

Merage JCC – Gan Tapuz – Application 2011-2012

At the time of application you will need:

1. An Application Form/Registration Agreement filled out on the front and signed on the back.
2. A signed ECLC Policies and Procedures Form
3. A non-refundable \$100 application fee.
4. Deposit of \$400
5. A tuition agreement for payment by check, credit card or bank funds transfer.
6. Current Merage JCC Membership or completed membership application form.
7. Confirmation that Merage JCC accounts are current and in good standing.
8. Enrollment Forms

Required enrollment forms checklist:

Please note that you must have all of the below forms completed in full at time of application in order for your application to be accepted.

<input type="checkbox"/> Identification & Emergency Form (Lic700)	<input type="checkbox"/> Parent Handbook Verification
<input type="checkbox"/> Health History (Lic702)	<input type="checkbox"/> JCC Emergency Card
<input type="checkbox"/> Physician's Report (Lic701)	<input type="checkbox"/> Authorization of Charges
<input type="checkbox"/> TB Risk Factor (Lic701)	<input type="checkbox"/> Child Information Form
<input type="checkbox"/> Parent's Rights (Lic995)	<input type="checkbox"/> Parent Participation Form
<input type="checkbox"/> Personal Rights (Lic613A)	
<input type="checkbox"/> Emergency Medical Treatment (Lic627)	<input type="checkbox"/> ITC Developmental History, if enrolling in the Infant/Toddler Center
<input type="checkbox"/> Immunization Record	<input type="checkbox"/> ITC Quarterly Needs if enrolling in the Infant/Toddler Center

MERAGE JCC MEMBERSHIP

Merage JCC membership is an integral part of your child's pre-school experience. Your Membership Agreement must be submitted at time of application to the ECLC. Membership will be activated one month prior to your child's pre-school start date and must be kept current and in good standing throughout your enrollment in the Gan Tapuz ECLC. Membership is based on a 12 month agreement and is automatically renewed and payable unless written notice of cancellation is received.

CONFIRMATION OF REGISTRATION

Within two weeks of application you will receive written confirmation of your child's acceptance and enrollment in the ECLC program or waitlist.

REFUNDS

Registration is for the entire school year. Once you have submitted your application materials, withdrawal from the Merage JCC ECLC, ITC, or TK programs requires a four weeks advance notice, in writing. Families who withdraw on or after March 1, 2012 will be obligated to their tuition for the full year of enrollment. No refunds, credits, or make up days are allowed for absences or vacations

APPLICATION FEE

The application fee is \$100 and is non-refundable under all circumstances.

FAMILY PARTICIPATION

The Early Childhood Learning Center depends upon parent participation for a wide variety of school activities and events. There are opportunities for all parents to participate. Parents are requested to volunteer for at least one committee and/or event.

WAIT LISTS

An **application form** must be filled out and an application fee (\$100) must be paid before you are placed on the wait list. If a space becomes available you will be notified by phone and given 5 business days to respond and register for the program before the space is offered to the next person on the wait list. If you choose to decline a space in the program you will be moved to the bottom of the wait list.

PRIORITY APPLICATIONS

Please note that if you apply for a program where applications exceed the number of available positions, we will give priority to the following:

- First Priority: Children matriculating to the next age group
- Second Priority: Children who have a sibling in the program
- Third priority: Children of Merage JCC family members who are on the waiting list
- Fourth priority: Children of non- Merage JCC Members who are on the waiting list

You will be notified within two weeks to confirm your acceptance and enrollment or wait list for the ECLC, ITC or TK program

FINANCIAL ASSISTANCE

If you are interested in applying for financial assistance for your child, please contact Marcia Clark at (949) 435-3400 extension 312 or marciac@jccoc.org Financial assistance is not automatically renewed. Families need to apply each program year. If a family's financial situation changes, a new application needs to be completed.

CLASS SIZE AND PLACEMENT

In order to guarantee the individual attention our children need and to maintain the quality of the Merage JCC Early Childhood Education, class sizes are limited. Class size limits will be strictly observed. Early Childhood administrators will place children in the class that best serves the child's developmental needs. Staff will use the child's date of birth, gender, the child information form, formal evaluations, informal observations, and parent conferences to determine the most appropriate placement for each child. The final decision will be made by the Director and administrative team. Parents will be notified of class assignments in early August 2011.

For families who select our two or three-day programs, we do our best to accommodate your choice of days. However, you may only be able to enroll if space is available. If space is not available, you will be informed which days are available before confirming your registration.

HOLIDAY CLOSURE INFORMATION

Our 2011–2012 school year calendar is included with these application materials. Please review it carefully as our closure dates and times are listed on this calendar. Closures are listed as full day and early closures (5 p.m.). In addition to these closures, some programs are offered during our holiday and interim periods. Please review this calendar closely to ensure you are selecting a program that best meets your needs.

Parent/Guardian Signature

_____ Date _____