

# 2017-2018 ECE Registration and Terms of Enrollment



Today's Date \_\_\_\_\_ First Day of Attendance \_\_\_\_\_

## Child's Information

<input type="text"/>		<input type="text"/>	
First Name		Last Name	
<input type="text"/>		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>
Birthdate		Classroom	
<input type="text"/>		<input type="text"/>	<input type="text"/>
Address		City	State Zip
<input type="text"/>		<input type="text"/>	
Home Phone		Email for ECE Communication (Required)	
<input type="text"/>		<input type="text"/>	
Cell Phone		Home School District	

## Additional Parent/Guardian Info

Family Status:  Married  Separated  Divorced  Widowed

Parent with custody:  Both  Other:

How did you hear about us?  Returning ECE Student  Family Member  Website  Email  Newspaper  Brochure  Friend  Internet Search  Other:

## Program Information

## Days of the Week

## Drop-off/Pick-up Information

<input type="checkbox"/> Infants	<input type="checkbox"/> Part-time (Up to 5 hrs/day) <input type="checkbox"/> Full-time (>5 hrs/day)	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	Drop-off Times: M _____ T _____ W _____ TH _____ F _____ Pick-up Times: M _____ T _____ W _____ TH _____ F _____
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<input type="checkbox"/> Young Toddlers	<input type="checkbox"/> Part-time (Up to 5 hrs/day) <input type="checkbox"/> Full-time (>5 hrs/day)	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	Drop-off Times: M _____ T _____ W _____ TH _____ F _____ Pick-up Times: M _____ T _____ W _____ TH _____ F _____
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<input type="checkbox"/> Older Toddlers	<input type="checkbox"/> Part-time (Up to 5 hrs/day) <input type="checkbox"/> Full-time (>5 hrs/day)	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	Drop-off Times: M _____ T _____ W _____ TH _____ F _____ Pick-up Times: M _____ T _____ W _____ TH _____ F _____
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<input type="checkbox"/> Preschool	<input type="checkbox"/> Early Morning Drop-off: 7:30am—9:00am <input type="checkbox"/> 9:00am—1:00pm <input type="checkbox"/> Extended Day (1-5 hrs/day)	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	Drop-off Times: M _____ T _____ W _____ TH _____ F _____ Pick-up Times: M _____ T _____ W _____ TH _____ F _____
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<input type="checkbox"/> Pre-K	<input type="checkbox"/> Early Morning Drop-off: 7:30am—9:00am <input type="checkbox"/> 9:00am—2:00pm <input type="checkbox"/> 9:00am—4:00pm <input type="checkbox"/> 9:00am—6:00pm		Drop-off Times: M _____ T _____ W _____ TH _____ F _____ Pick-up Times: M _____ T _____ W _____ TH _____ F _____
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<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Early Morning Drop-off: 7:30am—9:00am <input type="checkbox"/> 9:00am—3:30pm		Drop-off Times: M _____ T _____ W _____ TH _____ F _____ Pick-up Times: M _____ T _____ W _____ TH _____ F _____
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# ECE 2017-2018 Terms of Enrollment

## Registration:

- The Mazel Tots program runs from July 1, 2017—June 30, 2018. Mazel Tots enrollments between the 1st and 20th of the month will result in a prorated first month fee. Mazel Tots enrollments between the 20th and the last day of the month will result in a prorated fee due upon enrollment.
- The Preschool, Pre-K, and Kindergarten programs run from August 28, 2017—June 14, 2018. Preschool, Pre-K, and Kindergarten enrollment after August 28, 2017 will result in a prorated fee. Payment for Preschool, Pre-K, and Kindergarten enrollment after August 20, 2017, but prior to August 28, 2017 will be due upon enrollment. Enrollments after August 28, 2017 will result in a prorated first month fee, due upon enrollment.
- A \$200 deposit is required for Mazel Tots registrations made between March 2, 2017 and June 30, 2017, and Preschool, Pre-K, and Kindergarten registrations made between March 2, 2017 and August 19, 2017.
- Sibling Discounts are applied to the oldest child and are \$16.67 per month for Mazel Tots, and \$20 per month for Preschool, Pre-K, and Kindergarten.

## Payments:

- It is the policy of the JCC to apply all payments in a priority order beginning with the oldest outstanding balance. Only after Membership and Camp fees are paid will payments be applied to ECE 2017-2018.
- All ECE registrations must come with an attached payment method slip to be completed for credit card information, or have an attached voided check for bank drafts.
- All ECE families must have a credit card or bank draft on file.
- Deposits will be applied to the first full month's payment.

## Deposit Refunds:

- After June 1, 2017, no deposit refunds will be given except for life qualifying events including loss of employment, relocation or change of marital status.

## Return Fee:

- There is a \$35 fee for each transaction declined for insufficient funds using a check or credit card.

## Administrative Fee:

- A \$25 fee will be assessed to your account for each reduction of hours of care. No administrative fee will be charged for additional hours.

## Additional Hours Fee:

- A \$10/hour fee will be assessed to your account for any additional hours during the program year on a need by need basis for students enrolled in the JCC Early Childhood programs. Fees will automatically be charged to the credit card or bank draft number on file for ECE payment plans.
- All families must have a payment method on file for additional hours charged.

## Financial Assistance:

- ECE enrollment application must be accompanied by a \$25 deposit, the Request for Adjusted Fee application and most recent income tax return or two current pay stubs. If financial aid is awarded, fees will be adjusted on payment contract. The Request for Adjusted Fee applications are available at the Welcome Desk and the ECE office.

## Early Morning Drop Off:

- No prorated amount will be granted for start times later than 7:30 AM.

## Holidays and Closings:

- Kindergarten is not in session from Dec. 25th through Jan. 1st. The rates are calculated taking into account all scheduled closures. Refunds or credits for illness, weather related closings and vacations are not provided.

## New families must:

1. Meet with the ECE Director prior to enrollment.
2. Provide a copy of the child's birth certificate.
3. Provide a completed Membership form.
4. Membership must be in good standing in order to be enrolled in ECE.

I/We are registering \_\_\_\_\_ for \_\_\_\_\_. The monthly fee of \$\_\_\_\_\_ as  
calculated to the right will be drafted on the 20th of each month, \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_.

I/We understand that any payments for enrollments made after July 1, 2017 will be processed as outlined above.

## Fees per month

Program Fee \_\_\_\_\_

AM Care \_\_\_\_\_

PM Care \_\_\_\_\_

Sibling Discount \_\_\_\_\_

Total \_\_\_\_\_

I accept the terms of enrollment as listed on this registration form for ECE 2017-2018.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_