

ECE REGISTRATION PROCEDURES: (for first time registrants)

Becoming JCC Members

If you are registering your child for the 2018-2019 school year, membership for 1 adult and the child enrolled in the program is a requirement. Membership must be arranged with a representative from the membership office **before** ECE registration. At that time, you can arrange the start date for your membership.

- Register on March 5th or 6th, 2018 as a current JCC member and receive the \$200 Early Bird Membership Discount, membership must be current as of March 1, 2018.
- OR
- Register on/after March 7th (open enrollment begins) and membership will be effective and payments will begin as of August 1, 2018. **No Early Bird Membership Discount available.**

To arrange your JCC membership stop by or call the Membership office, at 614-559-6227 or 614-559-6230.

NEW and EASY ECE Enrollment Procedures:

1. Amount due at time of registration: \$500 for first child/\$100 for each additional child enrolled (*registration fee will be required annually*).
2. Your child's enrollment for the 2018-19 school year beginning August 13, 2018 will be considered complete when you have:
 - a. Established and/or updated JCC Membership
 - b. Returned to the ECE office the completed packet (attached)
 - i. registration form
 - ii. terms and agreement page
 - iii. payment plan

Once you receive notification of placement, which will be emailed by April 5th, your child is enrolled in the JCC's ECE program until they graduate or you withdraw your child from the program (in writing).



The Jewish Community Center of
Greater Columbus

Dear Preschool Families,

Spring will soon be here! With spring comes our Early Childhood Program registration. The JCC is pleased to announce that for the 2018-2019 school year, the independent, third party grant and aid assessment company, FACTS, will again manage our Early Childhood scholarship application process. **To be considered for scholarship assistance, you must register your child AND reapply each year it is needed.** Please contact the Early Childhood site for registration information.

To expedite your scholarship application as quickly and efficiently as possible, we ask that you complete the confidential online application on the FACTS website, <https://online.factsmgt.com/signin.aspx>. Choose *The Jewish Community Center of Greater Columbus* as the school. **Do not choose** *The JCC of Greater Columbus-Camp* as the school, as that site is for summer camp scholarship applications. You may search by school name, city, or zip code. Our zip code is 43209. Upon submitting your application, you will be required to pay a one-time annual administrative fee of \$30. If you are also applying for summer camp financial aid, this fee is only charged once. If you already have an account with FACTS through another educational institution and have already paid the administrative fee for the school year, the fee is also waived. You will use the SAME account to apply for Summer Camp 2018 and/or preschool (2018-2019). However, you need to select **The Jewish Community Center of Greater Columbus** for preschool and **The Jewish Community Center of Greater Columbus Camp** for summer camp.

THE APPLICATION DEADLINE IS APRIL 17, 2018. SCHOLARSHIP REQUESTS ALWAYS EXCEED FUNDS AVAILABLE. APPLICATIONS RECEIVED AFTER THIS DATE ARE CONSIDERED IN THE ORDER RECEIVED AND ONLY IF FUNDS REMAIN FROM THE INITIAL REVIEW AND REWARD PROCESS.

FACTS requires that supporting documentation be submitted via upload to their secure website, fax, or by mail. A separate document explaining the information you need to submit will be available on our website, www.columbusjcc.org. All documents received by FACTS are shredded following the materials review process. Families will be notified of any missing information. **The JCC will not begin processing your application until FACTS notifies us that it has received ALL materials.**

Changes happen. If a family must make a change that reduces tuition, such as a reduction in days enrolled, the amount of assistance received will also be reduced.

FACTS conducts a comprehensive evaluation of applicant materials. They calculate applicants' financial needs and make recommendations to the JCC. The JCC has the final determination for scholarship awards. Award letters are sent via email to recipients in early to mid-June. The entire process is strictly confidential. If you have any questions regarding the application or the review process, you may speak with a FACTS customer care representative directly by calling 1-866-315-9262. You may also contact Louise Young at the JCC at (614) 559-6216 or Lmyoung@columbusjcc.org.

