

### Registration Policy

#### Terms of Registration:

1. Priority Enrollment begins December 18, 2017 for current families and members with Preferred and Ultimate memberships.
2. General Enrollment begins January 7, 2018.
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/interior-pages/preschool-dunwoody-admissions-and-forms](http://www.atlantajcc.org/interior-pages/preschool-dunwoody-admissions-and-forms).
5. Completion of online registration acknowledges the policy and procedure 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 and at least turning 1 year old by September 1, 2018 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 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 registration and transaction fee as applicable.
  - b. For Camp: A non-refundable, non-transferable \$100 deposit per child. For families that are registered for camp only, this will be applied toward payment for the last week your child was originally registered for Camp. For families that are registered for camp and school, this will be applied towards your final school payment. Campers must be registered a minimum of four consecutive weeks.
  - c. For School: Infants-PreK - A non-refundable deposit of \$300 deposit per child. This will be applied toward payment for the final month of school.
  - d. For Transitional Kindergarten: A nonrefundable deposit of \$1,000 per child - \$500 at time of registration, \$500 on March 1, 2018.
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. 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. The non-refundable \$100 camp deposit along with the non-refundable \$300 school deposit (\$1,000 for Transitional Kindergarten) per child will together be applied toward the final payment of the school year (March 2019).

4. Registrations must be accompanied by non-refundable registration fees per child where applicable.
5. Camp Only tuition payable April 2018- May 2018.
6. School Only tuition payable June 2018 - March 2019.
7. Camp + School tuition payable April 2018 - March 2019.
8. 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.
9. 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.
10. Declined payments may be resubmitted for payment at the discretion of the MJCCA.
11. The MJCCA charges a 2.5% credit card processing fee on all tuition payments.
12. Making changes after Enrollment Deposit Submission:
  - a. 30 days WRITTEN notice is required for withdrawing a child from any full-day, half-day school or camp program. If written notice is not given, a month's tuition will be forfeited.
  - b. For any and all changes, additions or drops: All changes must be made in writing.
  - c. 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, 2018, changes will incur a fee of \$75 per change.
    - iii. For School: After August 1, 2018, 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 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. 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 balance, program, or membership.
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.
6. Upon Acceptance additional forms submission will be required including:
  - a. Immunization records (3231)
  - b. Allergy Action Plan (if applicable)

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.