

# MJCCA The Sunshine School & Camp Billi Marcus

# 2012 – 2013 REGISTRATION FORM

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 Policies & Information. 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.

Name of Child: \_\_\_\_\_

I would like to register for Camp Billi Marcus:

Please select your options:

Session One 5/29/2012 – 6/29/12

Session Two 7/2/2012 – 8/3/2012

<b>AGE:</b>	Infants <input type="checkbox"/>	1's <input type="checkbox"/>	2's <input type="checkbox"/>	3's <input type="checkbox"/>	4's <input type="checkbox"/>
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<b>PROGRAM</b>		
<b>INFANTS</b>	5 Days / Full Day <input type="checkbox"/>	<b>INFANTS must go for the full day</b>
<b>Discovery Kids: 7:30am – 9:30am</b>	5 Days <input type="checkbox"/>	3 Days <input type="checkbox"/> (circle) M T W TH F
<b>CORE PROGRAM 9:30am – 1:30pm</b>	5 Days <input type="checkbox"/>	3 Days <input type="checkbox"/> (circle) M T W TH F
<b>Relax and Enrichment: 1:30pm – 4:00pm</b>	5 Days <input type="checkbox"/>	3 Days <input type="checkbox"/> (circle) M T W TH F
<b>Kids Explore: 4:00pm – 6:00pm</b>	5 Days <input type="checkbox"/>	3 Days <input type="checkbox"/> (circle) M T W TH F
<b>Full Day: 7:30am – 6pm <input type="checkbox"/></b>	5 Days <input type="checkbox"/>	3 Days <input type="checkbox"/> (circle) M T W TH F

I would like to register for The Sunshine School:

Please select your options:

<b>AGE:</b>	Infants <input type="checkbox"/>	1's <input type="checkbox"/>	2's <input type="checkbox"/>	3's <input type="checkbox"/>	4's <input type="checkbox"/>
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<b>Full Day: 7:30am – 6pm <input type="checkbox"/></b>	5 Days <input type="checkbox"/>	3 Days <input type="checkbox"/> (circle) M T W TH F

Registration will be based on first come first serve basis.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SUNSHINE SCHOOL**  
**FEES & INFORMATION**

Effective June 2012– May 2013

School Times:

7:30am – 9:30am	Discovery Kids
9:30am – 1:30pm	Core Day
1:30pm - 4pm	Relax & Enrichment
4pm - 6pm	Kids Explore

**CAMP FEES**

Per 5-week sessions for Core + More and 10 weeks for Full Day

		CORE + MORE				FULL DAY
		Discovery Kids	Core Day	Relax & Enrichment	Kids Explore	7:30am – 6pm
Infants	5 days	INFANTS must go for the full day				\$ 3,850
	3 days	\$285	\$ 640	\$315	\$285	\$ 2,900
1's	5 days	\$385	\$1,110	\$400	\$385	\$ 3,850
2's, 3's	3 days	\$240	\$580	\$285	\$240	\$ 2,620
2's, 3's,4's	5 days	\$310	\$980	\$375	\$310	\$ 3,390

Members of the MJCCA or TKE receive \$50 discount per session off Core Day or \$100 off Full Day 10-week camp fees per family.

**SCHOOL FEES**

		CORE + MORE				FULL DAY
		Discovery Kids	Core Day	Relax & Enrichment	Kids Explore	7:30am – 6pm
Infants	5 days	INFANTS must go for the full day				\$12,420
	3 days	\$1,760	\$4,660	\$1,860	\$1,760	\$9,280
1's	5 days	\$2,480	\$5,800	\$2,590	\$2,480	\$12,420
2's, 3's	3 days	\$1,450	\$4,330	\$1,550	\$1,450	\$7,940
2's, 3's,4's	5 days	\$1,860	\$5,390	\$2,280	\$1,860	\$10,210

Members of the MJCCA or TKE receive \$200 discount off Core Day or the Full Day school fees per family. There is a sibling discount up to \$200 per family.

Fees are per school year. Families may select number of days and actual days for each of the times but these must be adhered to for the entire year. Staffing will be planned and implemented based on enrollment at time of registration.

**For example:** If a child is registered for Discovery Kids 3 days a week and Core day 5 days a week, that will be the expectation for each week of the school year. The child may not come to Discovery Kids 5 days one week and 1 day another week.