Sincerely,

Carol Folkerth, Executive Director

There's something
about this place.™

www.columbusjcc.org

JCC Main Campus
1125 College Ave.
Columbus, OH 43209
614.231.2731

JCC New Albany
150 E. Dublin-Granville Rd.
New Albany, OH 43054
614.855.4885

JCC North
6121 Olentangy River Rd.
Worthington, OH 43085
614.764.2414

Jennifer Cammeyer
Board President
Carol Folkerth
Executive Director

JCC Member Name/JCC #:

JCC of Greater Columbus NORTH, 6121 Olentangy River Road, Worthington, OH, 43085 ** (614) 764-2414

Early Childhood JCC NORTH 2018-2019 First Time Registration Form

| | | | |
|--|--|--|--|
| Child's Name: | Date of Birth: | Registration Notes: <ul style="list-style-type: none"> Registration and classroom placement for the ECE Program is based on availability only and is subject to review by the ECE Site Director. For Full Day, Part Week families, please note that part time spots are dependent on availability only. To ensure proper Kindergarten preparation, the Ohio Department of Education content standards are promoted and a 5-day pre-K program is advised. | |
| <table border="1"> <tr> <td> Parent Info Name: Address: City/State/Zip: Cell Phone: Alt. Phone: Email Address: </td> <td> Parent Info Name: Address: City/State/Zip: Cell Phone: Alt. Phone: Email Address: </td> </tr> </table> | | | Parent Info Name: Address: City/State/Zip: Cell Phone: Alt. Phone: Email Address: |
| Parent Info Name: Address: City/State/Zip: Cell Phone: Alt. Phone: Email Address: | Parent Info Name: Address: City/State/Zip: Cell Phone: Alt. Phone: Email Address: | | |
| | | <u>Start Date if other than 8/13/18:</u> | |

To register your child for the JCC NORTH Site please make sure the following sections are completed:

- ✓ Child's Name, Child's DOB, Member Information & Parent Information
- ✓ Half Day or Full Day Schedule
- ✓ If Full Day, please circle which Calendar Schedule fits your needs (9 or 12 month)
- ✓ Read the Terms and Agreements on reverse side and sign for confirmation.
- ✓ Register your child now and your child will be registered in the JCC's NORTH Site until your child is eligible for Kindergarten or until parent submits withdrawal from the program with 30 days written notification (email accepted).
- ✓ For future school years: yearly confirmation of registration and payment plan, plus a \$100 Fee (\$50 Teacher Education Fund + \$50 Large Equipment Fund) will be charged yearly.

Half Day SCHEDULE

for children 2-5 years of age:

(Please circle one below)

Half Day: 8:45-11:45 a.m.

- 2 day (T/TH)
- 3 day (M/W/F)
- 5 day

Half Day: 8:45 a.m.-1:00 p.m. (includes lunch)

- 2 day (T/TH)
- 3 day (M/W/F)
- 5 day

Half Day: 8:45 a.m.-3:00 p.m. (includes lunch)

- 2 day (T/TH)
- 3 day (M/W/F)
- 5 day

Don't forget to indicate which schedule fits your needs Half/Full Day.



Full Day SCHEDULE (7:00 a.m. - 6:00 p.m.)

(Please circle preferred schedule & days requested.)

2 Days: Flexible or

Mon Tues Weds Thurs Fri

Part-time spots are dependent on availability.

3 Days: Flexible or

Mon Tues Weds Thurs Fri

Part-time spots are dependent on availability.

5 Days

Full Day Families - Please circle Calendar Schedule:

9 month Full Day:

August 13, 2018 - June 7, 2019

12 month Full Day:

August 13, 2018 - August 2, 2019

Contacts: Molly St. Pierre, ECE Site Director *** Nori Materkoski, ECE Assistant Site Director *** (614) 764-2414

Nikki Henry, ECE Director, (614) 559-6290

To complete your registration please see reverse side for Terms and Agreement page and Deposit Information.

