

**STUDENT #1 Information**

First / Last Name	Nickname	Sex
Pre-Kindergarten	Monday-Friday	
Birthdate (m/d/y)	Level	Days
		Time Schedule

**STUDENT #2 Information**

First / Last Name	Nickname	Sex
Pre-Kindergarten	Monday-Friday	
Birthdate (m/d/y)	Level	Days
		Time Schedule

**VOLUNTARY  
PRE-KINDERGARTEN**

**VPK**  
8:50 a.m. – 12:05 p.m.  
**Pre-Kindergarten Plus**  
12:05 – 3:00 P.M.

**BIRTHDATE:**  
9/02/10 – 9/01/11

**Family Information**

Mother's Name	Birthdate (m/d/y)	Father's Name	Birthdate (m/d/y)
Address, City and Zip		Address, City and Zip	
Home Phone	Mobile Phone	Home Phone	Mobile Phone
Work Phone		Work Phone	
Email	Occupation	Email	Occupation
Anniversary			

**Current Temple Member:** Yes \_\_\_\_\_ Joining \_\_\_\_\_ Returning Students agree to pay 2015 - 2016 membership Dues No \_\_\_\_\_

**Other Children:**

Name (First/Last)	Birthday (m/d/y)	Grade	Sex
Name (First/Last)	Birthday (m/d/y)	Grade	Sex
Name (First/Last)	Birthday (m/d/y)	Grade	Sex

**Yahrzeit Information (optional)**

Name of Deceased	Date: Hebrew / English	Member Name	Relationship
Name of Deceased	Date: Hebrew / English	Member Name	Relationship

STUDENT NAME: \_\_\_\_\_

DATE \_\_\_\_\_

By signing this agreement, I (we) understand and agree that the timely payment of tuition and all other current obligations pursuant to the schedule of payments is important to the operation of the school and Temple. I (We) understand that all statement balances are due the first of each month, beginning June 1<sup>st</sup> through March 1<sup>st</sup>. I (We) agree that in the event I (we) fail to make a tuition payment and to satisfy all other obligations due the Temple and/or School, as stated herein and on my monthly invoices, and the payment is not received on or before the 10<sup>th</sup> of each month, beginning June 1 through March 1, 2016, my (our) credit/charge card for which I (we) have a signed authorization form, shall be charged in the amount of the payment due as noted on the statement, utilizing the "full" tuition rate (that is to say, not the discounted rate for checks or cash). The credit card charge shall be processed by Temple Kol Ami Emanu-El without additional notification. I (We) understand that once the credit card is charged, the charges against it will not be reversed.

All students are enrolled for the entire year unless it is expressly agreed to the contrary. Should the application be withdrawn before April 1, 2015, the registration fee and the tuition deposit will be retained by the school, but there is no obligation to pay other sums. By signing this application, I (we) agree to pay the full year's tuition and fees. I (We) agree that no reduction of my (our) obligation to pay the full year's tuition and fees can be otherwise made for absence, voluntary withdrawal, or expulsion. Students will not be allowed to continue to attend classes unless tuition is paid by the stated deadlines. The school has the right to terminate the attendance of any student for any reason whatsoever, if such determination is deemed by the school administration to be in the best interest of the school or due to your failure to pay part or all of your financial obligations to the school. **No changes to this agreement shall be effective unless pursuant to a written and signed agreement.** All deposits and application/registration fees are governed by the policies listed below:

*Students are placed in a specific class based upon many variables. Most importantly, the goal is to provide the best educational environment for each and every child entrusted to our care. The following factors are considered: date of registration, birth dates, boy/girl ratio, specific dismissal times, Temple membership, and if applicable, behaviors of children and input from previous year's teachers. We want to assure you that every possible effort will be made to correctly place your child within a classroom environment so that his/her learning and growth opportunities will be maximized. Equal consideration is given to each and every child's needs to find the best combination of students in each classroom. We believe that each and every one of our teachers is a wonderful, caring and committed educator. While it is strictly within the purview of the educators and administrators to make classroom assignments, we welcome any information about your child that you feel would be helpful in enabling us to make these decisions. We thank you in advance for your cooperation.*

