



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 Father
 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.

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

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

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: _____

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 CONTRACT 2008-2009

Family Name: _____ Child _____

1. PROGRAM

I/We are enrolling our child in the following program for the school year beginning September 2008:

- | | | |
|---|---|---|
| <input type="checkbox"/> 2 Year Old | <input type="checkbox"/> 3 Year Old | <input type="checkbox"/> 4 / 5 Year Old |
| <input type="checkbox"/> 2 Day (T/Th) \$3,200//\$3,850 | <input type="checkbox"/> 3 Day (M/W/F) \$3,950//\$4,800 | <input type="checkbox"/> 5 Day (M-F) \$5,900//\$7,000 |
| <input type="checkbox"/> 3 Day (M/W/F) \$4,500//\$5,350 | <input type="checkbox"/> 4 Day \$5,200//\$6,300 | |
| <input type="checkbox"/> 4 Day \$5650//\$6,550 | <input type="checkbox"/> 5 Day (M-F) \$5,900//\$7,000 | |
| <input type="checkbox"/> 5 Day (M-F) \$6,850//\$8,000 | | |

2. FEES

Annual Tuition for the selected program: _____

Registration Fee:(Non-Refundable): ONE MONTH'S TUITION

TOTAL: \$ _____

3. TUITION PAYMENT PLAN: A B

- A. Monthly - September 1, 2008 through May 1, 2009
- B. Annual – September 1, 2008

I/We understand that Gan B'nai Shalom reserves the right to refuse admission to any child at any time in the event that tuition is not paid as agreed.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Accepted by:

Preschool Administrator Date



ENROLLMENT POLICY 2008-2009

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 last month's (June) tuition payment.

2. TUITION SCHEDULE:

GAN B'NAI SHALOM 2008 - 2009 TUITION

Two Year Old Program

Days/Week	Member		Non-Member	
	Monthly	Annual	Monthly	Annual
2 Days	\$320	\$3,200	\$385	\$3,850
3 Days	\$450	\$4,500	\$535	\$5,350
4 Days	\$565	\$5,650	\$655	\$6,550
5 Days	\$685	\$6,850	\$800	\$8,000

Three Year Old Program

Days/Week	Member		Non-Member	
	Monthly	Annual	Monthly	Annual
3 Days	\$395	\$3,950	\$480	\$4,800
4 Days	\$520	\$5,200	\$630	\$6,300
5 Days	\$590	\$5,900	\$700	\$7,000

Four/Five Year Old Program

Days/Week	Member		Non-Member	
	Monthly	Annual	Monthly	Annual
5 Days	\$590	\$5,900	\$700	\$7,000

Note: *This is the preliminary schedule of classes as of September 2008.
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 several payment options

- Monthly: September 1, 2008 through May 1, 2009
- Annual: September 1, 2008

5. LATE CHARGES:

All registration fees and tuition payments are considered late after 1:00pm on the fifth day of the month. A late charge of Thirty-Six Dollars (\$36.00) 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 \$25 for the first returned check occurrence, and \$36 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 Five Dollars (\$5.00) 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