ECE 2018-2019 School Year Fee Sheet--JCC North Site

| Half Day Options: (for 2 years and older) | |
|--|------------------------|
| | <i>Monthly Tuition</i> |
| 2 Year Old: | |
| 2 Day: 8:45-11:45 a.m. | \$ 319 |
| 2 Day: 8:45 a.m.-1:00 p.m. (includes lunch) | \$ 404 |
| 2 Day: 8:45 a.m.-3:00 p.m. (includes lunch/nap) | \$ 531 |
| | |
| 3 Day: 8:45-11:45 a.m. | \$ 446 |
| 3 Day: 8:45 a.m.-1:00 p.m. (includes lunch) | \$ 607 |
| 3 Day: 8:45 a.m.-3:00 p.m. (includes lunch/nap) | \$ 792 |
| | |
| 5 Day: 8:45-11:45 a.m. | \$ 638 |
| 5 Day: 8:45 a.m.-1:00 p.m. (includes lunch) | \$ 851 |
| 5 Day: 8:45 a.m.-3:00 p.m. (includes lunch/nap) | \$ 1,160 |
| | |
| 3 Year Old: 3 years | |
| 2 Day: 8:45-11:45 a.m. | \$ 270 |
| 2 Day: 8:45-1:00 p.m. (includes lunch) | \$ 334 |
| 2 Day: 8:45-3:00 p.m. (includes lunch/nap) | \$ 457 |
| | |
| 3 Day: 8:45-11:45 a.m. (3D programs do not include swim) | \$ 378 |
| 3 Day: 8:45-1:00 p.m. (includes lunch) | \$ 474 |
| 3 Day: 8:45-3:00 p.m. (includes lunch/nap) | \$ 660 |
| | |
| 5 Day: 8:45-11:45 a.m. (5D program includes swim) | \$ 540 |
| 5 Day: 8:45-1:00 p.m. (includes lunch) | \$ 694 |
| 5 Day: 8:45-3:00 p.m. (includes lunch/nap) | \$ 1,003 |
| | |
| Pre-K: going to Kindergarten 2019-2020 | |
| To ensure proper Kindergarten preparation, the Ohio Department of Education content standards are promoted and a 5-day pre-K program is advised. | |
| Pre-K 8:45-11:45--2 Day (only in a combination w/ 3D) | \$ 299 |
| Pre-K 8:45-11:45--3 Day (only in a combination w/ 2D) | \$ 420 |
| Pre-K 8:45-11:45--5 Day | \$ 598 |
| | |
| Pre-K 1:00--2 Day (only in a combination w/ 3D) | \$ 370 |
| Pre-K 1:00--3 Day (only in a combination w/ 2D) | \$ 517 |
| Pre-K 1:00--5 Day | \$ 739 |
| | |
| Pre-K 3:00--2 Day (only in a combination w/ 3D) | \$ 519 |
| Pre-K 3:00--3 Day (only in a combination w/ 2D) | \$ 726 |
| Pre-K 3:00--5 Day | \$ 1,037 |
| | |
| OCC Care: available 7-8:30 am/11:45 am-3:00 pm (pre-arranged with EC office) | |
| OCC Care: Lunch Bunch 11:45 am-1:00 pm (lunch included) | \$ 12.25 |
| OCC Care (billed by the 1/4 hour) | \$8.25/hour |

| Full Day Options: (for infants and older) | |
|---|------------------------|
| | <i>Monthly Tuition</i> |
| Infants: 6 weeks-12 months | |
| Infants--2 Day | \$ 674 |
| Infants--3 Day | \$ 944 |
| Infants--5 Day | \$ 1,347 |
| Toddler: 13 months by 8/13/18 | |
| Toddler--2 Day | \$ 671 |
| Toddler--3 Day | \$ 939 |
| Toddler--5 Day | \$ 1,341 |
| 2 Year Old: | |
| 2 yrs--2 Day | \$ 638 |
| 2 yrs--3 Day | \$ 893 |
| 2 yrs--5 Day | \$ 1,276 |
| 3 Year Old & Pre-K (going to Kdg. 2019-20) | |
| FD Preschool 2-day | \$ 595 |
| FD Preschool 3-day | \$ 834 |
| FD Preschool 5-day | \$ 1,192 |

Pre-K Scheduling: The following are some of the reasons we do not encourage part time usage in our pre-K programs: there are activities in the classroom which will be missed (i.e. field trips, weekly lessons that build on each other, etc.), socialization is found to be more difficult and specialty classes are scheduled based on a five day classroom schedule.

Part Week Schedules: Please note that although we will try to honor requests for part time days preferred, we will be pairing part time children and some flexibility may be required.

Part Week Schedule Restrictions: due to the number of part week families to accommodate, switching scheduled days throughout the year is prohibited. Please look over EC calendar for school closings and how they affect your schedule.

Part Week Schedules: Keep in mind when scheduling that specialty classes are based on 5 day schedules and are not completed until 8/13/18. A child's part week schedule can not be based around a certain specialty and the only way to guarantee your child receives all specialties is with a 5 day schedule.

We do not allow one day per week registrations; therefore 4 days per week is prohibited unless approved by the EC office.

2018-2019 ECE Payment Plan (or amended plan)

Parent(s) Name(s): _____

Child #1 _____

Child #2 _____ Child #3 _____

This Payment Plan will stay in effect until otherwise amended or the child is no longer enrolled withdrawal in writing required or graduates).

