

STECC Enrollment Agreement: Tuition & Fees

ECC DAYS & HOURS OF OPERATION: STECC is open from 7:30 AM to 6:00 PM Monday through Friday, for School Year and Summer Programming. Our half-day hours are from 9:15 AM to 1:00 PM and full-day 8:30 AM to 4:00 PM.

ECC PLANNED CLOSINGS: An ECC Calendar including scheduled closings is available from the ECC office. The ECC will be closed on Rosh Hashanah and Yom Kippur, most legal holidays, professional development days (including school year/summer set up days, educational conferences, etc.), fall and spring parent-teacher conferences, and other days as per the ECC Calendar. STECC tuition rates have been calculated to include planned ECC closings.

ECC UNPLANNED CLOSINGS/ALTERED HOURS:

The safety of our ECC children, families and staff are of utmost importance. The ECC will follow MCPS for the first day of inclement weather but make independent determinations for subsequent days. Policies regarding weather-related changes to operating hours are reviewed periodically and updated. Any changes will be shared in writing, email, hard copy or Remini Alert system. In addition, at the discretion of the STECC Director and/or Shaare Torah Executive Director, Shaare Torah ECC reserves the right to close or otherwise make alterations to regular ECC days and hours of operation for emergencies, weather-related circumstances, and any other unsafe conditions in and around Shaare Torah. There will be no refunds or adjustments of tuition or fees due to unplanned closings of Shaare Torah ECC, not to exceed 30 days.

ATTENDANCE & ABSENCES: There will be no refunds or adjustments of tuition or fees due to absences for any reason including illness or travel. Tuition is due and must be paid in full regardless of whether or not your child attends the ECC during the entire enrollment period selected below.

Please check the box below corresponding to the Enrollment Option you selected on the Enrollment Application.

TUITION for 10-MONTH SCHOOL YEAR 2024-2025 Enrollment Option:

- I understand that my child's 2024-2025 school year tuition will be \$ _____ and was calculated according to the 2024-2025 Tuition Rates Sheet based on my child's age on 9/1/24 and the schedule I requested upon enrollment.
- I understand that my child's 2024-2025 school year tuition has been divided into ___ equal tuition payments of \$ _____ to be paid on the 15th of each month (July 2024-April 2025).

TUITION for 12-MONTH SUMMER 2024 + SCHOOL YEAR 2024-2025 Enrollment Option:

- I understand that my child's 2024-2025 School Year Tuition will be \$ _____ and was calculated according to the 2024-2025 Tuition Rates Sheet based on my child's age on 9/1/22 and the schedule I requested upon enrollment.
- I understand that my child's 2024-2025 School Year Tuition has been divided into ___ equal tuition payments of \$ _____ to be paid on the 15th of each month (May 2024-April 2025).

1. **Tuition Payments** are processed in ShulCloud on the 15th of the month. I understand that I am responsible for the full amount of tuition and all fees during the contracted time.
2. **Advance Tuition Payment** - STECC will begin charging tuition for the 2024-2025 school year on May 15th for the 12-month school year or July 15th for the 10-month school year. If a family enrolls for 12 months between May 15 and June 15, the first tuition payment will be charged upon enrollment and the second tuition payment will be charged on June 15th. If a family enrolls for 10 months between July 15 and August 15, the first tuition payment will be charged upon enrollment and the second tuition payment will be charged on August 15th. **In the event that a family withdraws enrollment prior to the start of the school year, the first tuition payment shall be forfeited.**
3. **\$250 Application Fee** is due for each child upon enrollment and must accompany Application Forms in order to secure placement at STECC for the 2024-2025 School Year. **This application fee is non-refundable.**
4. **\$150 Security Fee** There will be a one-time \$150 Security Fee assessed to each family through your school/synagogue account. This will be applicable to members and non-members of Shaare Torah.
5. **Tuition Discounts:** In order to receive the Shaare Torah Member Tuition Rate and/or ECC Sibling Discount, accounts must remain in good standing for the entirety of the enrolled school year.
6. **Closures & Absences:** STECC Tuition Rates have already been calculated to include school closures. There will be no refunds or adjustments of Tuition due to planned or unplanned closures of STECC. In addition, there will be no refunds or adjustments of Tuition due to absences for any reason including illness or travel. Tuition is due whether or not the child attends school.

Parent Initials _____ Date _____ Child's Name _____

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7. **Permanent Schedule Changes & Tuition Adjustment:** It is possible to increase hours upon approval by the ECC Director based on availability. The tuition adjustment will be made according to the Tuition Rates Sheet for 2024-2025 based on your child's new regular schedule. There is no allowance to decrease hours. The schedule you enroll for is your minimum schedule for the entire school year.
8. **Occasional Schedule Changes / "DROP-IN HOURS" & CHARGES:** We offer families the option to have their child come earlier or stay later than their regularly scheduled hours on an as-needed / space available basis. Families who occasionally use these "DROP-IN HOURS" will be billed for those additional hours on the next invoice at a rate of \$50 per afternoon or \$25 per morning. Parents must request drop-in hours in advance. Parents may request drop-in hours by emailing the ECC Director and indicating the date and time of requested additional hours. Please request drop-in hours as far in advance as possible. If you need last-minute drop-in care, please email the ECC Director at acolker@shaaretorah.org as early in the day as possible.
9. **Withdrawal:** In the event that you choose to withdraw your child from STECC, we require at least 30 days written notice prior to your child's last day of attendance at the ECC. Whether or not you choose to send your child to STECC for all school days during that 30 day time period is your choice. You will be responsible for the full balance on your final invoice which will include any and all tuition and fees due (including the tuition to cover at least 30 days from the date of written notice of withdrawal) to STECC. Your final invoice will be prepared within 7 days of receiving your 30 days prior written notice.
10. **MSDE Licensing Regulations:** I understand that in accordance with the Maryland State Department of Education (MSDE) regulations, all forms required for my child's attendance at STECC (including enrollment forms, health forms, emergency forms, etc) must be current and submitted to the ECC office prior to my child's 1st day at the ECC.
11. **Updates / Changes to Important Information:** Any updates or changes to information pertaining to your child including but not limited to: **Allergy Information, Immunization Records, Emergency Contacts, Health Concerns, Developmental Concerns, Change of Address, Change of Contact Information** or any other information pertaining to the health and well-being of the child, **must be reported to the ECC office and the child's teachers immediately.**
12. **Permission to Participate:** I give permission for my child to participate in all STECC activities at Shaare Torah and offsite.

By signing, I indicate I have read, I understand, and I agree to the above terms and conditions of the 2024-2025 STECC Enrollment Agreement.

Parent Signature _____ Date _____

Parent Name: _____ Child's Name: _____