



# MJCCA Preschool and Camps Registration Policies & Information

## Terms of Registration:

1. This form will be accepted from currently enrolled families during Priority Enrollment from December 3, 2007 through January 11, 2008.
2. General Enrollment begins January 13, 2008
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. As accepted, families will be required to sign and acknowledge they have read the manual.

## 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.
2. Enrolling families must be members of the Marcus Jewish Community Center of Atlanta at a minimum family or single-parent level of Program Plus. Membership must be current throughout the school year. For information on how to become a member of the MJCCA, please contact 678.812.4000.

## Registration:

1. Each application must be accompanied by the following:
  - a. A non-refundable registration 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. For families that are registered for camp and school, this will be applied towards your last payment for school.
  - c. For School: A non-refundable deposit of \$300 deposit per child. This will be applied towards payment for the final month of school (May 09)
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, 2008) are accepted for camp only. All groupmate requests should be made on the registration form. Groupmate requests must be reciprocal. All attempts will be made to honor your child's groupmate request, if requested by April 15, 2008, 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 February 15, 2008.

## 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 format of payment include: Cash, Check, Visa/MC, AMEX (for FACTS plans only) 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. For families registered for camp and school, the \$100 deposit will be applied to your last payment for school. The non-refundable \$300 deposit per child will be applied towards payment for the final month of school (May 09).
4. Applications must be accompanied by a non-refundable registration and transaction fee per child where applicable.
5. Half-Day Camp Tuition: Payable March 1 - May 1. Half-Day School Tuition: Payable June - February 1.
6. Full-Day Camp Tuition: Payable May 1 - June 1. Full-Day School Tuition: Payable July 1 - March 1.

## Financial Assistance:

1. Families applying for financial assistance for camp only should submit a confidential scholarship package to the preschool office. Camp forms can be obtained at the preschool office or [www.atlantajcc.org](http://www.atlantajcc.org). Families applying for school 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 \$25 transaction fee must accompany applications for camp only. 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, 2008, changes will incur a fee of \$75 per change.
  - c. For Camp: After May 1, 2008, 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. 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 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. Absences or withdrawals during school year or camp sessions.
  - c. 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, Family History (new families only), Carpool Form (Half-Day) and Parking Guidelines. All forms except the 3231 can be found at [www.atlantajcc.org](http://www.atlantajcc.org).