Payment Types: The JCC business office accepts the following methods of payment:

*Cash/Check or *Direct Checking Debit (EFT) or *Visa/MasterCard/American Express/Discover

| Half-Day Payment Options (includes all Half day options: 11:45 am, 1:00 pm and 3:00 pm) | Full-Day Payment Options |
|---|---|
| <p>1. Payment in Full Charged September 10, 2018</p> <p>CC: V/MC/Discover/AMEX Acct _____</p> <p>Billing Address _____</p> <p>Exp. _____ 3-4 Digit V Code (on back of Card) _____</p> <p>EFT: Bank Routing # _____</p> <p>Bank Account # _____</p> | <p>1. 9-month FD Billing Period (Attending 8/13/18 - 5/31/19)</p> <p style="text-align: center;">10th 25th</p> <p style="text-align: center;"><i>Additional 2% fee assessed to credit card payments. No additional fee for EFT payments.</i></p> <p>CC: V/MC/Discover/AMEX Acct _____</p> <p>Billing Address _____</p> <p>Exp. _____ 3-4 Digit V Code (on back of Card) _____</p> <p>EFT: Bank Routing # _____</p> <p>Bank Account # _____</p> |
| <p>2. Monthly Installments Charged September 2018 thru May 2019</p> <p style="text-align: center;">10th 25th</p> <p style="text-align: center;"><i>Additional 2% fee assessed to credit card payments. No additional fee for EFT payments.</i></p> <p>CC: V/MC/Discover/AMEX Acct _____</p> <p>Billing Address _____</p> <p>Exp. _____ 3-4 Digit V Code (on back of Card) _____</p> <p>EFT: Bank Routing # _____</p> <p>Bank Account # _____</p> | <p>2. 12-month FD Billing Period (Attending 8/13/18 - 8/2/19)</p> <p style="text-align: center;">10th 25th</p> <p style="text-align: center;"><i>Additional 2% fee assessed to credit card payments. No additional fee for EFT payments.</i></p> <p>CC: V/MC/Discover/AMEX Acct _____</p> <p>Billing Address _____</p> <p>Exp. _____ 3-4 Digit V Code (on back of Card) _____</p> <p>EFT: Bank Routing # _____</p> <p>Bank Account # _____</p> |

DEPOSITS & DISCOUNTS

Deposit Credits: (for those who paid deposits--\$500 first child/\$100 each additional child)

Half-day Programs: Deposits received will be credited to the final monthly payment to be charged in May 2019. Deposits will be credited immediately if paying in full.

Full-day Programs: Deposits received will be credited to the final monthly payment to be charged in August 2019 for 12-month families, or in May 2019 for 9-month full day families. Deposits will be credited immediately if paying in full.

Membership Discounts: A \$200 per child discount for current ECE Preschool families and current JCC Members is granted to members in good standing who renew their Terms/Agreements by February 23, 2018. This discount is prorated monthly to reduce gross membership costs, beginning September 2018. If membership is paid in full annually, the membership discount will be applied at the next membership renewal date.

Additional Child Discounts: A 5% discount will be applied to the gross fees of each additional child enrolled in an ECE Half-day or Full-day program. Discount will apply to the lesser tuition. (Excludes Occasional Care.)

Will you be applying for Financial Assistance? Yes or No (If "yes", which?--please circle) Title XX or JCC Scholarship
If YES, you must still pay the ECE deposit and complete the registration/payment plan forms to register your preschooler.

Deadline to apply for scholarship is April 17, 2018.

Applications received after that date will be awarded only as funds are available. We will once again be using FACTS, to assess our financial assistance needs. FACTS, the online scholarship website is currently available for applications. The information will be available at www.columbusicc.org under early childhood programs or you can contact your site's ECE office.

DROPS, CHANGES & REDUCTIONS POLICIES

Changes & Reductions: Changes made after April 16, 2018 that result in any schedule reduction, such as the number of days enrolled, or the number of hours enrolled, or from full-time to part-time, are subject to a \$200 reduction change fee. Changes that result in an increase in days hours or from part-time to full-time status are dependent on availability and will not incur a change fee. Changes may affect classroom assignments.

Withdrawal Policy: Withdrawals made between registration and July 13, 2018 will result in a forfeit of the full deposit. Withdrawals made after July 13, 2018 and before August 13, 2018 will result in forfeit of the deposit and obligate you for the first month's tuition.

Withdrawals made after August 13, 2018 will result in forfeiture of deposit, the full amount of your final month's tuition and a \$300 drop fee. If you provide notice thirty (30) days or more prior to the withdrawal date the drop fee is reduced to \$100.

I have read the statement of the Jewish Community Center's policy (outlined on attached form) and agree to its terms. I understand that failure to meet financial obligations, and maintain qualifying membership in the JCC, will result in interruption of service.

