

LOUISE HAYEM MANHEIM NURSERY SCHOOL OF CONGREGATION GATES OF PRAYER

4000 WEST ESPLANADE AVENUE, METAIRIE, LA 70002 (504) 885-4339

REGISTRATION APPLICATION FOR AUGUST 2018-MAY 2019

STUDENT INFORMATION

Enrollment Start Date _____

Student's Name _____

Last First Preferred

Student's Gender _____ Student Birthdate _____ Student's Age Sept., 2018 _____
Years/Months

FAMILY INFORMATION

| | | | | | |
|---|--------|------------------|--------------------|--------|------------------|
| <u>Parent (A)</u> | | | <u>Parent (B)</u> | | |
| Name _____ | | | Name _____ | | |
| First | Middle | Last | First | Middle | Last |
| Home phone _____ | | | Home phone _____ | | |
| Work Phone _____ | | Cell Phone _____ | Work Phone _____ | | Cell Phone _____ |
| Email _____ | | | Email _____ | | |
| Home Address _____ | | | Home Address _____ | | |
| City _____ | | Zip Code _____ | City _____ | | Zip Code _____ |
| Child lives with <input type="checkbox"/> Parent (A) <input type="checkbox"/> Parent (B) <input type="checkbox"/> Both <input type="checkbox"/> Other _____ | | | | | |

NURSERY SCHOOL SCHEDULE/TUITION

MORNING PROGRAM 9:00 AM – 12 NOON

Classroom Placement Determined By Child's age on September 30, 2018

| 15-23 month old class M T W Th F (circle days) | CGoP Member All Temple obligations must be current | Non-Member | Amount |
|---|--|------------|---------|
| 2 mornings | \$2,101 | \$2,933 | _____ |
| 3 mornings | \$2,504 | \$3,432 | _____ |
| 4 mornings | \$2,815 | \$3,805 | _____ |
| 5 mornings | \$3,080 | \$4,116 | _____ |
| 2 year old class | | | |
| M T W Th F (circle days) | | | |
| 2 mornings | \$2,173 | \$2,963 | _____ |
| 3 mornings | \$2,815 | \$3,733 | _____ |
| 4 mornings | \$3,203 | \$4,243 | _____ |
| 5 mornings | \$3,575 | \$4,733 | _____ |
| 3 year old class 5 mornings | \$3,703 | \$4,962 | _____ |
| | less 5% discount for second child's morning program | | (_____) |

AFTERNOON ENRICHMENT PROGRAM

Computer, Yoga, Gym Rompers, Art/Cooking, Math & Reading Readiness
– schedule yet set

| 12:00 NOON – 2:00 PM M T W Th F (circle days) | | | |
|--|---------|---------|-------|
| 1 afternoon | \$ 750 | \$ 995 | _____ |
| 2 afternoons | \$1,245 | \$1,600 | _____ |
| 3 afternoons | \$1,620 | \$2,065 | _____ |
| 4 afternoons | \$1,935 | \$2,460 | _____ |
| 5 afternoons | \$2,165 | \$2,735 | _____ |

PRE KINDERGARTEN 5 DAYS

| | | | |
|--|---------|---------|---------|
| 9:00 AM – 3:00 PM | \$6,599 | \$8,420 | _____ |
| *Graduation fee (due with registration form but should be paid separately) | *\$100 | *\$100 | * _____ |

less 2% discount for AM or pre-K programs if paid in full on 1st day of school (_____)
ANNUAL TUITION _____

CHILD CARE SCHEDULE/FEEES

Rates \$10.50/hour if needed based on availability

| MORNING CHILDCARE (7:30 am – 9:00 am) | | Annual Fee Per Day | Five-Day Annual Fee | Amount |
|--|--|-----------------------|------------------------|--------|
| M T W Th F (circle days) | 1½ hours/day (7:30 –9:00) | \$304 | \$1,210 | _____ |
| M T W Th F (circle days) | 1 hour/day (8:00 – 9:00) | \$216 | \$ 839 | _____ |
| AFTERNOON CHILDCARE (Available 2:00pm - 6:00 pm) | | Annual Fee Per Day | Five-Day Annual Fee | |
| M T W Th F (circle days) | 1 hour/day (2:00 – 3:00 or Pre-K 3:00 – 4:00) | \$216 | \$ 839 | _____ |
| M T W Th F (circle days) | 2 hours/day (2:00 – 4:00 or Pre-K 3:00 – 5:00) | \$402 | \$1,576 | _____ |
| M T W Th F (circle days) | 3 hours/day (2:00 – 5:00 or Pre-K 3:00 – 6:00) | \$556 | \$2,256 | _____ |
| M T W Th F (circle days) | 4 hours/day (2:00 – 6:00) | \$711 | \$2,796 | _____ |

