/14</b>	9 am - 1 pm	5 days, M-F	\$8,500
		3 days, M/W/F	\$6,600
		2 days, T/Th	\$5,100
<b>TODDLER PROGRAM</b> (For children 18 -23 months as of 9/1/14)	9 am - 1 pm	5 days, M-F	\$8,700
		3 days, M/W/F	\$6,800
		2 days, T/Th	\$5,300
<b>BITTS</b> <b>Beth Israel Toddler Transition</b> (For children 18 months and up with a parent or caregiver)	9 am - 11 am	2 days, T/Th	\$2,600
<b>EXTENDED CARE</b> (Morning Care and Stay and Play)	8 - 9:00 am Monday-Friday 1 - 5:30 pm Monday-Thursday 1 - 5:00 pm on Friday		\$225 for 25 hours \$400 for 50 hours

**\*Program Fee assumes payment in full by July 15, 2014. Extended payment plans are available at an additional cost and must be accompanied by a credit and/or debit card.**

**PROGRAM FEE DISCOUNTS**

The Preschool offers a discount for the second/third child when multiple children from the same family are enrolled concurrently in Preschool programs, and for **Beth Israel members in good standing**. To be in good standing, a member must be current with all financial obligations to Beth Israel and its school programs. Eligibility for all discounts will be confirmed by the Accounting Office. A qualifying discount will be applied to the final tuition payment.

Potential Discounts are as follows:	Pre-K Full day & JK Program	5-day program	3-day program	2-day program
Member Discount (cannot exceed amount of dues paid)	\$1,000	\$900	\$600	\$400
Sibling Discount (when 2+ children are enrolled in ECE)	\$300 discount for second/\$400 for third child in family			





## 2014-2015 ENROLLMENT APPLICATION

In order for your child to be enrolled for the 2014-2015 school year, this Enrollment Application must be completed, signed and submitted with a \$250 Application & Activities Fee. For continuing students, enrollment is contingent on the family being current with all financial obligations to Beth Israel and its school programs. **Use one Application per child. PRINT CLEARLY in black ink and complete the entire form.**

Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Name child likes to be called \_\_\_\_\_

Male  Female Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_

Parent 1 Name \_\_\_\_\_ Email Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Employer/Business \_\_\_\_\_ Distance From School \_\_\_\_\_

Parent 2 Name \_\_\_\_\_ Email Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Employer/Business \_\_\_\_\_ Distance From School \_\_\_\_\_

Child(ren) lives with:  Parent 1  Parent 2  Both  Other: \_\_\_\_\_

SIBLING NAME(S)

DATE OF BIRTH

SCHOOL ATTENDING

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **PROGRAM FEE OBLIGATION**

Once you sign the Enrollment Application, you are legally obligated for the full program fee amount. Your financial obligation to the Preschool is for the **FULL** program fee as stated in the Application. The Preschool's expenses are incurred on an annual basis; therefore, the Preschool cannot refund program fees or cancel unpaid obligations if you withdraw your child. In accepting a child for enrollment, the Preschool assumes expenses that are not reduced by your child's withdrawal during the year. For this reason, **Beth Israel will not refund any program fees paid or cancel any unpaid obligations when a child is absent or withdrawn during the year.**

A student's enrollment in the Preschool is contingent upon current and timely payment of all program fees. If payments are not received on time, we reserve the right to have the child removed from class or dismissed from the Preschool. In the case of divorce or separation, Beth Israel looks to both parents for payment of their child's program fees.

PLEASE INITIAL IN THE BOX THAT YOU HAVE READ AND UNDERSTAND THE ABOVE PARAGRAPHS



**APPLICATION FEE:** A \$250 Application & Activities Fee must accompany this application to reserve a place for each child. This fee is non-refundable and non-transferable unless your child is not admitted by the school, in which case it will be returned to you in full.

Method of payment for Application & Activities Fee: Check one.

Enclosed is my/our deposit check in the amount of **\$250** payable to Beth Israel. Check# \_\_\_\_\_

Charge my debit/credit card in the amount of **\$250**.  Visa  MasterCard  American Express  Discover

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Printed name of cardholder \_\_\_\_\_ Signature of cardholder \_\_\_\_\_