Parent/Guardian Signature _____ Date _____

JCC Program Terms and Agreements

(Registration for the ECE program is based on availability only and is subject to review by the ECE Site Director.)

Center Membership: Registrants for JCC Programs must be members in good standing of the JCC and membership must be maintained for a minimum of 12 months. All prior financial obligations to the JCC must be fulfilled before program registrations will be accepted.

Membership Discount: A \$200 per child discount for current ECE Preschool families and current JCC members is granted to members who confirm their child's registration and/or register a new sibling by **February 23, 2018**. The membership discount is also granted to current JCC members who register as a NEW family on "early bird registration" days March 5 and 6, 2018. This discount is prorated monthly to reduce gross membership costs, beginning September 2018. If membership is paid in full annually, the membership discount will be applied at the next membership renewal date.

Withdrawal Policy: Withdrawals should be submitted **in writing** only (email is acceptable).

- Withdrawals made between registration and July 13, 2018 will result in a forfeit of the full deposit.
- Withdrawals made after July 13, 2018 and before the first day of school, August 13, 2018 will result in forfeit of the deposit and obligate you for the first month's tuition.
- Withdrawals made after August 13, 2018 will result in forfeiture of deposit, the full amount of your final month's tuition and a \$300 drop fee.
 - If you provide notice thirty (30) days or more prior to the withdrawal date the drop fee is reduced to \$100.

Change & Reduction Policy: Changes made after **April 16, 2018** that result in any schedule reduction, such as the number of days enrolled, or the number of hours enrolled, or from full-time to part-time, are subject to a \$200 reduction change fee. Changes that result in an increase in days, hours or from part-time to full-time status are ALWAYS dependent on availability and will not incur a change fee. Changes may affect classroom assignments.

Payment Schedule: Payments for Membership Dues, Early Childhood Tuition are processed daily in the business office. Please allow 2 to 3 business days for your payment to be applied to your account. **FEES:** A \$35 fee will be assessed to a member's account for each occurrence of a Returned Check, Returned Direct Checking Debit (EFT), or Returned Credit Card payment.

Delinquent Accounts: Accounts for which payment has not been received within thirty (30) days of service will be considered delinquent. The JCC will make initial attempts at collection via phone call or written request. We will allow reasonable response time to resolve the delinquent balance. If initial attempts do not resolve the balance, or we receive no response to repeated requests, we will send the delinquent account to collections. **Please be aware that delinquency may result in an interruption of service.**

Deposit/Registration Fee Information: (all deposits/registration fees are NON-REFUNDABLE):

Please indicate what payment method you prefer your deposit/registration fee only to be charged below.

- **For Currently Enrolled:** \$100 Fee required per family (\$50 teacher education fund + \$50 large equipment fund) (Non-Refundable & Non-Applicable)
- **First Time Registered:**
 - \$500 Deposit for first child/\$100 for each additional child
 - First Child: \$400 is applicable to the last month's tuition of the 2018-19 school year May or August 2019 and \$100 is non applicable registration fee.
 - Additional Child(ren): 100% of deposit will be applied to 2018-19 school year May or August, 2019.

| |
|---|
| Currently Enrolled = \$100 Currently Enrolled + New Sibling = \$500 Each additional NEW sibling = \$100 |
|---|

For families applying for financial assistance, deposits/registration fees are required as listed above. However, if you decide your financial award is insufficient, you may request a refund of your deposit/registration fees. Please contact your site's ECE office to process your request.

of Children Registered _____

Deposit Amount Due \$ _____

Check # _____ CC: V/MC/Disc/Amex _____ Credit Card #: _____

Name on Credit Card: _____ Exp. Date: _____ Sec. Code: _____

Billing Zip Code: _____

I hereby enroll my child in the Jewish Community Center's ECE program. I understand that I have an obligation for the full tuition for the program(s) I have selected for my child, regardless of his/her attendance. I understand that in the event of a vacation or illness or any other prolonged absence from the school, the tuition MUST BE PAID IN FULL, NO refunds are provided. I understand that returning this registration form to the appropriate ECE office will register my child until the point that my child graduates from the Early Child program or I submit my withdrawal in writing to the appropriate ECE office (with 30 days notice). I understand that my deposit and registration fee are completely non-refundable after the initial registration is processed.

I have read the statement (above and reverse) of the Jewish Community Center's policy and agree to its terms. I understand that failure to meet financial obligations, and maintain qualifying membership in the JCC, will result in interruption of service.

Parent/Guardian Signature _____ Date _____