

2024-2025 Program Registration

Early
Childhood
Learning
Center
Pozez JCC-
Beth El



Contact Information

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Dear Families:

Thank you for choosing the Pozez Jewish Community Center (the J)-Beth El Early Childhood Learning Center (ECLC). We look forward to having your family join our community for the 2024-2025 school year!

Please read the enclosed information carefully to help you choose the right program for your child and to learn more about our Early Childhood Learning Center Preschool and Toddler programs. Please submit all registration materials during the appropriate sessions listed below. Make sure all necessary materials are enclosed so that your application can be processed. Please note that the exact dates will be based on the Fairfax County Public Schools 2024-2025 calendar.

We understand the importance of finding a healthy and safe environment for your child(ren). The Pozez J strives to provide you with comfort and peace of mind while providing the children with an environment that allows for social engagement in a safe environment. This packet includes health and safety protocols, hours of care, etc. An additional parent handbook will be provided with more detailed information about day-to-day procedures and plans once families have formally enrolled in the program.

Priority Registration: Tuesday, January 16, 2024 through Sunday, January 28 2024

Registration opens for children currently enrolled in our ECLC program (and their siblings) as well as those on the 23-24 wait list. Please note that completed registration materials must be submitted during this time frame in order to qualify for priority registration.

Registration Opens to the Public: Begins Monday, January 29, 2024

Registration begins for children and families new to the Early Childhood Learning Center.

Waitlist Registration: Registration forms are accepted throughout the year for programs that are currently full.

Applications will be submitted online at <https://thej.my.site.com/s/registration>. Once the application has been approved, you will receive an email that will allow you to register for the 2024 – 2025 school year and pay the deposit. Applications will be approved within 3 business days.

Pozez JCC/Beth El Hebrew Congregation Membership

In order to take advantage of the member rates for registration, families must be a member in good standing of either the Pozez JCC or Beth B Hebrew Congregation. Families must renew or being a J-Family Household membership at least 30 days prior to their child's first day in any ECLC program. Families may use non-member rates if they choose not to join either the Pozez JCC or Beth B Hebrew Congregation.

Financial Assistance

1. We have a limited number of scholarship dollars available each year to provide tuition assistance for families in our program. Financial assistance is awarded based solely on need. Information about the Financial Assistance process is available from the Early Childhood Services Director or the ECLC Billing and Accounts Manager.
2. All Financial Assistance applications are reviewed on a first-come, first-served basis for students accepted into the ECLC program. All registration applications and required paperwork must be received by FACTS Grant & Aid System prior to review by the Pozez JCC. This is an online process.
3. Awards are made on a yearly basis — new applications must be submitted each year.
4. Should the economic status of your family change for the better during the term of the fee adjustment, we require notification of such so that a review of the financial award can be performed. Please note scholarship monies might be reallocated to those with a greater need.
5. Tuition accounts must remain current in order to maintain your scholarship.

We are looking forward to a successful educational partnership with you and your family.

Sincerely,



Dina Backer, Director
Pozez JCC-Beth EL ECLC



Alison Kerlin, Assistant Director
Pozez JCC-Beth B ECLC

Early Childhood Learning Center — Program Options

The Early Childhood Learning Center at Pozez JCC-Beth El is a nurturing, safe, developmentally appropriate learning environment, which is inspired by the Reggio Emilia approach to education. Our curriculum incorporates Jewish values while being universally inclusive. We believe that every child is capable, competent, and has the right to be respected as an individual. Our philosophy is based upon the belief that we have the ability and responsibility to nurture each child's social, emotional, cognitive, and physical growth through interactions and experiences that foster a zest for life and a love of learning. We offer a child-centered program which is inspired by the Reggio Emilia Approach. We believe that "care" and "education" are inseparable and view each child as a feeling, thinking, and creative individual whose growth we nourish. We believe a child's positive self-esteem is paramount to emotional, social, physical, and intellectual development. The daily environment we create for our children must provide them with all the components necessary for positive growth and development. We are committed to supporting the parents/guardians of our children by providing a variety of quality services and developing positive relationships between home and school.

Program Options

Toddler Program \$2025/month for Members

\$2230/month for Non-Members

Children who are 16 to 23 months are eligible for this program. Monday–Friday, 8:00am–5:30pm.

Preschool Program \$2025/month for Members

\$2230/month for Non-Members

This program is for children who are 2, 3, or 4 years of age by September 30, 2024. Monday–Friday, 8am–5:30pm.

Program Dates

The ECLC is a year-round program which begins on August 19, 2024 and ends on August 6, 2024. The ECLC closes for one week prior to the new school year beginning, one week in December for winter break and for professional development days during the year. The ECLC is closed for select Jewish holidays and some secular holidays. An official school calendar will be published in May 2024. Information regarding tuition in these circumstances can be found in this packet.

