

Registration Policies & Information

Terms of Registration:

1. This form will be accepted from currently enrolled families during Priority Enrollment from January 22, 2018 through February 2, 2018. General Enrollment begins February 5, 2018.
2. Changes in Camp enrollment could result in losing fall placement status if enrolled for school.
3. The MJCCA preschools require that families read the policy and procedure manual which can be found at www.atlantajcc.org and click on the preschool.
Signature of this form acknowledges the manual has been read.

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 toward the payment for the final month of school (March 2019)
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.
5. For Camps: Based on summer enrollment numbers, sometimes children may be placed in combination groups.
6. Teacher requests are not acknowledged.

Payments:

1. Payment agreement form must be filled out completely and submitted upon enrollment.
2. Acceptable forms of payment include Visa/MC or AMEX.
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 the final month payment for school (March 2019).
4. Applications must be accompanied by a non-refundable application and transaction fee per child where applicable.
5. Tuition: Payable April – March for camp and school (June – March for school only).

Financial Assistance:

Families applying for school and/or camp and school financial assistance should submit a confidential scholarship package to FACTS Management at <https://online.factsmgt.com/signin/4LCK6>

1. Forms can be obtained at the preschool office or online at the FACTS website.
2. A non-refundable \$25 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 1, 2018, changes will incur a fee of \$75 per change.
 - c. For Camp: After May 2, 2018, 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 30 days in advance.
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 day 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.



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	TKE 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 9/1/18: <input type="checkbox"/> 1 Years <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> 4 Years				

*****PLEASE NOTE: This bottom payment 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 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.		
Parent/Guardian's Names:		
Address		
City	State	ZIP

Payment Details		
(Please note, the registration and transaction charge must be paid in full at time of registration. This card will be used for monthly payments for camp and school.)		
Credit Card Number	Not informing us of a new expiration date may result in a \$35 fee if credit card is declined.	Exp. Date _____ Charge date is the 20th of each month
Name On Card		<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express
<p>Payment Agreement / Signature Required: I understand that if my camp payment is not paid in full by May 20, 2018, my child will not be permitted to start the program for which s/he registered. I may be charged a late fee equaling 5% of my total unpaid balance. I (we) herby 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.</p>		
Parent/Guardian Signature	Date	



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.

Name of Child: _____ Child's Birthdate: _____

<input type="checkbox"/> I would like to register my child for *Camp Billi Marcus	CAMP BILLI MARCUS		
	Child's Age as of 9/1/2018: <input type="checkbox"/> 2s <input type="checkbox"/> 3s <input type="checkbox"/> 4s (5 days only)		
Program			
	Discovery Kids 7:30 am - 9:30 am	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F
	Core Program 9:30 am - 1:20 pm	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F
	Relax and Enrichment: 1:30 pm – 3:50 pm	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F
	Kids Explore: 3:50 pm – 5:30 pm	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F
	Full Day: 7:30 am – 5:30 Pm	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F

<input type="checkbox"/> I would like to register my child for The Sunshine School	SUNSHINE SCHOOL		
	Child's Age as of 9/1/2018: <input type="checkbox"/> 1s <input type="checkbox"/> 2s <input type="checkbox"/> 3s <input type="checkbox"/> 4s (5 days only)		
Program			
	Discovery Kids 7:30 am - 9:30 am	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F
	Core Program 9:30 am - 1:20 pm	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F
	Relax and Enrichment: 1:30 – 3:50 pm	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F
	Kids Explore: 3:50 – 5:55 pm	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F
	Full-Day 7:30 am – 5:55 pm	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days M, W, F

Parent/Guardian Signature _____

Date _____