

REGISTRATION

PACKET

2009-2010

(One packet per family)

THE EARLY CHILDHOOD CENTER

CONGREGATION BETH EL

Early Childhood Center

Congregation Beth El

December, 2008
Kislev 5769

Dear Parents,

Thank you for your interest in the Early Childhood Center of Congregation Beth El, a delightful educational, age-appropriate world of fun, learning and Jewish identity.

Attached are registration forms and an application, which need to be completed in order to reserve your child's place in the September 2009 program.

Enrollment takes place at the Voorhees campus according to the following schedule:

Congregation Beth El members	January 5-6, 2009 at 7:00 a.m.
Currently enrolled families-	January 8-9, 2009 at 7:00am.
Community -	January 12, 2009 at 7:00 a.m.

If you would like to observe a class in session, please call the office and we will be happy to schedule an appointment.

We are available to answer any questions and look forward to meeting you in the near future.

Sincerely,

Roselee Redelheim
Early Childhood Director

Ellie Burstein
Assistant Director

RR/EB
Enc.

2009-2010 Registration Information

To reserve your child's place at the Early Childhood Center, please complete the attached registration forms and return them to the Early Childhood Center with the necessary deposit. Your check should be made payable to: Congregation Beth El. **Unless you are paying in full by August 3, please complete the Tuition Management Systems application, include the \$40.00 fee (1 per family), and submit it with your registration forms.** We will not be able to process your registration without it. You may do this either in person or through the mail.

Accompanying this letter are the following documents:

- Registration Form (Blue)
- Explanation of Fees (White)
- Program Selection Forms (Pink)
- Tuition Record Form (Yellow)
- Tuition Management Systems (White)
- Camp Application Forms (Purple)

One registration form and deposit will be required for each family.

Instructions:

1. **Please be sure to sign and date the registration form.**
2. **Make sure you write the child's name next to every program you are selecting.**
3. **Fill in the top of the Tuition Records Form and list your child(ren) and the programs selected. *The office will fill in the fees.***

You will receive details about your child's class assignment at a later date. Should the class be full, you will be put on a wait list. A packet of forms will be mailed to you over the summer. They are to be completed, in full, by August 3, 2009. For additional information about program offerings or any questions, please contact the Early Childhood office at (856) 675-1166.

Explanation of Fees:

A registration fee of \$100 will be added to each **child's** tuition.

A \$250 (Pre-school, kindergarten, full day care currently enrolled families) non-refundable deposit is required with each **family's** application, **which will be deducted from your total fees.**

A \$400 for full day care (new families) non-refundable deposit is required with each **family's** application, **which will be deducted from your total fees.**

Activity fees will also be added to each child's tuition and will be as follows: \$80 for 3's \$140 for 4's \$150 for Kindergarten

When enrolling siblings, the first child is at full tuition and each additional child receives a 5% tuition reduction, taken from the lower rate(s), not to exceed \$350.

If you are a member of Beth El who pays full dues and is current on your dues, you will receive one discount per family on your dues as follows: \$400.00 for full day care or full day kindergarten; \$200.00 for 5 day 3 & 4 year olds and 5 day kindergarten enrichment; \$150 for 2 year old, 3 day 3's and 3 day kindergarten enrichment.

If you pay the entire tuition, in full, by August 1 prior to the school year, you will receive a 5% discount on your child's tuition (not on registration or activity fees).

Any changes made to your child's schedule or account will be subject to a \$25.00 change fee.

There is a Late Pickup Fee of \$15.00 for the first 15 minutes or any part of fifteen minutes up to 30 minutes. There is a \$25.00 fee for each 15 minutes thereafter. All late fees are due at the time of service.