Waitlist Option

If there is no availability in a particular program, or you are interested in putting your child's name on the waitlist for a future date, your registration must be accompanied by a \$100 non-refundable registration fee. This fee will reserve your place on the waitlist should an opening become available. Once space becomes available, you will be contacted based on your position on the waitlist. If you choose to accept the space, you must pay a \$500 non-refundable deposit within two (2) business days. If you choose not to accept a space at that point in time, your name will be placed back on the waitlist in your original place.

Inclusion

The ECLC strives to be an inclusive environment and does its best to accommodate children with varied needs. Please share any IEP or IFSP information prior to enrolling in the program in order to set your child up for success. If your child has an IEP or ISFP, please email Dina Backer at dina.backer@theJ.org. If the Pozez JCC-Beth El ECLC feels that a child's needs are not able to be accommodated within the program, a meeting will be set up with the child's family to determine the next steps. The ECLC may have to ask that the child leave the program if the ECLC is not able to provide the proper support to ensure success.

Sibling Discount

There is a 5% sibling discount on the lowest fee.

Payment Policies of the Pozez JCC Early Childhood Learning Center (ECLC)

These payment policies apply to registrations for enrollment received on or after January 16, 2024

We appreciate that you have chosen the Pozez JCC Early Childhood Learning Center and recognize that tuition represents an investment in your child's future. It is, therefore, important that you understand the Pozez JCC's payment policies. **The signature on the registration page indicates that you have received, read, and understand these policies.**

Tuition - all programs

Tuition is based on the age of your child at the time of enrollment. Tuition takes into consideration limited classroom capacities and low ratios between children and staff. **Please Note:** Full monthly payment is required whether or not the child attends the program. Credit is not provided for sick days, vacations, unforeseen emergencies, weather closures, or holidays and professional development days as noted on the calendar. Please consult the school calendar carefully. In the case that the ECLC program needs to close for any reason, **tuition will not be credited or refunded.**

Initial Deposits and Application Fee

For new students, a non refundable \$100 application fee must accompany each student application. An application submitted without the required application fee is considered incomplete. A \$500 non-refundable deposit must be paid within two (2) days of receipt of acceptance of enrollment. All deposits must be paid via credit card or ACH. Space for your child cannot be held until the \$500 deposit is received.

Tuition – Toddler and Preschool programs

Annual tuition is based on a twelve (12) month program and is divided into 12 equal monthly installments due on the 1st of the month, starting the month that the child begins in the program. The non-refundable deposit of \$500 will be applied towards your August 2024 tuition payment.

Waitlist

If the program in which you are interested is at capacity, we encourage you to join our waitlist. Upon completing a registration, a **\$100 non-refundable** application fee is required. When submitting your application please indicate a specific preferred start date. Your child will be placed on the waitlist based on the order in which your registration is received, with preference given to siblings of current ECLC students. The ECLC will contact you should a space become available, to confirm your child's place. Should you accept the space, you will be asked to submit a **non-refundable deposit of \$500** to hold that space within 2 days of acceptance

Confirmation of Enrollment

Enrollment is based on availability in the program. If a space is available in the program, you will receive an email prompting you to complete the remaining registration information and payment within 72 hours of submitting the application.

Payment Plans

All payments are due on the 1st of the month. You have two options for payment of tuition:

Plan A: *Monthly payments via ACH (Automated Clearing House).* There is no fee for ACH payments.

Plan B: *Automatic Credit Card payments.* An additional 3% fee will be charged each month with this plan.

*You may also pay in full by check at the beginning of the school year. If there is a need to change the monthly payment method to check or cash, please see ECLC Billing and Account Manager, Adi Eilat, to make arrangements, however all deposits must be made by credit card or ACH via our online system

Declined EFT or Insufficient Funds

If your financial institution declines your EFT, or if a check is returned for insufficient funds, the ECLC will assess a \$50 fee. This fee must be paid within seven (7) days with cash or check.

Late Payment or Non-payment

Payment should be received by the first of each month. A 10% late fee will be assessed if payment is not received by the 7th of the month. If for any reason you anticipate that you may fall behind on your payment plan, please contact Adi Eilat, ECLC Billing and Accounts Manager right away at Adi.Eilat@thej.org. In the event that you are not able to make adequate arrangements to pay your tuition and/or cannot stay on an agreed-upon schedule, the Pozez JCC reserves the right to discontinue services for your child.

As stated on the ECLC registration, it is understood that failure to make payments as required will result in termination of service and collections action taken. In the event that collection action is taken, the family is responsible for any and all attorney and court costs incurred by the Pozez JCC.

Additional Charges

Payment for additional services, such as late fees will be charged using the credit card on file.

Withdrawals

Your financial obligation is for the full annual tuition as stated in your payment schedule. The school's expenses are incurred on an annual basis; therefore, the Pozez JCC cannot fully refund the tuition or cancel unpaid obligations if your child is forced to withdraw during the year. Written notification of withdrawal must be submitted to the Pozez JCC -Beth El ECLC. Once a child's registration and deposit have been processed, families will be responsible for two months (60 days) of tuition from the date of written notification. Registration fees and deposits **are non-refundable**.

