



## JCC of Greater Washington Bender Early Childhood Center

JCC of Greater Washington • 6125 Montrose Road • Rockville, MD 20852 301.348.3839 •  
preschool@jccgw.org • jccgw.org

### **FEES INFORMATION - Current ECC Students**

- A \$100.00 Non-Refundable Registration Fee is payable with the Online Registration.
- A \$150.00 Material Fee is payable with the Online Registration.
- \$60.00 ECPC Dues are payable with the Online Registration.
- The Credit Card used for payment today will be used to process the monthly tuition payments starting August 1, 2016. Please contact preschool@jccgw.org or call (301) 348-3839 to make any changes or updates to your monthly payment method. You will be required to complete a Payment Authorization Form for any changes.

### **FEES INFORMATION - New ECC Students**

- A \$100.00 Non-Refundable Registration Fee is payable with the Online Registration.
- A \$150.00 Material Fee is payable with the Online Registration.
- \$60.00 ECPC Dues are payable with the Online Registration.
- All new families and returning families enrolling an additional child new to the preschool are required to pay a \$500 one time per child deposit. **If your children are new to our preschool your \$500 ECC Deposit will be charged within 3-4 business days on the credit card used with the online registration today.** This deposit will be refunded once your child finishes the JCCGW Preschool program in which they are enrolled and your account is current. This deposit is forfeited if you withdraw your child(ren) before the end of the school year contract. Families with returning children will not need to make an additional deposit for the returning child.
- The Credit Card used for payment today will be used to process the monthly tuition payments starting August 1, 2016. Please contact preschool@jccgw.org or call (301) 348-3839 to make any changes or updates to your monthly payment method. You will be required to complete a Payment Authorization Form for any changes.

*Please note: It is the policy of the Jewish Community Center of Greater Washington to try to assist families who are unable to meet the established tuition fees. The deadline for Financial Assistance applications is March 10 and determined by April 30. A limited amount of scholarship funding is available and all monies are distributed on a first-come first-served basis.*

### **REFUND POLICY**

- If a child is withdrawn before April 1, 2016, the Registration Fee will be forfeited; \$500 ECC Deposit, Material Fee and ECPC Dues will be refunded.
- If a child is withdrawn during April 1– June 30, 2016, the Registration Fee plus 1/2 of \$500 ECC deposit will be forfeited; 1/2 of \$500 ECC deposit, Material Fee and ECPC Dues will be refunded.
- If a child is withdrawn after July 1, 2016, the Registration Fee, Material Fee, ECPC Dues plus the entire \$500 deposit will be forfeited; no refund will be given.
- If after the program screening session, the JCCGW determines the program is not appropriate for the prospective student, the deposit less the \$100 application fee will be refunded.
- If a child is withdrawn from the Preschool after school begins, you will forfeit all advance payments and still be responsible for any past due balance.



## TERMS OF ENROLLMENT

- **For families applying for our 10 and 12-Month Full Day Programs:** A full facility 12-month family membership is included with your registration. The membership will be effective August 1, 2016 through July 31, 2017. It will be processed upon your acceptance into the program. The membership will be revoked if you choose to withdraw from the program or transfer into our 10-month Half Day Program.
- **For families applying for our 10-Month Half Day Programs:** To receive preferred member rates a family membership must be maintained for a 12-month period inclusive of the school year in which a child is enrolled. The decision to become a member of the Center must be made at the time of registration. If so desired, you may purchase a deferred membership and start paying the membership the first of the month that coincides with the start of the school year.
- Please note: 30 days written notice is required for Preschool schedule changes. If prior written notice is not given you will be responsible for the month's tuition.

## OTHER TERMS AND CONDITIONS:

- Fees for the school year are calculated on an annual basis and divided evenly over ten or twelve months beginning August 1, 2016. Therefore, no fees or tuition will be prorated due to school closings for any reason (i.e. snow days, one week closure in August for classroom preparation, teacher training, family vacation or other extended absences). If a family extends their absence for more than 30 continuous days, allowed only once during the school year and only an option if there is not a waiting list for the program. The school cannot take responsibility for school closings necessitated because of health, safety, inclement weather, holidays or any other emergencies that may arise.
- Child groupings, room staffing and programming may be adjusted outside the core preschool hours of 9:15 a.m.-12:30 p.m. and during snow days, summer, winter and spring breaks and holidays.
- **It is my responsibility to return all health, emergency and permission forms prior to June 1, 2016 in order for the child to attend the first day of class. This is a licensing requirement and not submitting these forms on time could defer my child's attendance in the program.**
- Upon my child's acceptance into the program, I give my permission for him/her to participate in all school activities.
- The Center may terminate my child's enrollment in the school if:
  - Health and emergency forms are not submitted by June 1, 2016;
  - In the judgment of the Director and staff, the child's behavior threatens the physical or mental health of other children in the program;
  - In the judgment of the Director and staff, the program does not meet the developmental or educational needs of the child, or there is insufficient registration.
- A \$25 fee will be assessed for each credit card payment or EFT that is denied. It is my obligation to notify the preschool of any changes in my credit card or EFT account.
- If the account is delinquent by two (2) months, the child may not continue in the program. A 35% collection fee will be added to the amount due and the account will be turned over to a collection agency.



**WAIVER:**

- Health Policy

I understand and accept the Health Policy for Early Childhood programs affiliated with the Jewish Community Center of Greater Washington. I am aware that, by not adhering to the policy, I might jeopardize my child's place in the program.

- Parent Authorization

The Health History provided to the preschool is correct so far as I know, and the person herein described has permission to engage in all activities, except as noted on the Information Form and my child's Physician's Report form. I understand that in the event of discrepancy between these forms, the physician's form will take precedence. I understand that in any medical situation, every effort will be made to reach me. I hereby give permission to the medical personnel selected by the Department Director or agent thereof to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event that I cannot be reached, I hereby give permission to the physician or dentist selected by the Department Director or agent thereof to hospitalize and secure proper treatment for my child as named above.

- Participation Agreement

I understand that participation in the JCC early childhood education program may involve physical or other activity that could result in injury. My child uses the JCCGW at his own risk and hereby, for myself, my heirs, executors and administrators waive any and all rights and claims of any kind that I may have against the JCCGW as well as with employees, invitees, and agents of the aforesaid for any and all damages, and injuries, whatsoever, which my enrolled child may suffer or incur in connection with attendance or participation at the JCCGW in connection with my child's use of the facilities or programs of the JCCGW. I agree to complete the emergency contact information for my enrolled child and I give permission for treatment of illness or injury sustained while participating in JCCGW early childhood education program.

- Diapering/Changing Permission

I give my permission for staff to change or help change my child's diaper and/or clothes. I understand that the staff is not responsible for training my child to use the toilet. I further understand that if my child is trained that should my child have a toileting accident the staff will do their best to help my child clean his/herself, and change clothing as necessary. I understand that such accidents may result in my child wearing clean clothes from the communal basket.



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- Photo and Video Release

It is the policy of the JCCGW Preschool to allow photographs and video footage of students to be used in JCCGW produced materials, including but not limited to websites, brochures, posters and other printed materials. Parents and guardians may request photographs and video footage of student not be used by completing a form requested from the preschool office.

- Swimming

I give my permission for my child to participate in wading activities in the JCC wading pool and swimming instruction in the pool. I understand that children enrolled in the summer program will be participating in pool activities at the JCC.

I have read and agree to the above terms and waivers.

Signature\_\_\_\_\_ Date\_\_\_\_\_