ANNUAL CHILD CARE TOTAL _____

ANNUAL TUITION AND CHILDCARE TOTAL _____

Annual Registration Fee \$300 (non-refundable; due with this form) **\$ 300**
Annual Activity Fee \$200 (non-refundable; due before the first day of school) **\$ 200**
TOTAL DUE _____

REGISTRATION AND FINANCIAL POLICIES

REGISTRATION PROCESS DOES NOT BEGIN UNTIL ALL REQUIREMENTS ARE MET
CLASSROOM PLACEMENT CANNOT TAKE PLACE UNTIL ALL REQUIREMENTS ARE MET
INCOMPLETE FORMS WILL BE RETURNED TO YOU FOR COMPLETION

As per our Board of Trustees, our financial policy is as follows:

1. An Annual Registration Fee of \$300 is due with this form. Registration cannot be accepted without this fee and will be returned to you. This fee is nonrefundable. Placement on a waiting list may be necessary if registration requirements are not met by the assigned due date.
2. An Annual Activity Fee of \$200 is due by the 1st day of school or at time of enrollment. This fee is nonrefundable.
3. There is a \$100 graduation fee for students enrolled in the Pre-K (4) class, also due with this application. This is a separate fee, payable to Congregation Gates of Prayer Nursery School, not to be included with any other payments or fees.
4. Tuition is paid in monthly installments. *We encourage regularly scheduled deductions from your checking/savings account or credit card (3% fee added for credit card payment).* Please use our "Recurring Payment Authorization Form" 2018-2019 for automatic deductions, *(each school year a new form must be completed).*
5. 1st tuition payment is due before the 1st day of school in August 2018. September through April payments are due by the end of each month. Final payment is due by April 30, 2019. A 2% discount is given if tuition is paid IN FULL BY THE 1ST DAY OF SCHOOL. There is a 5% second child discount for the (9:00 a.m. – Noon) Morning Program only.
6. The first monthly installment is due before school begins and is non-refundable. Failure to send the first payment by the 1st day of school will be interpreted as withdrawal from the program. We reserve the right to accept another student for placement.
7. If registering after the 1st day of the school year 2018-2019, the first monthly installment is paid before enrollment and is non-refundable.
8. All temple obligations must be current to receive a member discount.
9. Charges for schedule changes made during the school year will be effective on the 1st day of the month in which the schedule change is made.
10. Enrolled students may not "make up" days if a school holiday falls on a day they are scheduled to come to school or if they are out sick.
11. There are no "make up" days, refunds, credits, or tuition adjustments for students who are on vacation during scheduled school time.
12. Tuition for the 2018-2019 school year must be paid in full no later than April 30, 2019.
13. Failure to make appropriate payments may lead to disenrollment in all or some programs.

If you choose non-automatic tuition payments, the payments maybe made online (<http://www.gatesofprayer.org/>), brought, or sent to Congregation Gates of Prayer Nursery School, 4000 West Esplanade Ave., Metairie, LA 70002

I HAVE READ THE FINANCIAL POLICY, UNDERSTAND, AND AGREE TO THE ABOVE CONDITIONS FOR ENROLLING MY CHILD/CHILDREN IN THE LOUISE HAYEM MANHEIM NURSERY SCHOOL OF CONGREGATION GATES OF PRAYER. I ACCEPT RESPONSIBILITY FOR ALL FINANCIAL OBLIGATIONS OWED TO THE LOUISE HAYEM MANHEIM NURSERY SCHOOL OF CONGREGATION GATES OF PRAYER AND AGREE TO MAKE ALL INSTALLMENTS TOTALING THE FULL PAYMENT BY APRIL 30, 2019.