The Early Childhood Center
Congregation Beth El
Registration Form Page 1 of 3

2009-2010

Application Date: _____

Start Date:

Family Name _____

Address:		Zip:	Home Telephone:
Mother's Name:		Mother's Home Address:	
Mother's Occupation:	Mother's Employer:	Mother's Employer's Address:	
Mother's Business Telephone:	Mother's Cellular Telephone:	E-Mail Address for school use:	
Father's Name:	Father's Home Address:		
Father's Occupation:	Father's Employer:	Father's Employer's Address:	
Father's Business Telephone:	Father's Cellular Telephone:		
Child's Physician Information:			
Name: _____			
Address: _____			
Telephone Number: _____ Preferred Hospital: _____			

Other Members of the Household:

Has this child been in a childcare setting previously? _____
 Name of Center: _____ Dates Attended:

 Address: _____ Telephone Number:

Marital Status of Parents:

Registration Form Page 2 of 3

Synagogue Membership:

_____ Congregation Beth El _____ Other (please specify) _____
_____ None

All tuition payments are to be made to Tuition Management Systems except if you are paying in full, in which case checks should be made payable to Congregation Beth El. Full payments made prior to August 3, 2009 will entitle you to a 5% discount. There is no refund for absences, holidays or for inclement weather that necessitates the closing of school. Enrollment is for the entire school year. *The first mailing for the school year will be distributed in the beginning of the summer . All forms must be completed and returned to the Early Childhood Office by August 3, 2009.*

-OVER -

An enrollment conference with the director and/or classroom teacher may be required prior to the child's first day of attendance. The Early Childhood Center of Congregation Beth El reserves the right to determine whether it can accommodate the needs of each individual child and may determine that it cannot provide an appropriate setting for a particular child. In such case, the financial responsibilities of the child's family will be terminated as of the exit date. In the case of a special needs child, the Early Childhood Center reserves the right to require that copies of the child's evaluation and/or the Individual Family Service Plan be forwarded to the director prior to enrollment. This information will be kept confidential by the administrative office and teachers.

The Early Childhood Center of Congregation Beth El reserves the right to require prompt evaluation of behavior and/or learning patterns of a child which affect his/her school performance and adjustment. If such evaluation is required, the parent and/or guardian shall arrange, at his/her expense, for this to occur within thirty days of notification from the school. If the evaluation is not performed within this time frame the school reserves the right to terminate this agreement and the financial responsibilities of the child's family will be terminated as of the exit date.

A class may be canceled if there is not adequate registration, as determined by the Early Childhood Committee, by July 31, 2009.

The undersigned assumes responsibility for all school fees and other charges. If a child is withdrawn from the school by the parent or guardian for any reason other than at the request of the school, said parent or guardian is responsible to pay one extra month's tuition following the withdrawal.

In the event that a medical emergency occurs, the Early Childhood Center of Congregation Beth El is authorized to seek emergency medical care for my child as deemed necessary by the Director and/or her/his designee.

Permission is granted for the following:

- photographs of child to be taken while in the Early Childhood Center and to be used both internally and externally for publicity.
- release of information to enrolled families for use in creating class lists.

RECIPROCAL REQUEST – Please indicate below if you have a request for another child to be in your class. You are limited to 2 requests and it must be reciprocal. We will make every effort to honor at least 1 request but cannot guarantee it, as there are many factors in placing children properly.

Child's Name: _____

Due to the generosity of the Saltzman Foundation, scholarships are available for students attending our program. Scholarships are awarded on each applicant's individual situation. See administration for details.

PLEASE INDICATE PAYMENT PLAN: (Must select one option)

(Plan will depend on program attending.)

Payment in Full (by August 3, 2009) _____ OR TMS _____ (10 month plan-final payment 4/30/10)

(5% discount)

TMS _____ (12 month plan-final payment 7/11/10)

The Early Childhood Center reserves the right to reverse any credits provided against synagogue membership in the event Early Childhood tuition is not paid in accordance with the payment terms established for each child.

The undersigned agrees to pay the tuition due for the classes requested on the Selection Forms in accordance with the arrangements requested above.

Parent's/Guardian's

Name _____ Date _____

Parent's/Guardian's

Signature _____

The Early Childhood Center of Congregation Beth El reserves the right to refuse admission in the event that the above signed party fails to submit completed forms and or fails to meet the financial obligation noted above.

