

2025-2026 MJCCA Preschool Policies

Acknowledgement & Agreement

I understand that these policies are subject to change at any time.

Payment

A portion of your child's tuition is due as a deposit at the time of registration. For families paying on a payment plan, the remaining tuition balance will be divided into equal monthly payments charged on the 20th of the month according to the payment plan listed below.

CAMP: Deposit: \$100

Payment Plan: April 20, 2025 – May 20, 2025

SCHOOL: Deposit: Infants - Pre-K: \$300

Transitional Kindergarten: \$1,000 (\$500 due at time of registration, \$500 due on March 20, 2025)

Payment Plan: June 20, 2025 – March 20, 2026

Payments are due two months in advance. If your child starts school after the beginning of the school year, the payment plan will commence two months in advance of your child's start date. Example: For a child starting school in November, the payment plan will commence September 20. If the due date of the first payment has passed, your first payment will be taken immediately upon the setup of your payment plan. Subsequent payments will be taken monthly ending in the month of the final payment due date listed above.

Deposits and registration fees are non-refundable and non-transferable. Tuition rates do not include membership to the MJCCA nor costs associated with Preschool Vacation Camp. MJCCA Preschools charge a credit card processing fee of 3%. For our families who prefer a payment option with no processing fee, we offer the option of electronic funds transfer (EFT).

Please refer to the *Registration Policy* for additional details.

Changes and Withdrawals

60 days written notice is required for all children.

Please refer to the *Registration Policy* for additional details.

Registration Information

As this child's parent or legal guardian, I affirm that all information provided in this child's registration is complete and accurate. I will notify the supervisor(s) of all current program registrations of any changes to medical information.

MJCCA Preschool Policies & Procedures

I have read, fully understand, and agree to the MJCCA Preschools Policies & Procedures Manual posted on the MJCCA Preschools webpage.

Registration Policy

I have read, fully understand, and agree to the MJCCA Preschools Registration Policy.

Immunization Policy

I have read, fully understand, and agree to the MJCCA Preschools Immunization Policy.

For each child enrolled, the parent (or legal guardian) must provide a current immunization record (3231) appropriate for the child's age prior to the first day of the program. The child's immunizations must remain up-to-date through the duration of the program. Only medical exemptions approved by the MJCCA will be allowed. It is the responsibility of the parent (or legal guardian) to update the file when the health records change.

Infant Safe Sleep Practices Policy

I have read, fully understand, and agree to the MJCCA Preschools Infant Safe Sleep Practices Policy. I acknowledge that the director or designee has advised me of the safe sleep practices followed by the facility.

Authorization for Treatment

I have read, fully understand, and agree to the MJCCA Preschools Authorization for Treatment.

Parking & Carpool Policy (Weinstein School Only)

I have read, fully understand, and agree to the Weinstein School Carpool & Parking Policy.

Camp-Only Nonmember Rate (Weinstein School Only)

I have read, fully understand, and agree to the Weinstein School Camp-Only Nonmember Rate Policy.

Nonmember Security Fee (Nonmembers Only)

I have read, fully understand, and agree to the Nonmember Security Fee Policy.

Registration Policy

Terms of Registration

1. Priority Enrollment for current families and families with eligible memberships begins December 16, 2024.
2. General Enrollment begins January 5, 2025.
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 preschool policy and procedure manual which can be found on our website.
5. Completion of online registration acknowledges the policy and procedure manual has been read.
6. Enrollment in Transitional Kindergarten and Kindergarten is contingent upon the school reaching a minimum enrollment requirement.
7. School hours may change due to COVID restrictions.

Eligibility for Enrollment

1. Children eligible for enrollment in MJCCA Preschools must be at least 6 weeks of age for Full Day preschool (availability for infants varies by school) and at least turning 1 year old by September 1, 2025 for Half-Day preschool.
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, commencing no later than the month of the first tuition payment.
3. Only exception is for families paying the non-member camp only rate.
For more information on how to become a member of the MJCCA, please contact 678.812.4060.

Registration

1. Each registration must be accompanied by the following:
 - a. A non-refundable, nontransferable registration and transaction fee as applicable.
 - b. For Camp: A non-refundable, non-transferable \$100 deposit per child. Campers must be registered a minimum of four consecutive weeks. For campers only attending camp, a \$50 Camp Only registration fee is also due at the time of registration.
 - c. For School: Infants-PreK - A non-refundable, nontransferable deposit of \$300 deposit per child. For Transitional Kindergarten: A nonrefundable, nontransferable deposit of \$1,000 per child - \$500 at time of registration, \$500 on March 20, 2025.
Kindergarten: A nonrefundable, nontransferable deposit of \$2,000 per child.
 - d. If the child is withdrawn prior to the end of camp or school, the deposit will be forfeited.
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 and school program will be established. Families on the waitlist will be notified of waitlist policies and if/when space becomes available.
4. Based on enrollment numbers, sometimes children may be placed in combination groups.
5. By confirmation of registration, the MJCCA has reserved space for your child in the Preschool and/or Camp. Confirmation of registration will be communicated electronically.
6. Enrollment may be terminated by the director of the preschool at any time and for any reason.
7. Teacher requests will not be acknowledged.

