

This form is required along with: 1) a non-refundable deposit per child of \$300 for school AND \$100 for camp, which will be applied to tuition. See back for policies. 2) a non-refundable transaction fee of \$50 per camper with a maximum of \$100 per family for families registering for camp only. A non-refundable transaction fee of \$38 for ALL families registering for school and camp or school only will be charged by FACTS Management. 3) A completed FACTS payment agreement from all new families registering for school or a MJCCA payment agreement for all families registering for camp only. Re-enrolling families on the FACTS Management plan do not need to complete a new agreement.

CHILD PROFILE Additional information will be required upon acceptance.	Today's Date		Child's Date Of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female	MJCCA Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Child's Last Name		First	Middle	Nickname		
	Home Address					Ethnicity	
	City		State	ZIP	County		
	Parent/Guardian 1 Name: _____ <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other		Cell Phone	Work Phone	Home Phone	Email Address	
	Parent/Guardian 2 Name: _____ <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other		Cell Phone	Work Phone	Home Phone	Email Address	
	Child's Age as of 9/1/10: <input type="checkbox"/> Infant (minimum 6 weeks) <input type="checkbox"/> 1 Years <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> 4 Years						

CAMP Full-Day: 6/10/10 - 7/23/10 Half-Day: 6/10/10-7/23/10	<b>FULL-DAY:</b> Hours 7:00 am - 6:00 pm (9 weeks) <input type="checkbox"/> Full-Day: 5-Day <input type="checkbox"/> Full-Day: 3-Day* (Inf. 1's, 2's & 3's**) <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <i>*Specific days cannot be guaranteed for less than 5-day registration.</i>				<b>Office Use Only</b> Initials _____ Date _____ Child is: <input type="checkbox"/> accepted for: <input type="checkbox"/> waitlisted for: <input type="checkbox"/> SCHOOL _____program _____days/week <input type="checkbox"/> CAMP _____program _____days/week	
	<b>HALF-DAY:</b> Hours 9:30 am - 1:30 pm (Choose session 1, session 2 or both) <input type="checkbox"/> Half-Day: M-F (2's, 3's & 4's) <input type="checkbox"/> Half-Day: M/W/F (2's only) <b>Reminder: Tot Art &amp; Tot Sports Camps available 7/26/10 through 8/13/10. Register online or call 678.812.3830.</b>				<input type="checkbox"/> Half-Day <input type="checkbox"/> Session 1 (June 1 - June 25) <input type="checkbox"/> Session 2 (June 28 - July 23)	
	Camp Group Mate Request <b>Only one name and must be reciprocal. Deadline for request is April 16, 2010.</b>				Current School Attending	

SCHOOL 8/9/10 - 5/24/11	<b>FULL-DAY:</b> Hours 7:00 am - 6:00 pm <input type="checkbox"/> Full-Day: 5-Day <input type="checkbox"/> Full-Day: 3-Day* (Inf., 1's & 2's) <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <i>*Specific days cannot be guaranteed for less than 5-day registration.</i>		<b>HALF-DAY:</b> Hours 9:30 am - 1:30 pm <input type="checkbox"/> Half-Day: M-F (2's, 3's & 4's) <input type="checkbox"/> Half-Day: M/W/F (1's, & 2's) <input type="checkbox"/> Half-Day: M/T/W/F (3's)	
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**Automatic Membership Renewal:** By registering your child for camp and/or Preschool at the MJCCA, you acknowledge that a current MJCCA membership in good standing is required throughout the camp and/or Preschool season. If your renewal date occurs prior to or during the camp and/or school season, your membership will automatically renew at prevailing rates and your dues will be charged to the credit card provided on a monthly basis. If a credit card is not provided, it is your responsibility to contact the membership department and make payment arrangements 30 days prior to your renewal date at 678.812.4062 or email membership@atlantajcc.org.

<b>Scholarship Fund</b> <input type="checkbox"/> Please donate my \$300 deposit toward the MJCCA Scholarship Fund to help families in need cover the tuition cost. A receipt detailing your tax deductible donation will be mailed to you. I understand that if I elect to donate, my \$300 deposit will not be applied to my final payment.  <input type="checkbox"/> Please apply my \$300 deposit towards my final payment.	<b>Young Angels</b> Please consider helping to give a deserving child the opportunity to attend summer camp. Thank you for your tax deductible donation.  <input type="checkbox"/> I would like to make a voluntary contribution of \$ _____ to the Young Angels Campership Fund.
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**I have read and agreed to all Terms of Registration Policies and information on the back of this form.**

Parent/Guardian Signature	Date
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The Weinstein School & Camp Marie Benator at Zaban Park	678-812-3800	5342 Tilly Mill Road, Dunwoody, GA 30338
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## Registration Policies & Information

### **Terms of Registration:**

1. This form will be accepted from currently enrolled families during Priority Enrollment from December 14, 2009 through January 8, 2010. General Enrollment begins January 10, 2010.
3. Changes in Camp enrollment could result in losing fall placement status if enrolled for school as well.
4. The MJCCA preschools require that families read the policy and procedure manual which can be found at [www.atlantajcc.org](http://www.atlantajcc.org) and click on the preschool. Signature of this form acknowledges the manual has been read.