Director _____

Responsible Party(ies) _____

Date _____

_____ Date _____

LOUISE HAYEM MANHEIM NURSERY SCHOOL OF CONGREGATION GATES OF PRAYER

4000 WEST ESPLANADE AVENUE, METAIRIE, LA 70002 (504) 885-4339

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Last First Preferred

Student's Gender _____ Student Birthdate _____ Student's Age Sept., 2018 _____
Years/Months

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|---|--------|------------------|--------------------|--------|------------------|
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| Name _____ | | | Name _____ | | |
| First | Middle | Last | First | Middle | Last |
| Home phone _____ | | | Home phone _____ | | |
| Work Phone _____ | | Cell Phone _____ | Work Phone _____ | | Cell Phone _____ |
| Email _____ | | | Email _____ | | |
| Home Address _____ | | | Home Address _____ | | |
| City _____ | | Zip Code _____ | City _____ | | Zip Code _____ |
| Child lives with <input type="checkbox"/> Parent (A) <input type="checkbox"/> Parent (B) <input type="checkbox"/> Both <input type="checkbox"/> Other _____ | | | | | |

NURSERY SCHOOL SCHEDULE/TUITION

MORNING PROGRAM 9:00 AM – 12 NOON

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| 15-23 month old class | Non-Member | Amount |
|--------------------------|---|---------|
| M T W Th F (circle days) | | |
| 2 mornings | \$2,933 | _____ |
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– schedule not set

| 12:00 NOON – 2:00 PM | | Amount |
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| | ANNUAL TUITION | _____ |

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| | |
|--|--------|
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| TOTAL DUE | _____ |

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Director _____

Responsible Party(ies)

Date _____

_____ Date _____

LOUISE HAYEM MANHEIM NURSERY SCHOOL

OF

Congregation Gates of Prayer

ROBERT H. LOEWY
Rabbi
JACK SCHULMAN
Administrator

MELANIE BLITZ
Nursery School Director

Dear Parents,

Thank you for your interest in the Gates of Prayer Nursery School early education program.

Registration for the 2018-2019 school year has begun. If you are returning to our program, your child's fulfilling experiences will continue. If you are interested in becoming part of our Nursery School, please take the time to visit us. Call to make an appointment for a tour of the school. You will see children living the traditions of our Jewish heritage, making friends, and experiencing daily explorations in a nurturing pre-school environment. Our early childhood education program provides exposure to all aspects of pre-school curriculum including foreign language instruction each day, for every age group.

CLASSROOM PLACEMENT:

- **fifteen months of age by September 2018** - two to five day program
- **two years of age by September 30, 2018** - two to five day program
- **three years of age by September 30, 2018** - **five day program**
- **four years of age by September 30, 2018** - **five day program 9:00 a.m. - 3:00 p.m.**
- **Childcare:** Offered during the school year five days a week for all ages:
(Morning Childcare) 7:30 A.M. – 9:00 A.M. and **(Afternoon Childcare) 2:00 P.M.– 6:00 P.M.**

Morning classes are held from 9:00 A.M. until Noon for all ages. **Gates of Enrichment is our optional** afternoon program that is held from **Noon - 2:00 P.M.**, five days a week, for all ages. Enrichment activities include - Reading Readiness, Computer, Yoga, Gym Rompers, Cooking and Science.

Please complete the enclosed registration form and financial agreement. **Return to the Nursery School Office along with a \$300 non-refundable deposit, payable to Gates of Prayer Nursery School, no later than Monday, February 5, 2018. Enrollment cannot be secured, and classroom spaces are not guaranteed, until registration form and deposit have been received by the Nursery School Office.**

Nursery School financial obligations for the 2017-2018 school year must be met before registration can be accepted for the 2018-2019 school year.

Member discount is available only to Gates of Prayer Temple Members current on Temple dues.

Please contact us at 885-4339 additional information.

Sincerely,

Melanie Blitz
Nursery School Director

4000 WEST ESPLANADE AVENUE • METAIRIE, LOUISIANA 70002 • (504) 885-4339