



For Office Use:	
Date Registered:	_____
Reg. Fee	Deposit
Check #:	CC on file:
Tuition:\$	_____
Start Date:	_____
Notes:	_____

## **All Year – Full Day School Registration Agreement for 2023-2024**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Home Address \_\_\_\_\_ Age as of September 15, 2023 \_\_\_\_\_  
\_\_\_\_\_

Parent #1 Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ Bus. Phone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

Parent #2 Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ Bus. Phone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

Child resides with: ☐ Parent #1 ☐ Parent #2 ☐ Both

**This application must be accompanied by a non-refundable enrollment/placement fee of \$650.00 to reserve your child's placement in our program. (Returning families are required to submit a \$50.00 re-enrollment fee only.) Checks should be made payable to Or Ami.**

Complimentary Synagogue Membership will be extended to all families with children enrolled in the ECE Center until such time that the oldest child in a family completes 2<sup>nd</sup> grade. Please complete the Membership Enrollment Form if you are interested in activating your membership.

The All Year/Full Day program is open year round, excluding legal and limited Jewish holidays, winter and spring breaks. The program tuition includes Three or Four Year Old Enrichment and summer camp, along with pre and post camp programs. **The Fulltime Pre-K student contract provides coverage until the Thursday before the start of summer camp.**

Parents are encouraged to discuss specific concerns about their child with the ECE Center Director. Careful consideration will be taken when determining classroom assignments, including the evaluation of the needs and interests of all students.

**SPECIFIC CLASSROOM REQUESTS WILL NOT BE ENTERTAINED**

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**Enrollment Contract:** I agree to be responsible for the payment of all registration fees and tuitions, as set forth in the enrollment selection form for the 2023-2024 school year, regardless of whether or not my child(ren) attend school for the entire year. I understand that timely payments are a requirement of enrollment and late payments may result in the removal of my child from the ECE Center at Congregation Or Ami. I understand and agree that no tuition or registration fees will be refunded or transferred toward any Or Ami program or fees if my child(ren) do not attend the school for any part of the year, including absences, inclement weather days, emergencies, holidays or vacations. If school is to close for reasons related to COVID-19 for a period of time up to two weeks (10 or fewer school days, accrued cumulatively), there will be no adjustment to tuition. If the school or your child's class were to close for more than two weeks (more than 10 school days, accrued cumulatively) due to COVID-19, tuition will be pro-rated for the period of closure.

I hereby agree to the above terms.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Twelve month payment plan with payment due by the 1<sup>st</sup> of each month.**

**\*Payment Method (PLEASE SELECT METHOD OF PAYMENT AND INDICATE WHETHER YOU WOULD LIKE TO USE A CREDIT CARD FOR FEE PAYMENT):**

\_\_\_\_\_ ACH (Automated Clearing House) Payments will be automatically withdrawn from your account on the first of each month, beginning on July 1, 2023. **Please fill out information below.** No processing fee will be charged.

\_\_\_\_\_ Automatic Credit Card Option: Payments will be automatically charged on the first of each month (beginning on July 1, 2023) to the credit card listed below. **Please fill out information below.** No processing fee will be charged.

\_\_\_\_\_ **Charge the \$650.00 enrollment/placement fee to my credit card**

**\*\*\* All families participating in payment plans with Congregation Or Ami are required to provide credit/debit card information as security against any outstanding balances.**

### **Credit Card Information**

Credit Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_  
(for office use only)

### **ACH Information**

Bank Name: \_\_\_\_\_

Routing No: \_\_\_\_\_

Account No: \_\_\_\_\_

# All Year – Full Day School Registration Agreement for 2023-2024

Child's Name \_\_\_\_\_

## Please Circle Your Selection

**\*Three day minimum required**

**(Reflecting your child's age as of September 15, 2023)**

| <b>Baby Steps - 3 to 12 Months</b> |
|------------------------------------|
| Circle Days: M T W Th F            |

| <b>7 A.M to 6 P.M.</b> | <b>Baby Steps - 3 to 12 Months</b> |
|------------------------|------------------------------------|
| \$16,350               | Three Days                         |
| \$20,110               | Four Days                          |
| \$23,930               | Five Days                          |

| <b>Bright Beginnings – 12 to 18 Months</b> |
|--------------------------------------------|
| Circle Days: M T W Th F                    |

