



Dear Parents,

Welcome to the new school year at Temple Adat Elohim Early Childhood Center 2018-2019. School will begin Wednesday, August 22nd. Our teachers are working on plans for an amazing year. They have been filling their rooms with love and care to create a fulfilling and engaging learning environment for your children!

Registration in advance is required so that we may provide the appropriate staff to student ratio. Priority enrollment is given to TAE members and currently enrolled students and their siblings. Space is limited to families who are current in their payments to both TAE ECC and Temple Adat Elohim. Please complete and return your registration form to reserve a space for your child.

MORNING SNACK and LUNCH: Please provide snacks and lunch for your child(ren) daily. We find that this helps prevent allergic reactions and maintains the nutritional choice for each family. In compliance with TAE's kashrut (food laws) policy, please do not send shellfish or pork to school. For the safety of all children, **NO** peanuts and/or any other kind of tree nuts are permitted. Avoid items that "may contain" or are "made on shared equipment" with peanuts and/or any other kind of tree nuts.

DIAPER POLICY: Parents are required to provide diapers (labeled and appropriately sized for your child), wipes and adult medium size non-latex gloves.

STAY AND PLAY: Please provide a crib sized sheet to cover your child's mat along with a light blanket. Additionally, please provide a healthy afternoon snack in a clearly marked separate bag.

New Students to Temple Adat Elohim:

In addition to submitting the attached school registration form, new students must submit California State documents and other release forms for their school record. These documents are included in your welcome folder. *Please contact the ECC office if you do not have the documents and we will provide them for you.* **Please note, all records are kept confidential and are used to help keep the children safe.

You will also receive a parking sticker to post on the lower left hand side of your car's windshield.

Dates to Remember:

Sunday, August 19 th	11:00am-1:00pm	ECC "Kidchella" Family Day at TAE
Tuesday, August 21 st	3:30pm-4:30pm	Meet and Greet (in your child's class)
Wednesday, August 22 nd	9:00am	First Day of School

My staff and I look forward to an exciting and creative new school year! If you have any questions, please don't hesitate to contact my office at (805) 497-6920.

Donna Becker,
Director

**TEMPLE ADAT ELOHIM EARLY CHILDHOOD CENTER
August 2018 – June 2019
REGISTRATION APPLICATION**

PLEASE PRINT CLEARLY

CHILD'S NAME _____ **BIRTHDATE** ____/____/____

ADDRESS _____ CITY _____ ZIP _____

ADDRESS _____ CITY _____ ZIP _____

PARENT NAME _____ **PARENT NAME** _____

Home Phone _____ Home Phone _____

Daytime Phone (_____) _____ Daytime Phone (_____) _____

Cell Phone _____ Cell Phone _____

Email _____ Email _____

- DUES PAYING MEMBER NON-DUES PAYING MEMBER PLEASE CALL ME ABOUT TEMPLE MEMBERSHIP

Referred By: _____

Temple Adat Elohim ECC follows the guidelines of the National Association for the Education of Young Children. We offer ECC programs for children between the ages of 18 months and 6 years old. Priority enrollment is given to Temple Adat Elohim members and currently enrolled students.

PLEASE SELECT DAYS THAT APPLY TO YOUR CHILD

(Please see other side for tuition rates)

9:00am-1:00pm

- ____ Monday – Friday* *Pre-K and TK are both 5 day per week programs*
- ____ Monday, Wednesday, Friday
- ____ Tuesday, Thursday
- ____ Other Please specify (Circle all that apply): Mon Tues. Wed. Thurs. Fri.

**Early Care from 7:30am-9:00am and Late Care from 1:00pm-6:00pm is available.
(See attached)**

One-time Fees payable at Registration	
Registration Fee: Non-refundable & must be included with this form	\$ 175
Disaster preparedness (First time enrollment only)	\$ 20
Total (Please attach your check or Credit/Debit authorization slip for this amount)	

Please read carefully, sign and date: *I have read the admissions agreement on the reverse side of this registration form. I agree to be bound by and adhere to the conditions. I understand that priority enrollment is given to TAE members and currently enrolled students and is limited to families who are current in their payments to both TAE ECC and Temple Adat Elohim. If I have requested a copy of the contract, one has been provided to me. I have attached my check payable to TAE ECC or Credit/Debit authorization. Classes are subject to availability on a first-come, first serve basis.*

Parent Signature _____ **Date** _____

FOR OFFICE USE ONLY:			
Today's Date: _____	Age Group: 18m, 2s, 3s, PreK, TK	Days: <u>2</u> , <u>3</u> , <u>4</u> , <u>5</u>	Start Date: _____

ADMISSIONS AGREEMENT 2018-2019

THE STATE OF CALIFORNIA LICENSING REQUIREMENTS STATE THAT WE MUST HAVE AN ADMISSIONS AGREEMENT WITH ALL CLIENTS OF OUR SCHOOL.

- 1) Admission shall be granted without discrimination with regard to religion, race or color. Our school is licensed by the State of California who requires us to fulfill their guidelines. Our teachers meet the standards of State Licensing as well as NAEYC and BJE accreditation standards.
- 2) Tuition is based on an entire 10-month school year, mid-August through mid-June. Below is the tuition schedule for **2018-2019**.

