

## Registration Policy

### Terms of Registration:

1. Priority Enrollment for current families and members with Preferred and Ultimate memberships.
  - a. The Schiff School: December 17, 2018
  - b. The Sunshine School & Camp Billi Marcus: January 28, 2019
  - c. The Weinstein School & Camp Marie Benator: December 17, 2018
2. General Enrollment
  - a. The Schiff School: January 6, 2019
  - b. The Sunshine School & Camp Billi Marcus: February 4, 2019
  - c. The Weinstein School & Camp Marie Benator: January 6, 2019
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.

### 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, 2019 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.
  - 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 1, 2019.
  - d. If the child is withdrawn prior to the end of camp or school, the deposit will be forfeited.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 Only tuition payable April 2019- May 2019.
6. School Only tuition payable June 2019 - March 2020.
7. Camp + School tuition payable April 2019 - March 2020.
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. MJCCA preschools charge a 2.5% credit card processing fee on all tuition payments.
12. Making changes after Enrollment Deposit Submission:
  - a. In the event of a withdrawal, the deposit and registration fee are nonrefundable and nontransferable.
  - b. Camp Changes or Withdrawals – 30 days WRITTEN notice is required
  - c. School Changes or Withdrawals – Before September 1, 2019, 60 days WRITTEN notice is required. After September 1, 2019, 30 days WRITTEN notice is required.
  - d. For any and all changes, additions or drops: All changes must be made in writing.
  - e. 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, 2019, changes will incur a fee of \$75 per change.
    - iii. For School: After August 1, 2019, 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.