

This form must be accompanied by: 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.	<b>Today's Date</b>		<b>Child's Date Of Birth</b>		<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>MJCCA Member? TKE Mem-ber?</b>	
	<b>Child's Last Name</b>		<b>First</b>		<b>Middle</b>	<b>Nickname</b>	
	<b>Home Address</b>					<b>Ethnicity</b>	
	<b>City</b>		<b>State</b>	<b>ZIP</b>	<b>County</b>		
	<b>Parent/Guardian 1</b> Name: _____ <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other		<b>Cell Phone</b>	<b>Work Phone</b>	<b>Home Phone</b>	<b>Email Address</b>	
	<b>Parent/Guardian 2</b> Name: _____ <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other		<b>Cell Phone</b>	<b>Work Phone</b>	<b>Home Phone</b>	<b>Email Address</b>	
	<b>Child's Age as of 9/1/11:</b> <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 5/31/11 - 7/29/11	<b>FULL-DAY: Hours 7:00 am - 6:00 pm (9 weeks)</b> <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 <small>*Specific days cannot be guaranteed for less than 5-day registration.</small>			Office Use Only   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: Hours 9:30 am - 1:30 pm (Choose session 1 (5 weeks), session 2 (4 weeks), or both)</b> <input type="checkbox"/> Half-Day: M-F (2's, 3's & 4's) <input type="checkbox"/> Half-Day: M/W/F (2's & 3's)			<input type="checkbox"/> Half-Day <input type="checkbox"/> Session 1 (May 31-July 1) <input type="checkbox"/> Session 2 (July 5-July 29)		
	<b>Camp Group Mate Request</b> Only one name and must be reciprocal. Deadline for request is April 16, 2010.			<b>Current School Attending</b>		

SCHOOL 8/8/11 - 5/23/12	<b>FULL-DAY: Hours 7:00 am - 6:00 pm</b> <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 <small>*Specific days cannot be guaranteed for less than 5-day registration.</small>			<b>HALF-DAY: Hours 9:30 am - 1:30 pm</b> <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 & 3's)		
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Scholarship Fund <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.	Young Angels 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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## Registration Policies & Information

### **Terms of Registration:**

1. This form will be accepted from currently enrolled families during Priority Enrollment from December 13, 2010 through January 8, 2011. General Enrollment begins January 9, 2011.
3. Changes in Camp enrollment could result in losing fall placement status if enrolled for school.
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.

### **Registration:**

1. Each registration must be accompanied by the following:
  - a. A non-refundable application 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.
  - 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 15, 2011) are accepted **for camp only**. All groupmate requests should be made on the application form. Groupmate requests must be reciprocal. All attempts will be made to honor your child's groupmate request, if requested by April 15, 2011, 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, 2011.
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 deposit for families registered for camp only will be applied towards payment for the last month/session your child originally registered for camp. The non-refundable \$300 deposit per child will be applied towards payment for the final month of school (May 2011).
4. Applications must be accompanied by a non-refundable application and transaction fee per child where applicable.
5. Half-Day Camp Tuition: Payable March - May. Half-Day School Tuition: Payable June - February.
6. Full-Day Camp Tuition: Payable April - June. Full-Day School Tuition: Payable July - 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 5688, Lincoln, NE 68505. 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, addition and drops: All changes must be made in writing by completing and submitting a Change Request Form. 1 form per child.
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 School: After August 2, 2011, changes will incur a fee of \$75 per change.
  - c. For Camp: After May 3, 2011, changes will incur a fee of \$75 per change.

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

1. In accepting an application 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. Application 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 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:**

Medical 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)