

Today's Date _____
Amt. Rec'd _____
ACH/CC/Cash Ck# _____
Staff initials _____

**Registration Form 2022-23**

Child's Name _____	Date of Birth _____
Parent #1 _____	Parent # 2 _____
Address _____	Address _____
_____	_____
Parent #1: daytime phone # _____	Parent #2: daytime phone # _____
Home phone number _____	Home phone number _____
Parent #1: email _____	Parent #2: email _____

Ohav Shalom Congregants?  Yes  No Member discounts may apply, see page 2

**Program options -- Please Check One**

**Partial Day Programs**

For 2, 3 and 5 day options, recommended days of the week are noted.  
 Please speak to the Director if you need different days.

<u>18 months-2 years old (Sept. – June)</u>		<u>MONTHLY cost for 10-month program</u>
2 days per week- Tuesday, Thursday	9:30-1:00	___ \$ 370. per month
3 days per week- Monday, Wednesday, Friday*	9:30-1:00	___ \$ 490. per month
5 days per week- Monday-Friday*	9:30-1:00	___ \$ 660. per month

<u>3-4 year old (Sept. – June)</u>		<u>MONTHLY cost for 10-month program</u>
3 days per week- Monday, Wednesday, Friday*	9:30-1:00	___ \$ 470. per month
5 days per week- Monday-Friday*	9:30-1:00	___ \$ 640. per month

**Full Day Programs**

			<u>MONTHLY cost for 10 month program</u>
Toddler	Monday-Friday*	7:30-5:30	___ \$1,225. per month
Toddler	Monday-Friday*	7:30-4:00	___ \$1,185. per month
Pre-K	Monday-Friday*	7:30-5:30	___ \$1,210. per month
Pre-K	Monday-Friday*	7:30-4:00	___ \$1,185. per month
Toddler/Pre-K	3 day a week	9:30-4:00	___ \$ 820. per month
Toddler/Pre-K	5 day a week	9:30-4:00	___ \$ 875. per month

**\*Friday closure time EST 5PM**

**\* Early Friday closure during EDT - November 4, 2022 – March 10, 2023 is 3:30 PM**

**If paying by check, cash or ACH you will receive a 3% discount on tuition**

**Drop-in rate:** \$20/hour for any portion of the hour used. Children will be accepted in the AM or PM extended day program on a drop-in basis *if space is available, and the Director has approved the request.* Two days advance notice is appreciated.

## Ohav Shalom ECEC School and Financial Policies

- My child will not be considered registered for any program without a registration fee and required initial payment toward tuition paid in full.
- I understand payment is due on the 15th of each month prior, i.e. the first month's payment will be the week of August 15, 2022, for the month of September and the last payment for the school year ending in June will be due by May 15, 2023.
- **Payments not received by the 15<sup>th</sup> of the month will receive a \$10.00 charge for each occurrence.** If tuition is in arrears 2 weeks or more your child's daycare arrangements may be terminated.
- Tuition payments may be made in the form of a credit card, personal check, ACH from a savings/checking account or in cash. **If I choose to not pay by credit card, I will receive a discount of 3% off my total tuition.** A \$25.00 fee will be charged for any insufficient bank funds.
- If I wish to withdraw my child from the ECEC program, I **must** give at least 2 weeks written notice prior to terminating my child's school agreement with Ohav. I understand that I will forfeit my payment of required tuition, (\$200) should I fail to give the required notice. I also agree to and understand that I will be responsible for any outstanding charges due on my child's account. I agree to pay the full balance due before my child's last day of attendance.
- Changes in my child's schedule will be accommodated as ECEC enrollment allows. I will be allowed one no charge schedule change per school year. Any additional changes will be assessed a \$35 fee each time.
- Ohav ECEC is a private non-profit organization, tuition credit for absences or any days that the center is closed, including but not limited to inclement weather days and or /emergency closings are not reimbursable.
- Part-time enrollment policy: It is not allowed to "switch days" to make up for absences that occur on days that the center is closed, or your child is out ill.
- Ohav Shalom ECEC closes promptly at 4:00/5:30 daily or 1:00PM for part time children. A late pickup fee of \$10.00 per child will be charged for every 15 minutes, or part thereof, that I am late to pick up my child.  
***By signing this form, I have read and am agreeing to the policies as listed above. I understand that my child will not be registered without this form being signed and returned to the office.***

Parent signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**The first tuition payment for the 2022-23 school year must be made by August 15, 2022. Children will not be allowed to begin the program until the first month's tuition payment is made in full and all paperwork is completed.**

**If any of the following discounts are applicable, please check off .**

**Only one discount is permitted.**

**Sibling Discount:** 1<sup>st</sup> child pays full price, additional child(ren) receive 5% tuition discount.

**Member Discount:** Members of Congregation Ohav Shalom in good standing receive a 20% tuition discount for each child.

**Grandchildren of Members Discount:** Grandchildren of members of Congregation Ohav Shalom in good standing receive a 10% tuition discount for each child.

**I have enclosed: \$277.00 ~**

**\$ 50.00 non-refundable registration fee**

**\$200.00 required initial payment toward your child's tuition**

**\$ 27.00 Tadpole App non-refundable (Parental/teacher communication)**