Payments

1. Payment agreement must be completed and submitted as a condition of acceptance.
2. Acceptable forms of payment include: Cash, Check, Visa/MC, AMEX, EFT or credit card drafts.
3. A portion of the child's tuition is due as a deposit at the time of registration. For families paying on a payment plan, the remaining tuition balance will be divided into equal monthly payments.
4. Registrations must be accompanied by non-refundable registration fees per child where applicable.
5. Camp tuition payable April 2025- May 2025.
6. School tuition payable June 2025 - March 2026.
7. If the due date of the first payment has passed, the first payment will be taken immediately upon the setup of the payment plan. Subsequent payments will be taken on the selected payment date each month ending in the month of the final payment due date listed above.
8. For a child starting after the beginning of the school year, the payment plan will commence two months in advance of the start date. For example, if the child is starting school in November, the first payment will be due in September.
9. If a payment method is not assigned to the payment plan during the registration process, one of the saved payment methods on the account will automatically be assigned to the payment plan.
10. Declined payments may be resubmitted for payment at the discretion of the MJCCA.
11. MJCCA preschools charge a 3% credit card processing fee on all tuition payments.

12. A security fee will be assessed to all non- MJCCA members.
13. Making changes after Enrollment Deposit Submission:
 - a. In the event of a withdrawal, the deposit and registration fee are nonrefundable and nontransferable.
 - b. Written Notice Requirement for Changes or Withdrawals
 - i. Infants - Transitional Kindergarten: 60 days written notice is required for all children.
 - ii. Kindergarten: A commitment is required for the full school year beginning August 11, 2025 and ending May 26, 2026. Should you withdraw, you will remain obligated to pay tuition through the end of the 2025-26 school year.
 - c. For any and all changes, additions or drops: All changes must be made in writing.
 - d. Since we base all our staffing and equipment planning on enrollment, please note the following fees associated with making changes:
 - i. 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.
 - ii. For Camp: After March 31, 2025, changes will incur a fee of \$75 per change.
 - iii. For School: After August 1, 2025, 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 and non-transferable. Families who withdraw prior to the end of the school year or prior to the end of camp (or last week originally registered for), will forfeit their deposits and these deposits will not be applied to tuition or any other MJCCA balance, program, or membership.
4. After written notice of withdrawal is handed in, any tuition overage already paid will be refunded (with the exception of Kindergarten, see specific Kindergarten policy below). If the required 60-day notice is not given, then 60 days tuition (equal to required notice period) is forfeited and will not be refunded and not be applied to tuition or any other MJCCA balance, program, or membership.
5. Kindergarten Program: The deposit and all tuition payments are nonrefundable and nontransferable. A commitment is required for the full school year beginning August 11, 2025 and ending May 19, 2026. Should you withdraw from the Kindergarten program, you will remain obligated to pay tuition through the end of the 2025-26 school year.
6. 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, adjustment, or any other purpose.
 - b. Substitution of activities resulting from, but not limited to, inclement weather, staff absences, etc.
7. Upon Acceptance additional forms submission will be required including:
 - a. Immunization records (3231)
 - b. Allergy Action Plan (if applicable)

Prolonged Closure Tuition Policy

1. A prolonged closure is defined as more than ten consecutive scheduled school days.
2. During a prolonged closure event, families are responsible for paying the full tuition rate for the first ten consecutive scheduled school days, and then 50% thereafter. As tuition is paid in advance, a credit will be applied to the final tuition payment of the 2025-26 school year.

Financial Assistance

1. Families applying for school and/or camp and school financial assistance should submit a confidential financial assistance application to FACTS Management at <https://online.factsmgt.com/signin/4LCK6>. A non-refundable transaction fee will be charged by FACTS for applications.
2. Completed applications will be processed in the order in which they are received. Applications are considered complete when the transaction fee is processed, the application questions are completed and all required tax documentation for the applicant is uploaded and verified by FACTS management. Please be aware that incomplete applications will not be reviewed.
3. Applications will be processed and reviewed with confidentiality.

Immunization Policy

For each child enrolled, the parent (or legal guardian) must provide a current immunization record (3231) appropriate for the child's age prior to the first day of the program. The child's immunizations must remain up-to-date through the duration of the program. Only medical exemptions approved by the MJCCA will be allowed. It is the responsibility of the parent (or legal guardian) to update the file when the health records change.

