



# APPLICATION FOR ADMISSION

STUDENT'S NAME: (first) \_\_\_\_\_ (middle) \_\_\_\_\_ (last) \_\_\_\_\_  
 NICKNAME: \_\_\_\_\_ HEBREW NAME: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_ SEX  M  F  
 HOME ADDRESS: \_\_\_\_\_ CITY/ZIP \_\_\_\_\_  
 HOME PHONE: : \_\_\_\_\_

## FAMILY INFORMATION

Parents are:  Married  Separated  Divorced  Other \_\_\_\_\_

Student living with:

- Both Parents  Mother(s)  Father(s)  
 Other: Please specify by listing the exact name and relationship to child: \_\_\_\_\_

<u>PARENT/GUARDIAN INFORMATION</u>	<u>PARENT/GUARDIAN INFORMATION</u>
Name: _____	_____
Employer Name: _____	_____
Employer Address: _____	_____
_____	_____
Bus. Phone: _____	_____
Cell/Pager: _____	_____
Home Phone: _____	_____
Email: _____	_____

## SYNAGOGUE AFFILIATION

Name of synagogue \_\_\_\_\_

Languages spoken at home \_\_\_\_\_

Siblings:

Name \_\_\_\_\_ age \_\_\_\_\_ school \_\_\_\_\_  
 Name \_\_\_\_\_ age \_\_\_\_\_ school \_\_\_\_\_  
 Name \_\_\_\_\_ age \_\_\_\_\_ school \_\_\_\_\_



## MEDICAL & EMERGENCY INFORMATION

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Family Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Insurance company \_\_\_\_\_ Group # \_\_\_\_\_ Policy # \_\_\_\_\_  
Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Please describe any health or other special situations of which Gan B'nai Shalom should be aware and which would require special procedures to be followed concerning this child such as physical or mental conditions, existing or pre-existing illness, operations or hospitalizations, or any dietary restrictions. Please indicate "none known" if applicable.

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List all know allergies/reactions/treatments. Indicate "none known" if applicable.

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Please provide Gan B'nai Shalom with an immunization report. Form will be provided

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### EMERGENCY ALTERNATE CONTACTS

Other persons who Gan B'nai Shalom is authorized to contact for guidance in an emergency, such as a medical or other emergency, when this child's parents are unavailable.

1. Name: \_\_\_\_\_ phone \_\_\_\_\_ relationship \_\_\_\_\_  
2. Name: \_\_\_\_\_ phone \_\_\_\_\_ relationship \_\_\_\_\_

If an emergency arises, and none of the people mentioned above can be contacted, I hereby give Gan B'nai Shalom permission to take whatever measure it feels proper and necessary considering the circumstances.

Signature: \_\_\_\_\_ date: \_\_\_\_\_

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### OTHER INFORMATION

Other persons to whom Gan B'nai Shalom is authorized to release my child/children. Under no circumstances will Gan B'nai Shalom release children to anyone other than custodial parents who are not listed below or known to Gan B'nai Shalom staff. Additions or changes to this list shall be signed and dated by the parents and attached to the child's file.

1. Name: \_\_\_\_\_ phone \_\_\_\_\_ relationship \_\_\_\_\_  
2. Name: \_\_\_\_\_ phone \_\_\_\_\_ relationship \_\_\_\_\_

List persons **NOT** authorized, **for any reason**, to take child/children from Gan B'nai Shalom.





# ENROLLMENT POLICY 2010-2011

**1. REGISTRATION FEE and DEPOSIT (NON-REFUNDABLE):**

One month's tuition is due at the time that registration is accepted for each student. This is a non-refundable deposit which will be applied to your June 2011 tuition payment.

