



Tuvia School of Temple Menorah

1101 Camino Real, Redondo Beach, CA 90277 310-316-8997
tuvia@templemenorah.org

Preschool Enrollment Contract 2019 - 2020 / 5780

LIC: 191602309

PROGRAM: *(please select one)*

- School Year Contract (Sept-June)
- Full Year Contract (July-June)

FOR THE OFFICE ONLY:

Enrollment Received: _____
 Child Start Date: _____
 Class Assignment: _____

STUDENT INFORMATION (One contract per child)

Last Name: _____ First Name: _____ DOB: _____ M F

Address: _____ City/State/Zip: _____

Hebrew Name: _____ Would you like to schedule a naming ceremony with our Rabbi? Y N

TEMPLE MENORAH MEMBER: CURRENT MEMBER INTERESTED IN MORE INFO NOT APPLICABLE
(Synagogue members receive preferential rates and enrollment priority)

FAMILY INFORMATION

Parent 1: _____

Parent 2: _____

Mailing Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: (HM) _____ (WK) _____

Phone: (HM) _____ (WK) _____

Cell: _____ Email: _____

Cell: _____ Email: _____

Occupation: _____

Occupation: _____

Business Name: _____

Business Name: _____

Business Address: _____

Business Address: _____

Religious Background: _____

Religious Background: _____

Child Resides With: Both Parent 1 Parent 2

CLASS ROSTERS - We distribute class lists to all families, what may we include as your contact information:

- Names Address Home Phone Cell Phone Email Please do not list any contact information

E/MAILINGS - We will send mailings to both parties unless otherwise instructed and approved by both parties.

Please send information to: Both Parent 1 Parent 2

CONTRACT TERMS

SCHOOL YEAR AND AGE REQUIREMENTS

We have a rolling admission process and encourage students to join our program throughout the year. Three (3), Four (4) and Five (5) day programs are available for all classes. Classes are determined by the child's age as of Sept. 1. We require four year-olds to attend 5 days per week.

Initial: _____

PARENT PARTICIPATION

Each family is required to participate in Tuvia Parent Committee activities for a minimum of ten (10) hours per school year. The Parent Committee collects a monthly volunteer fee of \$180 upon enrollment which is refundable **at the end of the year**, after the ten hours are completed.

Initial: _____

FEES

Annual enrollment fees include a non-refundable registration fee (\$225 for the first year, \$125 each successive year) paid in full at signing, a \$75.00 parent committee fee, a \$50.00 non-refundable security fee, and first and last month's tuition payments. Monthly tuition is due on the last day of the previous month in equal monthly payments by ACH debit or credit card.

Initial: _____

DAILY RATE

Should your child attend additional non-contract days, with our prior approval, the following fee schedule applies: \$65 Half-Day, \$90 Full-Day.

Initial: _____

LATE FEES

Any returned check, unfunded ACH/Debit or declined credit card charge is subject to a \$75.00 service charge and a late fee of \$50.00 per week will be applied if payment is overdue by more than seven (7) days.

Initial: _____

EXTENDED DAY CARE

Extended childcare provides additional care, when needed, for \$12.00 per hour drop-in fee and is pre-arranged for the hours prior to and following the regular school day. These charges begin prior to 8:45am or after 1:05pm for half-day students, 3:05pm for full day students and 4:35pm for extended day students. To accommodate the needs of working parents, Tuvia School opens at 7:30am and closes at 6:00pm. **NOTE: There will be a FLAT charge of \$25.00 for every 15 minutes for any pick-up after 6:00pm.**

Initial: _____

ILLNESS

Our school policy does not extend refunds for illness unless the nature of the illness precipitates an enforced absence of one consecutive four-week period. A physician's statement is necessary in order for the school to continue to hold a place for the child.

Initial: _____

TERMINATION AND CANCELLATION POLICIES

We reserve the right to refuse enrollment or to terminate enrollment for any reason. The school does not discriminate based on race, religion, gender, national origin, or sexual orientation. Tuvia School bases its financial plan and school curriculum on early enrollment figures. Space is held and expenses are incurred immediately upon receiving the signed contract. It is critical that we have sufficient notice of changes in school enrollment. Therefore, we require a minimum of thirty days' (30) notification if you intend to withdraw your child from the school. Written notification is required to the Tuvia office by the first day of the month you are planning to withdraw. All withdrawals are subject to a 10% penalty fee of the remaining balance with or without notice.