#### **PAYMENTS AND REFUNDS**

1. A **non-refundable** registration fee and 10% **non-refundable** tuition deposit are due at the time of registration.
2. A 2% discount on tuition will be given if the tuition, temple dues, building fee and security fee are paid in full by June 1, 2015. \_\_\_\_\_ (Initial)
3. There are no refunds or credits for children who are out sick or on vacation for a long period of time. You may not "make up" days for school holidays. An extended care rate of \$8.50 an hour will be charged for any extra days.
4. The tuition and all Temple and School obligations and commitments must be paid **in full** by the final payment date of March 1, 2016. \_\_\_\_\_ (Initial)
5. Tuition payments may be brought to the school or mailed.
6. There is a \$500 tuition credit for a second child in the Early Childhood Program.
7. Temple Kol Ami Emanu-El members receive a substantial tuition discount. See Heather Gottlieb for further information regarding membership.
8. Registration amounts, tuition fees and placement policy are set by the Board of Education and approved by the Temple Kol Ami Emanu-El Board of Directors.
9. There will be \$35.00 schedule change fee added on to your tuition bill after the first schedule change. \_\_\_\_\_ (Initial)
10. There will be a \$35.00 penalty fee for returned checks. \_\_\_\_\_ (Initial)
11. There will be a \$35.00 late fee if payment is not made 10 days after the tuition due date. \_\_\_\_\_ (Initial)
12. I/We understand that each month beginning June 1<sup>st</sup> through March 1<sup>st</sup>, I/we owe one-tenth of the total amount due to the Temple. This includes all tuition, fees, funds and dues. \_\_\_\_\_ (Initial)
13. I/We have a valid credit card on file and that card will be charged the full amount due if payment, as noted above, is not received by the 10<sup>th</sup> of each month. \_\_\_\_\_ (Initial)
14. New students will receive free Temple membership for the first year of school.
15. Early/Extended care will be billed at the end of the month at a rate of \$8.50/hr with a cap of \$285.00/month/child.

#### **Early Childhood Refund and Transfer Policy:**

The 10% deposit and the registration/application fees shall **neither be transferable nor refundable**. Only the tuition monies paid over and above what is due at that time may be refunded upon written request to the school. That which is due and has been paid but not earned by a child's attendance may be transferred to Temple Membership, religious school tuition, building fund, security fee or capital fund pledge. Under no circumstances shall tuition monies be credited to any other membership fees or other Temple obligations. Any amount which is non-transferable shall be set aside and credited to the Tuition Assistance Program of the Day School.

Tuition will be refunded **only** if a family moves (30) or more miles from the Temple, or if the school administration for whatever reason (i.e. educational, psychological, developmental, etc.) is not able to accept the child after registration. The registration fee will remain non-refundable.

*Temple Kol Ami Emanu-El prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.*

**Temple Kol Ami Emanu-El Day School admits students of any race, color, religion, or national ethnic origin and does not discriminate in the administration of its educational policies, scholarship programs, or other school administered programs.**

**It is our policy that every family has a credit card on file, even if you will be paying by cash or check. In the event that your payment in the form of cash/check is not received on or before the 10<sup>th</sup> of the month in which it is due, a charge will be processed in the amount of the payment due. This will process automatically without additional notification. This charge will not be reversed for any reason.**

**Student Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Payment Schedule : Please charge my credit card for my School/Temple obligation as follows:**

- ONE (1) payment now for the entire tuition, fees, registration, Temple membership dues, Security fees, etc. which are due. I will receive a 2% discount on tuition only for payment in full.
- Ten (10) Monthly payments for all my fees, including among other, tuition, security fee, Temple dues (where applicable), building fund, book fee, and all other applicable fees. This will automatically be charged on the 15<sup>th</sup> of the month (June 2015 – March 2016). Any additional amounts incurred, such as extended care or enrichments, will be charged as shown on your monthly invoices.
- One (1) payment now for the deposit and registration fee for my child.
- Please charge my credit card for all billing.

**Credit Card Information**

- VISA       MASTERCARD

Name on Credit Card: \_\_\_\_\_

Signature on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**I authorize TKAE to charge my credit card the amount billed for School/Temple obligations as selected above. The amount billed includes the “full price,” which is 2 ½% more than the discounted cash price.**

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

**In the event that my payment in the form of cash/check is not received on or before the 10<sup>th</sup> of the month in which it is due, a charge will be processed in the amount of the payment due. There will be a \$35.00 late fee if payment is not made 10 days after the tuition due date.**

(For Office Use Only)

Month	Amount	Date Charged	Comments
June 2015			
July 2015			
August 2015			
September 2015			
October 2015			
November 2015			
December 2015			
January 2016			
February 2016			
March 2016			
April 2016			
May 2016			