**PROGRAM OPTION:** Please check the box for the program option & payment option you would like below.

Age as of 9/1/2014	CLASS	DAYS	ANNUAL PAYMENT	4 PAYMENTS (7/15/14, 9/15/14, 11/15/14, 2/15/15)	8 PAYMENTS (monthly payments from 7/15/14-2/15/15)	TOTALS
<input type="checkbox"/> 18+ months	<input type="checkbox"/> BITTS (Parent Participation)	<input type="checkbox"/> 2 days T/Th	<input type="checkbox"/> \$2,600	<input type="checkbox"/> \$2,640	<input type="checkbox"/> \$2,680	
<input type="checkbox"/> 18 - 23 months	<input type="checkbox"/> Toddler Program 9 am-1 pm	<input type="checkbox"/> 2 days T/Th	<input type="checkbox"/> \$5,300	<input type="checkbox"/> \$5,360	<input type="checkbox"/> \$5,400	
		<input type="checkbox"/> 3 days M/W/F	<input type="checkbox"/> \$6,800	<input type="checkbox"/> \$6,860	<input type="checkbox"/> \$6,900	
		<input type="checkbox"/> 5 days M-F	<input type="checkbox"/> \$8,700	<input type="checkbox"/> \$8,760	<input type="checkbox"/> \$8,800	
<input type="checkbox"/> 2 year olds	<input type="checkbox"/> Preschool Program 9 am – 1 pm	<input type="checkbox"/> 2 days T/Th	<input type="checkbox"/> \$5,100	<input type="checkbox"/> \$5,160	<input type="checkbox"/> \$5,200	
		<input type="checkbox"/> 3 days M/W/F	<input type="checkbox"/> \$6,600	<input type="checkbox"/> \$6,660	<input type="checkbox"/> \$6,700	
		<input type="checkbox"/> 5 days M-F	<input type="checkbox"/> \$8,500	<input type="checkbox"/> \$8,560	<input type="checkbox"/> \$8,600	
<input type="checkbox"/> 3 year olds	<input type="checkbox"/> Preschool Program 9 am – 1 pm	<input type="checkbox"/> 3 days M/W/F	<input type="checkbox"/> \$6,600	<input type="checkbox"/> \$6,600	<input type="checkbox"/> \$6,700	
		<input type="checkbox"/> 5 days M-F	<input type="checkbox"/> \$8,500	<input type="checkbox"/> \$8,560	<input type="checkbox"/> \$8,600	
<input type="checkbox"/> 4 year olds	<input type="checkbox"/> Pre-K (Half Day) 9 am – 1 pm	<input type="checkbox"/> 5 days M-F	<input type="checkbox"/> \$8,500	<input type="checkbox"/> \$8,560	<input type="checkbox"/> \$8,600	
<input type="checkbox"/> 4 year olds	<input type="checkbox"/> Pre-K (Full Day) 9 am – 3 pm	<input type="checkbox"/> 5 days M-F	<input type="checkbox"/> \$10,600	<input type="checkbox"/> \$10,660	<input type="checkbox"/> \$10,720	
<input type="checkbox"/> Child turns 5 by March 15 <sup>th</sup> , 2015	<input type="checkbox"/> Junior Kindergarten 9 am – 3 pm	<input type="checkbox"/> 5 days M-F	<input type="checkbox"/> \$10,600	<input type="checkbox"/> \$10,660	<input type="checkbox"/> \$10,720	

**DISCOUNTS AND DEPOSITS (circle the amounts that apply)**

<u>Accounting Use Only</u> security: _____ discount: _____ first pmt: _____ X ____: _____ last pmt: _____ TOTAL: _____	Beth Israel Members 2-day Program	-\$200
	Beth Israel Members 3-day Program	-\$600
	Beth Israel Members 5-day Program	-\$900
	Beth Israel Members Pre-K Full Day & Junior Kindergarten Programs	-\$1,000
	Sibling Discount (for 2 <sup>nd</sup> child)	-\$300
	Sibling Discount (for 3 <sup>rd</sup> child)	-\$400
	Security Deposit (non-member families ONLY)	+\$99
	<b>ANTICIPATED TOTAL AMOUNT TO BE PAID FOR ENROLLMENT 2014-2015</b>	

**PAYMENT METHOD:** Please check the box for the payment method you would like below.

- Check (for Paid in Full payment option ONLY)
- Credit Card

Cardholder signature below authorizes Beth Israel to charge my debit/credit card (Visa, MasterCard, American Express or Discover) for **ALL PAYMENTS DUE** according to the payment option selected above.

Account Number _____	Exp. Date _____
Printed name of cardholder _____	Signature of cardholder _____

If cardholder is not the parent/guardian, please indicate relationship: \_\_\_\_\_

**LEGAL RESPONSIBILITY: To be signed by both parents, if applicable.**

I HAVE READ AND AGREE TO ALL ENROLLMENT TERMS AND CONDITIONS, WHICH ARE MADE A PART OF THIS APPLICATION. I HEREBY APPLY FOR ADMISSION FOR MY CHILD TO THE BILL AND SID RUBIN PRESCHOOL FOR 2014-2015.

Parent/Guardian Signature _____	Date _____	Parent/Guardian Signature _____	Date _____
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FOR OFFICE USE ONLY	Date/Time Received: _____	MID: _____
CID: _____	ECE Director Signature: _____	Acctg Entry: _____