Initial: _____



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Tuitions and Fees

MONTHLY PRESCHOOL & PRE-K TUITION RATES <i>Please circle all that apply</i>						MONTHLY SUBTOTAL:
PROGRAM	DAYS PREFERRED	HALF DAY 9:00AM - 1:00PM		FULL DAY 9:00AM- 3:00PM		
		MEMBER	NON-MEMBER	MEMBER	NON-MEMBER	
5-DAY	M - F	\$770.00	\$940.00	\$895.00	\$1,040.00	
4-DAY	M T W T H F	\$650.00	\$810.00	\$770.00	\$940.00	
3-DAY	M T W T H F	\$525.00	\$635.00	\$660.00	\$795.00	
MONTHLY EARLY AND LATE CARE TUITION RATES <i>Please circle all that apply</i>						
PROGRAM	MORNING 7:30AM-9:00AM	EARLY AFTERNOON 3:00PM - 4:30PM		LATER AFTERNOON 4:30PM-6:00PM		
5-DAY	M - F	\$155.00	M - F	\$155.00	M - F	\$155.00
4-DAY	M T W T H F	\$125.00	M T W T H F	\$125.00	M T W T H F	\$125.00
3-DAY	M T W T H F	\$95.00	M T W T H F	\$95.00	M T W T H F	\$95.00
2-DAY	M T W T H F	\$75.00	M T W T H F	\$75.00	M T W T H F	\$75.00
1-DAY	M T W T H F	\$45.00	M T W T H F	\$45.00	M T W T H F	\$45.00
MONTHLY SUBTOTAL						
<i>(This discount will be attributed to the lower contract amount) *LESS SIBLING DISCOUNT of 10%</i>						
TOTAL MONTHLY TUITION FOR 2019-2020						
CONTRACT DEPOSIT						
TUITION DEPOSIT OF FIRST AND LAST MONTH						
NON-REFUNDABLE REGISTRATION FEE: NEW STUDENT \$225.00 OR RETURNING STUDENT \$125.00						
ONE-TIME MANDATORY SECURITY FEE						\$50.00
MANDATORY PARENT COMMITTEE FEE						\$75.00
MANDATORY REFUNDABLE VOLUNTER FEE						\$180.00
TOTAL AMOUNT DUE AT SIGNING						

The Temple Menorah Membership rate is available to those members in good-standing. If at anytime during the contracted year a member's standing changes, we reserve the right to modify their tuition to the non-member rate.

Initial: _____

Contract changes are subject to enrollment availability and require notification in the month prior to the contract change. Contract changes mid-month may be subject to drop-in rates and may not take effect until the next billed month.

Initial: _____

CONTRACT OPTIONS *(please select one)*

- Payment in Full:** Parents paying by credit card need to fill out the credit card information in Option 2. Full Tuition is due at time of signing, inclusive of the non-refundable registration fee, parent committee fee, volunteer fee and security fee.
- Monthly Payments:** First and last month payments are due at time of signing, inclusive of the non-refundable registration fee, parent committee fee, volunteer fee and security fee. Monthly payments will begin following your first month attending and commencing one month prior to the end of the contract.

PAYMENT OPTIONS *(please select one)*

We require an electronic payment for all tuition payments. Please indicate your primary (1) and secondary (2) method for payment. If your first payment method does not work, we will notify you and provide you 24 hours' notice before using your secondary method of payment.

- ACH Debit** – Temple Menorah will transfer funds from your checking account automatically on the first of every month.
Please attach a voided check.

Routing Number: _____ Account Number: _____

Bank Name: _____ Signature: _____ Date: _____

- Credit Card** - Credit card is charged on the first of every month. A 3% handling fee donation is added to each charge.

Credit Card # _____ Exp. Date: _____ CVV: _____ Billing Zip: _____

Name on Card: _____ Signature: _____ Date: _____

I/We understand that by enrolling my child(ren) in Tuvia, I am obligating myself to pay the full amount of my fees for this service provided by Temple Menorah.

I/We have contracted for the schedule indicated above. I/We agree to pay the appropriate enrollment fees. My/Our signature below signifies that we have read, understood, and accept the school policies and arrangements as outlined above. Signatures of both parents are required for two parent households.

(Parent 1 Signature) *(Date)* *(Parent 2 Signature)* *(Date)*

(School Director's Signature) *(Date)*

For Office Use Only: _____ Entered into Shulcloud _____ Entered into Brightwheel _____ Sent to Accounting
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