



# Bill & Sid Rubin Infant/Toddler Application 2018-2019

WHERE EVERYONE GREETES YOU BY NAME

### Child's Information

First Name	Middle Name	Last Name
Gender	Date of Birth	Place of Birth
Pediatrician Phone	Allergies	T-Shirt size
Language(s) Spoken at Home	Temple Member <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Continuing Membership	Interested in Membership <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Joining Now Date _____
So we may be sensitive to your needs, what religious faith(s) do you practice in your home?		

### Family Information

Parent/Guardian 1	Parent/Guardian 2
Address	Address
City Zip	City Zip
Cell # Cell Provider	Cell # Cell Provider
Home # Work #	Home # Work #
Email Address	Email Address

### Additional Emergency Contacts

Local contact, Relationship, & Cell Number	Local contact, Relationship, & Cell Number
Local contact, Relationship, & Cell Number	Local contact, Relationship, & Cell Number

**APPLICATION FEE:** A \$300 non-refundable application 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 Fee: Check one:

- Enclosed is my/our deposit check in the amount of **\$300** payable to Congregation Beth Israel (CBI). Check# \_\_\_\_\_
- Charge my debit/credit card in the amount of **\$300**.
- Visa  MasterCard  American Express  Discover

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

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

Signature of cardholder \_\_\_\_\_



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**2018 -2019 July 1, 2018 thru June 30, 2019**

CHOICE	PROGRAM	OPTIONS	MONTHLY TUITION	
			Member	Non-Member
<input type="checkbox"/>	<b>INFANT/TODDLER FULL-TIME</b> 3 months – 24 months 7:30am-5:30pm	M-F	\$1,700.00	\$1,900.00
<input type="checkbox"/>	<b>INFANT/TODDLER PART-TIME</b> 3 months – 24 months 9:00am-1:00pm	M-F	\$1,050.00	\$1,275.00
		M/W/F	\$875.00	\$1,000.00
		T/TH	\$625.00	\$750.00
<input type="checkbox"/>	<b>TODDLER OPTION FULL-TIME</b> 18- 36 months 7:30am-5:30pm	M-F	\$1,600.00	\$1,800.00
<input type="checkbox"/>	<b>TODDLER OPTION PART-TIME</b> 18-36 months 9:00am- 1:00pm	M-F	\$1,000.00	\$1,200.00
		M/W/F	\$730.00	\$900.00
		T/TH	\$650.00	\$700.00

Discounts, Fees, and Temple Membership (enter amounts that apply)	
Application Fee (non-refundable)	\$300
Security Fee: All Families: add \$149	
Facility Fee Non-Member Families: add \$450	
Beth Israel Membership Commitment:\$	
<b>GRAND TOTAL</b>	

**Tuition Payment Method:**

CHECK (for payment in full only)     CREDIT CARD:     Visa     MasterCard     Amer. Exp.     Discover

Card# \_\_\_\_\_ Exp. \_\_\_\_\_ Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship if not parent/guardian: \_\_\_\_\_

**Legal Responsibility** (both parents must sign and date, 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 2017-2018.

Parent/Guardian 1 \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian 2 \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY** DATE RECEIVED \_\_\_\_\_ MID: \_\_\_\_\_  
 ECE DIR: \_\_\_\_\_ ACCTG ENTRY: \_\_\_\_\_



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## **APPLICATION REQUIREMENTS**

To be considered for enrollment for the 2018-2019 school year, the attached Application must be completed, signed and submitted with a \$300 non-refundable, non-transferable Application Fee. The Application must be signed by both parents/guardians. When payment is being made by anyone other than a parent/guardian, the signature of the financially responsible person and his/her relationship to the parents/guardians must also be provided in the requisite places on the Application. If you meet the Application deadline of March 2, 2018, you will be notified by April 1<sup>st</sup>, 2018, whether your child has been admitted to the Bill & Sid Rubin Preschool. Beth Israel's policy requires that all financial obligations to the Congregation and its school programs be current before a child's enrollment is processed.

## **APPLICATION PRIORITIES**

Priority for enrollment will be in the following order:

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

After April 1, 2018, students will be enrolled on a space-available basis.

## **TUITION FEE PAYMENT OPTIONS**

Beth Israel offers three payment options to help you budget program fee expenses while providing the Preschool with financial stability. 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.