**2. TUITION SCHEDULE:**

## GAN B'NAI SHALOM 2010 - 2011 TUITION

### Two Year Old Program

Days/Week	Member		Non-Member	
	Monthly	Annual	Monthly	Annual
2 Days	\$310	\$3,100	\$380	\$3,800
3 Days	\$465	\$4,650	\$520	\$5,200
4 Days	\$575	\$5,750	\$672	\$6,720
5 Days	\$685	\$6,850	\$775	\$7,750

### Three Year Old Program

Days/Week	Member		Non-Member	
	Monthly	Annual	Monthly	Annual
3 Days	\$425	\$4,250	\$508	\$5,080
4 Days	\$555	\$5,550	\$662	\$6,620
5 Days	\$6,20	\$6,200	\$735	\$7,350

### Four/Five Year Old Program

Days/Week	Member		Non-Member	
	Monthly	Annual	Monthly	Annual
5 Days	\$620	\$6,200	\$735	\$7,350

**Note:** *This is the preliminary schedule of classes as of September 2010. If the program is expanded or changed to other days/hours you will be notified via mail.*

**3. TUITION PAYMENT:**

The parent agrees to pay the monthly tuition fee in advance, on or before the first day of each month.

**4. PAYMENT OPTIONS:**

There are three payment options

- Annual Payment: September 1, 2010
- Two Semester Payments: 50% due September 1, 2010 and 50% due January 1, 2011
- Nine Monthly Payments: September 1, 2010 through May 1, 2011

**5. LATE CHARGES:**

All registration fees and tuition payments are considered late after 1:00pm on the tenth day of the month. A late charge of Fifty Dollars (\$50.00) shall be automatically added to the charges due for that month. If an account becomes delinquent (past the fifteenth of the month without full monthly payment) there may be an additional monthly service charge of five percent (5%) of the balance added automatically. In addition, Gan B'nai Shalom may at its discretion dismiss the child and the parent shall remain responsible for the balance due and any expenses incurred by Gan B'nai Shalom in pursuit of payment.

**6. BANK CHARGES/RETURNED CHECK FEE:**

Parents will be charged \$36 for the first returned check occurrence, and \$50 for each additional occurrence.

**7. SCHOLARSHIPS/DISCOUNTS:**

There are currently no scholarship programs available for the preschool. Should such funding become available a memo will be mailed to the parents.

**8. ABSENCES AND VACATIONS:**

Tuition and other fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of any other days of attendance as "make-up" days.

**9. WITHDRAWAL:**

The obligation for full payment of tuition and other fees will continue unless the parents submit a written and signed notification of early termination. Parents agree to furnish Gan B'nai Shalom with at least one month's advance written notice of such withdrawal. If the parent fails to provide written notice, the parents remain responsible for the full tuition for the next one (1) calendar month following the child's last day of attendance, plus any late charges and/or penalties which shall accrue until payment is received.

**10. RE-ENROLLMENT FOLLOWING SUSPENSION/WITHDRAWAL:**

If any situation occurs during which the child is temporarily withdrawn from Gan B'nai Shalom and the parents temporarily suspended regular payment of tuition, the enrollment will be terminated. Re-enrollment will be based on availability of space, and an additional registration fee will be required.

**11. LATE PICK UP:**

A late fee of Ten Dollars (\$10.00) per five minutes, per child, after pick up time that the child is left on the premises shall be charged to the account and will be payable to the office upon arrival.

**12. PERMISSIONS:**

We hereby grant permission to my/our child and Gan B'nai Shalom to:

- A. Take part in all programs and activities, including the use of indoor and outdoor equipment.
- B. Be photographed or videotaped in connection with the daily program activities
- C. Take short walks outside of the preschool facility
- D. Leave the premises of Gan B'nai Shalom to take part in planned educational and recreational field trips or activities supervised by the staff of Gan B'nai Shalom, provided that such field trips or activities will be separately announced in writing at least one day in advance, which I/we will be asked to sign and authorize.

**13. REQUIRED FORMS:**

All application forms and payments must be submitted before a student will be admitted to any class.

REGISTRATION IS COMPLETE ONLY WHEN FORMS AND DEPOSITS ARE SUBMITTED.

**15. PARENT HANDBOOK:**

A Parent Handbook will be given to you following your child's enrollment in our preschool. You will be asked to sign an agreement stating you have read the Handbook and agree to follow all of our regulations and policies.

We have reviewed each the provisions of this Enrollment Policy and hereby agree to comply with all provisions hereof.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Accepted by:**

\_\_\_\_\_  
Preschool Administrator

\_\_\_\_\_  
Date