Financial Assistance

A limited amount of financial assistance is available for families in need. Please contact the Pozez JCC-Beth El ECLC Director at dina.backer@thej.org or the ECLC Billing and Accounts Manager at Adi.Eilat@thej.org.

Statements and Receipts.

Regular receipts of childcare will not be sent. However, you may receive a statement if you have a non-tuition charge for a late bill. If you need a summary of your charges for dependent care for tax purposes, please contact Carla Drew at Carla.Drew@thej.org. Dependent care form signatures can be provided by the Billing and Accounts Manager, Adi Eilat at Adi.Eilat@thej.org

Pozzez JCC/Beth El Membership

In order to take advantage of the member rates for registration, families must be a member in good standing of either the Pozez JCC or Beth El Hebrew Congregation. Membership registrations must be submitted one month (30 days) prior to your child's start date if not currently a JCC member. Any family enrolling after August 1, 2024, (who chooses member rates) must submit Membership application along with their registration packet. Pozez JCC Membership provides full access to the J-Fit Health Club and all related amenities including our heated, six-lane indoor 25-meter swimming pool. Please contact the Membership Department at Membership@thej.org if you would like to schedule a tour of the facility. Beth El Hebrew Congregation is a warm and caring community offering lifelong learning, diversity and inclusion. For more information about Beth El please email office@bethelhebrew.org.

Termination of Services

The Pozez JCC reserves the right to discontinue the enrollment of a child for reasons including, but not limited to: failure to observe the policies and rules of the ECLC as outlined in Registration Packet, the Parent Handbook and/or Pozez JCC Policies; special needs of a child that cannot be adequately met with current staffing; physical and/or verbal abuse of staff or children by adult or child; failure of a parent to adhere to the rules and regulations of Pozez JCC membership; non- payment of fees. In such circumstances, prorated refunds for any unused portion of tuition payments, will be at the discretion of the Pozez JCC.

Notice of Non-Discrimination: In matters of enrollment, the ECLC does not discriminate on the basis of race, gender identity, sexual preference, religious beliefs or practices, cultural heritage, or physical abilities. *Open to the entire community.*

ECLC Program Information

Ratios and Capacities

We recognize the developmental benefits small classes provide for additional individualized attention. Virginia state ratios will be followed. Two classrooms of children and staff may combine to create one "cohort" at the beginning or end of the day.

Hours of Operation

The ECLC will operate from 8:00am-5:30pm. This will allow for the same teachers to remain with the children throughout the entirety of the day. Parents are welcome to drop-off and pick-up at any point during the day with consideration for the pick-up and drop off policies below.

Reggio Emilia Inspired Curriculum and Learning

Each classroom will form their own community and the learning will be based on close and careful observations of the children's interests and questions. The foundations of the Reggio Emilia philosophy, including teachers as co-learners, children as constructivist learners and the impacts of the environment will be foundational in this model. Our Pedagogista (Curriculum Coordinator) will support the teachers by working collaboratively with the educators to enhance, grow and extend the learning that is occurring.

Communication with Families

Daily communication will be sent to families through the Remini app regarding children's daily needs (eating, napping, changing, etc. based on their age) as well as daily Storyboards which will highlight learning moments from the day. Individual phone calls or video calls are encouraged and welcome.

Lunch and Snacks

ECLC will provide a morning and afternoon snack for children aged 16 months and older. This snack will follow FDA recommendations and VA State Licensing requirements. **Families will be required to send in a dairy, pareve or vegetarian (no meat) lunch for their child.**

Additional information on how to send in lunches, dating of food, etc. will be provided in the parent handbook upon registration. Suggestions for lunches will also be included. Please note that it is expected that children will have eaten breakfast before being dropped off to ensure they are able to begin their school day set up for success.

Health and Cleaning Procedures

Health and Temperature Screenings

Each child will have their temperature screened when arriving at their classroom for the day. If the child has a temperature of 100.4 or higher, they will not be allowed entrance to the building until the child has been fever free 24 hours (without fever reducing medications). Temperatures will be taken again prior to or right after lunchtime and the children's overall health will be monitored throughout the day. Policies regarding communicable diseases (strep throat, pink eye, etc.) will also be in place and more information will be provided in the Parent Handbook after enrollment.

Hand Washing

Children and staff will be required to wash their hands when entering the classroom in the morning. Hands will be washed frequently; including, but not limited to, before and after mealtimes, after using the bathroom or diapering, after use of the playground or gross motor play areas, between the use of classroom materials, and whenever bodily fluid is involved. Handwashing procedures will be practiced and supervised based on age.

Cleaning of Classrooms and Materials

The Beth El Facilities staff will assist in the cleaning process during the day and in the evenings. Classrooms will be thoroughly cleaned nightly. Additionally, each classroom has a stand-alone air purifier.