DUES PAYING MEMBERS		PROGRAM	NON DUES PAYING MEMBERS	
MONTHLY	YEARLY (BASED ON 10 MONTHS)		MONTHLY	YEARLY (BASED ON 10 MONTHS)
\$455	\$4,550	2 days, 9-1, 18 mo-2 yr	\$525	\$5,250
\$657	\$6,570	3 days, 9-1, 18 mo-2 yr	\$760	\$7,600
\$848	\$8,480	5 days, 9-1, 18 mo-2 yr	\$952	\$9,520
\$445	\$4,450	2 days 9-1	\$515	\$5,150
\$647	\$6,470	3 days 9-1	\$750	\$7,500
\$838	\$8,380	5 days 9-1	\$942	\$9,420
\$ 47.50	\$ 475	SECURITY (per family)	\$ 52.50	\$ 525

- 3) Member rates apply ONLY to Temple Adat Elohim Members who are current in their dues and fees.
- 4) Payment must be received by the 10th of each month. Each family must have a credit/debit card on file with authorization to charge the account if payment has not been received by the 10th of the month.
- 5) Your account must be current for continued enrollment.
- 6) **NO REFUND OR CREDIT WILL BE GIVEN FOR ABSENCES and CHILDREN MAY NOT SWITCH ONE DAY FOR ANOTHER DURING THE SCHOOL YEAR IN LIEU OF ABSENCES.** If a child does not complete the school year, tuition will be prorated based upon the number of months attended. In addition, **a one-month notice is necessary for a refund.** ***Registration fees and Disaster fees are non-refundable.***
- 7) Late pick up after 6 p.m. will be charged \$20.00 flat fee plus \$5.00 per 15 minutes. (please initial)
- 8) THE STATE OF CALIFORNIA DEPARTMENT OF SOCIAL SERVICES REQUIRES THE FOLLOWING STATEMENT TO BE INCLUDED ON ALL ADMISSION AGREEMENTS.
 - a. The Department of Social Services, our licensing agency, shall have the inspection authority in regards to specified Health and Safety Codes.
 - b. The Department of Social Services shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent. The licensee shall make provisions for private interviews with any clients, including children or staff members, and for the examination of all records relating to the operation of the facility.
 - c. The Department of Social Services shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the client.
- 9) ***** **DIAPER POLICY** – Parents are required to provide diapers (labeled and appropriately sized), wipes and adult medium size non-latex gloves.
- 10) ***** **SNACK POLICY** – Parents must provide morning snack and lunch for their child(ren) daily. We find that this helps prevent allergic reactions and maintains the nutritional value of choice for each family.
- 11) PLEASE read the Parent Handbook, which you will receive with your new Student packet.
- 12) All documents (immunization record, state required forms, emergency card, payment Option, etc.) must be completed **before** your child can be admitted to school.
- 13) The school separation policy requires a parent or caregiver to stay or be available to stay with the child during the first full day of school. All changes in home or work phone numbers must be reported to the office immediately so parents can be reached in case of an emergency.
- 14) This agreement may be terminated when a child leaves Temple Adat Elohim ECC with a one-month written notice from the parent/guardian or from the school. A new agreement will be issued if modifications to the original agreement are necessary.
- 15) This agreement shall be dated and signed (on the reverse side) by the parent, legal guardian or his/her authorized representative **BEFORE** your child can be admitted to school.

Early and Late Care Pre-Registration

Early/Late Care Pre-Registration Rates: Sign up in advance and receive a discounted rate of \$7.00/hour.

Please indicate days you wish to pre-register with an "X"

		MON.	TUES.	WED.	THUR.	FRI.
Early Care	7:30-9:00am					
Late Care	1:00-2:00pm					
Late Care	1:00-3:00pm					
Late Care	1:00-4:00pm					
Late Care	1:00-5:00pm					
Late Care	1:00-6:00pm					

**Accounting will calculate the fees*

**If your child is not pre-registered for early/late care, the rate is \$9.00/hour.*

Early Care Special: 7:30am-9:00am, \$900 for the entire year*

Child's Name _____

Parent 's Name _____

Phone _____ **Room#** _____

Date _____



Name _____

**TEMPLE ADAT ELOHIM EARLY CHILDHOOD CENTER
August 2018 – June 2019**

PAYMENT INFORMATION

Tuition Payment Options:

**This form MUST accompany your Registration Form
to reserve your child's space.**

- One (1) payment in full by July 31, 2018; receive a 5% discount on tuition only (this discount is not available for credit/debit card payments)
- Two (2) payments: 50% by July 31, 2018; balance by December 28, 2018 (5% discount does NOT apply to this choice)
- Ten (10) payments starting August 1, 2018 through May 1, 2019, by giving us credit card authorization (credit/debit card payments have an additional one-time \$50 processing fee paid on July, 2018)

Card #: _____ Exp. _____ / _____

Billing Address _____
Street City Zip

Verification # _____
3 digit # on the back of your credit card

Signature: _____

**Refer a friend and get a discount of \$250 on your last month of tuition!
[Must be a new family to the temple or preschool
Enrolled and attending a minimum of 6 months.]**