Early Childhood Center

2009-2010

Congregation Beth El

FULL DAY CARE SELECTION FORM

Family Name _____ Today's

Date _____

Please select the program for which your child/children is/are being enrolled. **Place each child's name next to the program selected for him/her. PLEASE BE SURE TO CIRCLE THE DAYS OF ATTENDANCE!**

Full Day Care (program hours are 7 am - 6 pm)

Child's name *Infants 3-11 months by September 1, 2009 (Labor Day to Labor Day)*

_____ 5 days..... \$15120.00

_____ 4 days (M T W TH F..... 12,950.00

Toddlers 12-23 months by September 1, 2009 (Labor Day to Labor Day)

_____ 5 days \$14,450.00

_____ 4 days (M T W TH F 12,340.00

_____ 3 days (M T W TH F 9,999.00

2 Year olds (Labor Day – mid June)

_____ 5 days..... \$ 9,650.00

_____ 4 days (M T W TH F 8,265.00

_____ 3 days (M T W TH F 7,175.00

3 Year olds (Labor Day – mid June)

_____ 5 days \$9,185.00

_____ 4 days (M T W TH F 8,145.00

_____ 3 days (M T W TH F 6,980.00

4 Year olds (Labor Day – mid June) **Minimum required times are: 3 full,**

1 half day 9-11:45am

_____ 5 days \$9,185.00

_____ 4days + 1-1/2 (indicate as ½) (M T W TH F 8,660.00

_____ 4 days (M T W TH F 8,145.00

_____ 3 full days+ 2-½ (indicate as ½) (M T W TH F 7,835.00

_____ 3 full days+ 1-½ (indicate as ½) (M T W TH F 7,600.00

****There will be separate preschool and day care classes between the hours of 9am and 3:15pm as long as enrollment allows.**

Early Childhood Center

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KINDERGARTEN SELECTION FORM

Family Name _____ Today's

Date _____

Please select the program for which your child/children is/are being enrolled. Place each child's name next to the program selected for him/her. PLEASE BE SURE TO CIRCLE THE DAYS OF ATTENDANCE!

All classes end at 3:00pm on Friday.

<i>Child's name</i>	Kindergarten (school year or full day care option)	
___ 5 day 9:00 – 3:15 pm	approx. 40 Weeks	\$7,525.00
___ 5 day 9:00 – 3:15 pm	Labor Day- mid June.....	\$7,910.00
___ 5 day Full Day Care 7:00am – 6:00 pm	Labor Day- mid June....	\$8,980.00
___ 4 full days(7:00 am-6:00 pm & 1 kgnday(9:00 am -3:15 pm(Labor Day-mid June)		\$8,790.00
___ 3 full days(7:00 am-6:00 pm) & 2 kgndays(9:00 am–3:15 pm (Labor Day- midJune)		\$8540.00

<i>Child's name</i>	Kindergarten Enrichment (approx. 40 weeks - AM or PM)**	
_____ 3 morning, Mon, Wed, Fri (9:00 – 11:45am)	\$2,235.00
_____ 5 morning, (9:00 - 11:45am)	\$3,520.00
_____ 3 Afternoon, Mon, Wed, Fri (12:30 - 3:15 pm)	\$2,235.00
_____ 5 Afternoon (12:30 - 3:15 pm)	\$3,520.00

Lunch needs - pending your child's public school schedule- no charge.