| <b>7 A.M to 6 P.M.</b> | <b>Bright Beginnings – 12 to 18 Months</b> |
|------------------------|--------------------------------------------|
| \$16,350               | Three Days                                 |
| \$20,110               | Four Days                                  |
| \$23,930               | Five Days                                  |

| <b>Little Learners – 18 to 24 Months</b><br>(Must be 18 months by September 15, 2023) |
|---------------------------------------------------------------------------------------|
| Circle Days: M T W Th F                                                               |
| *Child's schedule may be contingent on days available                                 |

| <b>7 A.M to 6 P.M.</b> | <b>Little Learners – 18 to 24 Months<br/>(September 2023)</b> |
|------------------------|---------------------------------------------------------------|
| \$16,350               | Three Days                                                    |
| \$20,110               | Four Days                                                     |
| \$23,930               | Five Days                                                     |

| <b>January Little Learners – 18 to 24 Months</b><br>(Must be 18 months by January 1, 2024) |
|--------------------------------------------------------------------------------------------|
| Circle Days: M T W Th F                                                                    |
| *Child's schedule may be contingent on days available                                      |

| <b>7 A.M to 6 P.M.</b> | <b>Little Learners – 18 to 24 Months<br/>(January 2024)</b> |
|------------------------|-------------------------------------------------------------|
| \$8,780                | Three Days                                                  |
| \$10,690               | Four Days                                                   |
| \$12,770               | Five Days                                                   |

| <b>2 Year Old Class – 3 or 5 Day</b>                  |
|-------------------------------------------------------|
| Circle Days: M T W Th F                               |
| *Child's schedule may be contingent on days available |

| <b>7 A.M to 6 P.M.</b> | <b>2 Year Old Class</b> |
|------------------------|-------------------------|
| \$15,360               | Three Days              |
| \$21,915               | Five Days               |

| <b>3 Year Olds – Includes T/Th Enrichment</b> |
|-----------------------------------------------|
| Monday through Friday                         |

| <b>7 A.M to 6 P.M.</b> | <b>3 Year Olds</b> |
|------------------------|--------------------|
| \$20,570               | Five Days          |

| <b>Pre-K – Includes T/Th Enrichment</b> |
|-----------------------------------------|
| Monday through Friday                   |

| <b>7 A.M to 6 P.M.</b> | <b>Pre-K</b> |
|------------------------|--------------|
| \$20,570               | Five Days    |

**\*Families who elect to pay tuition in full prior to July 1<sup>st</sup> are eligible for a 5% discount.  
For this discount, payment must be made in the form of check or cash only.**

## **Total Amount Due**

|                                       | <b>Amount Due</b> |
|---------------------------------------|-------------------|
| Class Tuition                         | \$                |
| Enrollment Fee (one per family)       | + \$ 50.00        |
| Total                                 | \$                |
| Less Placement Fee (\$600 per child)  | - \$ 600.00       |
| <b>Total Combined Tuition Balance</b> | <b>\$</b>         |

**PLEASE NOTE: THERE IS A CONTRACT CHANGE FEE OF \$150.00 THAT WILL BE INCURRED FOR ANY CHANGES TO STUDENT REGISTRATIONS MADE AFTER JULY 30, 2023**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **Pick up Policy**

To maintain the integrity of the program and to respect the hours of operation, the following policy has been put in place. We understand that emergencies arise. We also understand that traffic can be challenging or hectic, but expect all children to be picked up on time based on the **school clock**. When your child is picked up late, our staff is required to remain working, and, therefore, unable to attend to commitments outside of their work and with their own families. If a parent/guardian is late for any reason, a late charge will be issued. A “no exceptions” policy makes it easier to apply the late policy to everyone consistently and fairly.

I understand that consistently late pick-ups may result in the removal of my child from the ECE Center at Congregation Or Ami.

### **Late Pick-Up Policy Fee and Procedure**

- First 5 minutes: grace period
- The first 15 minutes: automatic flat \$20 late fee
- 15 minutes late and beyond: you will incur a \$1 per minute late fee
- Example #1: If a child is picked up at 6:06, you will incur a \$20 late fee
- Example #2: If a child is picked up at 6:16, you will incur a \$21 late fee. The charge is \$20 for the first 15 minutes, and \$1 for each additional minute. (Only one charge per family)

Please sign below to indicate your awareness of this policy. We appreciate your understanding and cooperation in adhering to our policy.

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_