Registration is based on first come first serve and based on a minimum amount of enrollment. Children must bring lunch with them to school each day.

These fees are based on the 2012– 2013 school year calendar and do not include Vacation days.

## Registration Policies & Information

### **Terms of Registration:**

1. This form will be accepted from currently enrolled families during Priority Enrollment from January 8, 2012 through February 1, 2012. General Enrollment begins January 8, 2012.
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, 2012) 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, 2012, 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, 2012.
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 2012).
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, 2012, changes will incur a fee of \$75 per change.
  - c. For Camp: After May 3, 2012, 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)

Please complete one per family. Registration forms are also available online at [www.atlantajcc.org](http://www.atlantajcc.org)

Today's Date	Child's Date Of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	MJCCA Member? TKE Member? <input type="checkbox"/> Yes <input type="checkbox"/> No <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 9/1/12: <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				

----- PLEASE NOTE: This bottom portion will be removed and destroyed after processing -----

Application must be accompanied by: 1) a non-refundable deposit (credit card) per child of \$300 for school AND \$100 for camp, which will be applied to tuition. See Policies & Information. 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.

Parent/Guardian's Names:	MJCCA Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	TKE Member? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		
City	State	ZIP

Payment Details (Please note, the Transaction Charge must be paid in full at time of registration.)		
Credit Card Number	Not informing us of a new expiration date may result in a \$35 fee if credit card is declined.	Exp. Date
Name On Card		<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express

Young Angels Please consider helping to give a deserving child the opportunity to attend summer camp. Thank you for your tax deductible donation.  
 I would like to make a voluntary contribution of \$ \_\_\_\_\_ to the Young Angels Campership Fund.

**Payment Agreement / Signature Required:** I understand that if my account is not current, my child will not be permitted to start the program for which s/he is registered. I may be charged a late fee equaling 5% of my total unpaid balance. I (we) hereby authorize the MJCCA to initiate debit entries to my (our) checking or charge account as indicated above and the bank (Depositor), to debit the same such account. This authority is to remain in force and effect until the MJCCA and the Depository have received written notification from me (or us) of its termination in such time and in such manner as to afford MJCCA and Depository a reasonable opportunity to act on it prior to charging the account. After account has been charged, I have the right to have the amount of an erroneous debit immediately credited to my account by Depository, provided ( we) send written notice of such debit entry in error to Depositor within 15 days following issuance of the account statement or 45 days after posting, whichever occurs first. I (we) understand that a sufficient balance must be maintained to cover this obligation. In the event unforeseen circumstances prevent the drafting of this debit according to the understood schedule, I (we) understand that if sufficient funds are not available, I (we) will be either directly debited or billed \$35 for each returned debit and am/are obligated to promptly pay this charge.

Parent/Guardian Signature	Date
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# The Sunshine School Camp Billi Marcus