Plan A: Full payment option will be charged 8/01/18.

Plan B: 4-payment option will be charged automatically 8/01/18, 11/01/18, 1/01/19, and 3/01/19.

Plan C: Monthly payment option will be charged automatically on the 1<sup>st</sup> of each month

## **ADDITIONAL CHARGES AND FEES**

There are additional fees for optional items such as extended care and miscellaneous items. These will be billed separately. 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 September 1, 2018, it will be your obligation to make all necessary payments to keep on time with the payment option you select, being mindful that all final payments are due by May 1, 2019.

## **MEDICAL, INSURANCE AND EMERGENCY INFORMATION**

All medical, insurance, emergency information and all other documents and forms required by the State of CA and the Bill & Sid Rubin Preschool need to be given to the school office prior to the first day of school.

## **CONDUCT AND BEHAVIOR**

The administration has the right to withdraw a child if appropriate conduct and behavior in the classroom and playground is found to be detrimental to the well-being of fellow students and faculty. If it is determined, through ongoing observation and evaluation by administration and faculty, that the child's developmental needs cannot be met, all program fees that are due and payable will be pro-rated and re-billed to the withdrawal date.

## **PHOTOGRAPHY**

It is the practice of the Bill & Sid Rubin Preschool to use photographs of students involved in school activities in its publications and in other selected media for the purpose of promoting the Bill & Sid Rubin Preschool. Children's names are never used when appearing in publicity items.

*The Bill & Sid Rubin Preschool does not discriminate on the basis of sex, race, color, national and ethnic origin.*



# Bill & Sid Rubin Infant/Toddler Application 2018-2019

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## Policies and Obligations of Infant/Toddler Center

1. Your financial obligation to the Bill and Sid Rubin Preschool/Infant Center is for the **FULL** program fee as stated in the Application. The Center's expenses are incurred on an annual basis; therefore, the Center cannot afford to refund program fees or cancel unpaid obligations if you withdraw your child. In accepting a child for enrollment, the Center 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.
2. A student's enrollment in the Infant Center 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 Center. In the case of divorce or separation, Beth Israel looks to both parents for payment of their child's program fees.
3. A \$300 Application fee must accompany the Application to reserve a place for each child. This is non-refundable and non-transferable. The Application fee will only be processed upon guarantee of a space.
4. A \$25 administration fee will be charged for each program change requested by parents. A late payment fee of \$35.00 will be assessed to all accounts on the 5<sup>th</sup> of the month.
5. The first tuition payment is due on the first day of child's enrollment. All subsequent payments will be made on the 1<sup>st</sup> of the month.
6. All tuition fees will be automatically charged on the 1<sup>st</sup> of each month using your credit or debit card on file.
7. Beth Israel accounts must be in good standing in order to register for the Infant Center. To ensure placement, all tuition and/or Membership fees must be paid in accordance with the selected payment plan.
8. Requests for a prorated registration must be made at the time of application submission and will be at the director's discretion.
9. Before-school care is available from 7:30-9:00am Monday-Friday. After-school care (Stay & Play/Nap) is available from 1:00-5:30pm Monday-Thursday, and 1:00-5pm Friday, for all families not enrolled full-time in the Infant Center.
10. The Bill and Sid Rubin Preschool/Infant Center prints childrens' names, addresses, emails and phone numbers in the Parent Roster.
11. Beth Israel may publish via print, web, or multimedia, photographs or videos of children and/or families for publicity purposes. Parents have the right to deny permission to use the child's image in such photographic material by so stating in writing.
12. By signing the Application and upon acceptance and enrollment of my/our child into the Bill and Sid Rubin Infant Center, permission is granted for participation in all activities.
13. School Health Policies, provided in the registration packet, must be followed and children picked up in a timely fashion in cases of illness or violation of school regulations.
14. State and school mandated forms are required to be completed and returned to the Preschool office prior to starting school. Camp forms must be submitted prior to the start of camp. By law, children may not be allowed to attend school without completing the necessary forms prior to the beginning of the Program.
15. In order to receive the member tuition rate, current membership must be maintained for the duration of the school year.

**I have read and agree to all enrollment terms and conditions, which are made part of this application. I hereby apply for admission for my child to the Bill and Sid Rubin Preschool Infant Center for 2018-2019 school year.**

	Date		Date
Parent/Guardian 1		Parent/Guardian 2	