### **Eligibility for Enrollment:**

1. Children eligible for enrollment in MJCCA Preschools must be at least 6 weeks of age for Full Day, at least 1 year old for Half-Day preschool and 2 years old for Half-Day camp.
2. Enrolling families must be members of the MJCCA at a minimum Couple (may include children under 3), Family or Single-Parent Level. Membership is based on current family status. Membership must be current throughout the school year. For information on how to become a member of the MJCCA, please contact 678.812.4062.

### **Registration:**

1. Each registration form must be accompanied by the following:
  - a. A non-refundable registration and transaction fee as applicable.
  - b. For Camp: A non-refundable \$100 deposit per child. For families that are registered for camp only, this will be applied towards payment for the last month/session your child originally registered for Camp. For families that are registered for camp and school, this will be applied towards your final school payment.
  - c. For School: A non-refundable deposit of \$300 deposit per child. This will be applied towards payment for the final month of school.
2. All enrollments are subject to space availability. You will be notified if you have selected a program in which capacity has been reached.
3. A waiting list for each camp / school program will be established. Families on the waitlist will be notified of waitlist policies and if/when space becomes available.
4. Group mate requests (no later than April 16, 2010) are accepted **for camp only**. All groupmate requests should be made on the registration form. Groupmate requests must be reciprocal. All attempts will be made to honor your child's groupmate request, if requested by April 16, 2010, however, no guarantees will be made. All requests are subject to availability in requested groups and classrooms.
5. For Camps: Based on summer enrollment numbers, sometimes children may be placed in combination groups.
6. By confirmation of registration, the MJCCA has reserved space for your child in the Preschool and/or Camp. Confirmation of registration will be communicated starting March 15, 2010.
7. Teacher requests are not acknowledged.

### **Payments:**

1. Payment agreement form must be filled out completely and submitted upon enrollment.
  - a. All families registering for camp only must complete the MJCCA payment plan.
  - b. All new families registering for camp and school or school only must complete the FACTS payment plan.
  - c. Re-enrolling families for camp and school will automatically be re-enrolled by FACTS with the form that was submitted last year. Any changes to that information should be submitted to the preschool at the time of registration.
2. Acceptable forms of payment include: Cash, Check, Visa/MC, AMEX or by bank or credit card drafts.
3. The non refundable \$100 camp deposit along with the non refundable \$300 school deposit per child will together be applied towards payment for the final month of school (May 2011).
4. Registrations must be accompanied by a non-refundable registration and transaction fee per child where applicable.
5. Camp tuition payable April/May.
6. School tuition payable June through March.

### **Financial Assistance:**

1. Families applying for school and/or camp and school financial assistance should submit a confidential scholarship package to FACTS Management at [www.factstuitionaid.com](http://www.factstuitionaid.com) or mail to FACTS Management, PO Box 82527, Lincoln, NE 68501. Forms can be obtained at the preschool office or online at the FACTS website.
2. A non-refundable \$20 transaction fee will be charged by FACTS for applications. Completed applications will be processed in the order in which they are received. Applications are considered complete after all paperwork is received. Please be aware that incomplete applications will be placed on hold.
3. Applications will be processed and reviewed with confidentiality.

### **Making changes after Enrollment:**

1. 30 days WRITTEN notice is required for withdrawing a child from any full-day, half-day or camp program. If written notice is not given, a month's tuition will be forfeited.
2. For any and all changes, additions or drops: All changes must be made in writing.
3. Since we base all our staffing and equipment planning on enrollment, please note the following fees associated with making changes:
  - a. A fee of \$50 will be charged for each change submitted prior to the dates below. Changes in enrollment include: Camp Sessions (half-day only), changes in days of attendance, changes between schools, or any other change to initial registration.
  - b. For Camp: After May 3, 2010, changes will incur a fee of \$75 per change.
  - c. For School: After August 2, 2010, changes will incur a fee of \$75 per change.

### **Refund / Cancellation Policy:**

1. In accepting a registration form, MJCCA preschools reserve a place for the child. If, for any reason, the enrollment is cancelled, the school / camp must be advised in writing via fax, mail, or email.
2. Registration and transaction fees are non-refundable and non-transferable.
3. Deposits are non-refundable. Families who withdraw prior to the end of the school year or prior to the end of camp (or last session originally registered for), will forfeit their deposits and these deposits will not be applied to tuition or any other MJCCA program.
4. After written notice of withdrawal is handed in, any tuition overage already paid will be refunded. If 30 days notice is not given, then one month's tuition is forfeited and will not be refunded and not be applied to tuition or any other MJCCA program.
5. No credit or refund will be given in the following cases:
  - a. In the event that a child is withdrawn from school or camp for disciplinary or adjustment purposes.
  - b. Substitution of activities resulting from, but not limited to, inclement weather, staff absences, etc.

### **Upon Acceptance the following forms and others will be required:**

Health Form, Immunization records (3231), Master Profile, Carpool Form (Half-Day) and Parking Guidelines. All forms except the 3231 can be found at [www.atlantajcc.org](http://www.atlantajcc.org).