**2012 - 2013  
CALENDAR**

<b>May 2012</b>			<b>December 2012</b>		
Tuesday	22	Pre-K Graduation	Mon. - Fri.	24, 26-28, 31	No School - Preschool Vacation Camp* Separate registration form required
Wednesday	23	Last Day of School - Early Dismissal 1:30 pm			
Thurs. - Fri.	24-25	No School - Teacher work days			
Friday	25	Family Open House (children included) 10:30 am - 11:30 am	<b>January 2013</b>		
Monday	28	Shavuot and Memorial Day - Building Closed	Tuesday	1	No School - New Year's Day
Tuesday	29	First day of Camp 2012 (Session 1)	Wednesday	2	School Begins
<b>June 2012</b>			Sunday	13	2013-14 Enrollment Begins Camp/Preschool
			Monday	21	MLK Jr. Day - School Closed Preschool Vacation Camp* Separate registration form required
<b>July 2012</b>			<b>February 2013</b>		
Monday	2	Camp Session 2 Begins	Monday	18	No School - Teacher Work Day
Wednesday	4	No Camp - Independence Day	Friday	22	Purim Celebrations
<b>August 2012</b>			<b>March 2013</b>		
Friday	3	Last Day of Camp	Monday	25	No School - Erev Passover
Mon. - Fri.	6-10	Preschool Vacation Camp* and Tot Camps* held at Zaban Park Only; separate registration form required	Tue. - Wed.	26-27	No School - Passover - Building Closed
Mon. - Fri.	6-10	No School - Teacher Work Days	Thu. - Fri.	28-29	Preschool Vacation Camp* Separate registration form required
Thursday	9	Parent Orientation - 7pm (parents/guardians only)	<b>April 2013</b>		
Friday	10	Family Open House (children included) 10:30 am-11:30 am	Mon. - Tue.	1-2	No School - Passover - Building Closed
Monday	13	School Begins - Full Day and Half Day	Wednesday	3	School Begins
<b>September 2012</b>			<b>May 2013</b>		
Monday	3	No School - Labor Day	Wed. - Thu.	15-16	No School - Shavuot - Building Closed
Mon. - Tue.	17-18	No School - Rosh Hashanah - building closed	Thursday	23	Pre-K Graduation
Tuesday	25	Early dismissal - Erev Yom Kippur 12 pm closing	Monday	27	No School - Memorial Day
Wednesday	26	No School - Yom Kippur - Building Closed	Wednesday	29	Last Day of School - Early Dismissal 12pm
<b>October 2012</b>			Thu. - Fri.	30-31	No School - Teacher work days Preschool Vacation Camp* Separate registration form required
Mon. - Tue.	1-2	No School - Sukkot - Building Closed	Friday	31	Family Open House (children included) 10:30 am - 11:30 am
Monday	8	No School - Shemini Atzeret - Building Closed	<b>June 2013</b>		
Tuesday	9	No School - Simchat Torah - Building Closed	Monday	3	First day of Camp 2013
<b>November 2012</b>					
Wednesday	21	Day before Thanksgiving Early Dismissal 1:30 pm			
Thu. - Fri.	22-23	No School - Thanksgiving Break			

\* On all days that the Preschool is closed and the building has normal operating hours and is not a legal holiday, Preschool Vacation Camp will be offered at the Zaban Park campus and TKE. Separate registration is required. Please remember that Kid Zone offers assorted supplemental childcare options at Zaban Park only. Call 678-812-3830 for more info!

## More Important Dates

5/9/2012	Yom Ha'atzmaut
5/10/2012	Lag B'Omer
5/13/2012	Mother's Day
<b>5/26/2012</b>	<b>Erev Shavuot - Building closes at 6pm</b>
<b>5/27/2012</b>	<b>Shavuot - Building Closed</b>
<b>5/28/2012</b>	<b>Shavuot - Building Closed</b>
	<b>Memorial Day</b>
6/17/2012	Father's Day
7/4/2012	Independence Day
7/28/2012	Tisha B'Av
9/3/2012	Labor Day
<b>9/16/2012</b>	<b>Erev Rosh Hashanah - Building Closes at 3pm</b>
<b>9/17/2012</b>	<b>Rosh Hashanah-Building Closed</b>
<b>9/18/2012</b>	<b>Rosh Hashanah-Building Closed</b>
<b>9/25/2012</b>	<b>Erev Yom Kippur - Early Dismissal, Building Closes at 12pm</b>
<b>9/26/2012</b>	<b>Yom Kippur - Building Closed</b>
<b>9/30/2012</b>	<b>Erev Sukkot - Building Closes at 6 pm</b>
<b>10/1/2012</b>	<b>Sukkot - Building Closed</b>
<b>10/2/2012</b>	<b>Sukkot - Building Closed</b>
<b>10/7/2012</b>	<b>Erev Sh'mini Atzeret - Building Closes at 6pm</b>
<b>10/8/2012</b>	<b>Sh'mini Atzeret - Building Closed</b>
	Columbus Day
<b>10/9/2012</b>	<b>Simchat Torah - Building Closed</b>
11/4/2012	Daylight Savings Ends
11/11/2012	Veteran's Day
11/22/2012	Thanksgiving
12/8/2012	First Night of Chanukah
12/14/2012	Last Night of Chanukah
1/21/2013	MLK Jr. Day
1/26/2013	Tu B'Shvat
2/18/2013	President's Day
2/24/2013	Purim
3/10/2013	Daylight Savings Begins
<b>3/25/2013</b>	<b>First Night of Passover - School Closed</b>
<b>4/2/2013</b>	<b>Last Day of Passover - Building Closed</b>
4/7/2013	Yom Hashoah
4/22/2013	Earth Day
4/15/2013	Yom Hazikaron