Infant Safe Sleep Practices Policy

For INFANTS only (children who will be under the age of 1 on 9/1/2025)

1. Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
2. Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
3. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
4. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
5. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
6. Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed.
7. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep.
8. Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
9. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

Authorization for Treatment

Should the need for medical attention arise; (and in case of our unavailability), as parents or legal guardians, we want the MJCCA and/or staff to arrange and authorize medical treatment as necessary for our child. In the event of an emergency, I hereby give permission to the physician selected by the director or other MJCCA official to order x-rays, routine tests, and treatment for the health of my child. In the event that I cannot be reached in an emergency situation, I hereby give permission for a physician selected by the preschool director or other MJCCA official to hospitalize, secure proper treatment for, and order injections and/or anesthesia and/or surgery for my child. I authorize any physician, nurse or other health care provider to communicate with the staff and director of MJCCA Preschools, or his/her designee, about my child's medical condition, treatment and/or prognosis. I further authorize the director to discuss any medical conditions with his/her designee, or the child's teacher when the director, in his / her sole discretion, believes such communication to be in the best interest of the child. I, the parent/legal guardian, assume all risks and hazards incidental to the conduct of activities and transportation to/from the activities. I understand that aspects of the MJCCA preschools & Camps may be physically and emotionally demanding. Both my child(ren) and I agree to follow any and all rules, guidelines, and safety instructions that may be provided by MJCCA staff. I recognize the inherent risk of injury or disability in activities. I understand that each participant must assume the risk of injury or disability that could result from any of these activities. I hereby release, indemnify, defend, save, and hold the MJCCA its officers, directors, trustees, employees, members, agents, and activity providers harmless, with respect to any and all claims or liability for any injury to my child(ren) from participation in any and all activities and all claims by or on behalf of myself, my child(ren), or third parties for loss or damage unless the alleged loss is solely the result of the MJCCA's gross negligence or misconduct.

Parking & Carpool Policy

Applicable to Weinstein School families only.

We utilize an app called PikMyKid for signing children into our program and signing children out of our program. Current families who are already registered with the system, do not need to reregister. The app will continue working with your child's new class assignment. Families that are new to our school will need to download the app in the App Store and follow the registration instructions available [here](#).

Please note the following:

1. All families will be utilizing the PikMyKid app to sign their children into and out of the preschool. Please have your app available to show that you have signed your kid in and signed your child out at drop off and pick up.
2. Your child will not appear in PikmyKid until August 4, as we cannot upload school children until camp is completed.
3. If someone other than you will be picking up your child, please send us written permission via email giving us permission to release your child to that specific person and ask that person to bring a photo ID. You will also need to delegate dismissal to that individual in the PikMyKid app.
4. Safety is MOST important:
MJCCA Security requires membership stickers to be shown on all vehicles.
Cell phones may not be in use when your car is in motion.
Please observe the posted speed limit and respect our handicapped and Teacher of the Month parking spaces.
5. Anyone arriving after 9 a.m. will need to buzz in at the door and a staff member will meet you to take your child to the classroom, as late arrivals can be a distraction to classes that are already in session.

Half Day Families

Drop off and Pick Up will occur in the preschool carpool circle at the main entrance to the preschool.

Morning carpool begins at 9:25 am. Afternoon carpool begins at 1:30 pm.

Motors must be turned off when in the loading and unloading area. Cars may proceed when the line begins to move forward. For safety reasons, passing is not permitted. When a staff member arrives at your car, please exit your car to unload and load your child. Do not load or unload children until a staff member is present. All children must be seat belted in a car seat or a booster seat before leaving the loading area. If you need to pick up your child prior to the start of carpool, you can park in the MJCCA main lot and enter the classroom no later than 1:15pm. After 1:15pm, you must drive through the carpool line for pick up.

Full Day Families

Drop Off:

- All infant and ones families will park in the Main JCC parking lot and walk their child(ren) into the classroom.
- Families with child(ren) in our 2's through Transitional Kindergarten program have two options for drop off.
 - Park in the main JCC parking lot and walk your child into the classroom.
 - Utilize our express drop off service from 7:30 a.m. – 9 a.m. Park in the preschool parking lot and drop your child off at the preschool front door. Your child will be escorted to the classroom by a staff member.

Pick Up:

- All infant and ones families will park in the main JCC parking lot and pick up their child(ren) in the classroom.
- Children in our 2's through Pre-k program have two options for pick up.
 - Park in the main JCC parking lot and pick up your child(ren) in their classroom.
 - Park in the preschool parking lot and utilize our express pick-up option. If using express pick up, you will need to change your default pick up option to express pick up. Once you check in on the app, please wait at the preschool parking lot doors and a runner will bring your child out to you.

Please note that all half day families that pick up after 1:45 and all full day families that pick up after 5:30 p.m. will incur a late charge of \$2 per minute. Late charges will be strictly enforced.

Camp-Only Nonmember Rate

Applicable to Weinstein School Camp-Only families only.

Families without a qualifying active MJCCA membership will have \$365 per session added to each child's camp fees.

If you are registering your child for both camp sessions, or if you are sending more than one child to camp, an MJCCA membership may be preferable to paying the nonmember rate. Please contact our membership department at 678.812.4060 to learn more about the benefits of membership and discuss your membership options.

Nonmember Security Fee

Applicable to nonmember families only.

Families without a qualifying active MJCCA membership will have a \$10 per month security fee added to tuition.