Before School Care (7:00 – 9:00am)	After School Care (3:15 –
6:00pm)	6:00pm)
(M T W TH F)	(M T W TH F)
1 day \$ 365.00	1 day \$ 490.00
2 day 700.00	2 day 930.00
3 day 980.00	3 day 1,240.00
4 day 1,190.00	4 day 1,510.00
5 day 1,345.00	5 day 1,740.00

** All classes are contingent upon enrollment.

Early Childhood Center
 Congregation Beth El
PRESCHOOL SELECTION FORM

2009-2010

Family Name _____ Today's
 Date _____

Please select the program for which your child/children is/are being enrolled. **Place each child's name next to the program selected for him/her. PLEASE BE SURE TO CIRCLE THE DAYS OF ATTENDANCE!**

Preschool (All Preschool programs are approximately 40 weeks and end at 3:00 pm on Fridays)

Child's name *Two Year Old Programs*

_____ **2 mornings per week, T and Th** (9:00 – 11:30 am)\$1645.00

_____ **3 mornings per week, M, W, F** (9:00 – 11:30 am)..... **1,935.00**

LUNCH (11:30 am – 12:30 pm) (M T W TH Fsee fees below**

_____ **January 2's (turn 2 by March 1, 2009)** T and TH (9:15 – 11:30 am)..... 810.00
LUNCH (11:30 am– 12:30 pm) beginning March 1, 2009 (T, Th)1 day \$125, 2 days \$190

Child's name *Three Year Old Programs*

_____ 3 mornings per week, M, W, F (9:00 – 11:45am)..... \$2,235.00

_____ 5 mornings per week, (9:00 –11:45 am)..... 3,730.00

_____ **Hebrew Immersion -5 afternoons per week, (11:45-3:15 am)**2,710.00

_____ *Extended day - This is a program developed for three-year and four year olds providing a different creative arts theme each day.*

11:45am – 3:15pm (M T W TH F)\$520 per day/year

LUNCH (11:30 am – 12:30 pm) (M T W TH F)see fees below**

Four Year Old Programs

_____ 3 full days M, W, F (9 am – 3:15 pm) + 2 mornings T &TH (9 – 11:45 am)....\$5,545.00

_____ 5 mornings per week (9:00 – 11:45 am) 3,730.00

_____ **Hebrew Immersion-5 afternoons per week (11:45 am – 3:15pm.)**.....2,710.00

_____ *Extended day - This is a program developed for three-year and four year olds providing a different creative arts theme each day.*

11:45am – 3:15pm (M T W TH F)\$520 per day/year

****LUNCH 2's, 3's and 4's (11:45 am – 12:30pm)** (M T W TH F
 1 day...\$250.00 2 days...400.00 3 days... 550.00 4 days...700.00 5 days...800.00

THE EARLY CHILDHOOD CENTER

2009-2010

CONGREGATION BETH EL

Tuition Record Form Page 1 of 2

MEMBER NUMBER _____

START DATE: _____

Parent's Last Name: Mr./Mrs./Ms././Dr.	First Name:
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	Names of Children Enrolling	Birthdate	Class	For office use only
Child #1				
a	Lunch			
b	Extended days or Hebrew Immersion			
Child #2				
a	Lunch			
b	Extended days or Hebrew Immersion			
Child #3				
a	Lunch			
b	Extended days or Hebrew Immersion			
5	Tuition subtotal			

	# of children x \$100 registration fee	
Activity Fees	Child #1	
	Child #2	
	Subtotal	
Sibling Discount		-
	Subtotal	
Deposit (check #____ or CC____)		-
	Balance due to TMS	
TMS app. Fee Check # _____		
Pay in Full Discount (pay before Aug. 3, 2009)	5% of line #5	-
BALANCE DUE if pay in full		

CHARGE CARD INFORMATION (For deposits and payments in full only)	
<i>I authorize the Early Childhood Center of Congregation Beth El to charge my:</i>	
American Express _____	Visa _____
Master Card _____	Discover _____
My card number is: _____	Exp. Date: _____
3 digit security code on back of card _____	Amount authorized: \$ _____
Signature: _____	Date: _____

Check These Out.....

Tuition Discounts 2009

- ❖ **Register for a 2 year old preschool class by January 31, 2009 and pay only \$1500.00 for a 3 day or 2 day class.**
- ❖ **Register for this year's January 2's class and get 1 FREE week in our Terrific Two's camp program.**