



Tuvia School of Temple Menorah

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FOR THE OFFICE ONLY

Enrollment Received: _____
Child Start Date: _____
Class Assignment: _____

2023-2024/5784 Preschool Enrollment Contract

**Contracts received after May 1, 2023 are subject to increase to the most recently published rates.
Rates below reflect a 10-month contract.*

Requested start date: _____

STUDENT INFORMATION (One contract per child)

Last Name: _____ First Name: _____ DOB: _____ M F

Address: _____ City/State/Zip: _____

Hebrew Name: _____ Would you like to schedule a naming ceremony with our Rabbi? Y N

Does your child have an IFSP, IEP or 504 Plan? Y N

TEMPLE MENORAH MEMBER: CURRENT MEMBER INTERESTED IN MORE INFO NOT APPLICABLE
(Synagogue members receive preferential rates and enrollment priority)

FAMILY INFORMATION

Parent 1: _____

Parent 2: _____

Mailing Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: (HM) _____ (WK) _____

Phone: (HM) _____ (WK) _____

Cell: _____ Email: _____

Cell: _____ Email: _____

Occupation: _____

Occupation: _____

Business Name: _____

Business Name: _____

Business Address: _____

Business Address: _____

Religious Background: _____

Religious Background: _____

Child Resides With: Both Parent 1 Parent 2

Marital Status: Married Separated Divorced Single

CLASS ROSTERS - We distribute class lists to all families, what may we include as your contact information:

Names Address Home Phone Cell Phone Email Please do not list any contact information

CONTRACT TERMS

SCHOOL YEAR AND AGE REQUIREMENTS

We have a rolling admission process and encourage students to join our program throughout the year. Three (3), and Five (5) day programs are available for all our younger classes. **We require students in the 4 year old and TK classes to commit to 5 day a week contracts.** *Contracts received after May 1, 2023 are subject to increase to the most recently published rates.*

Initial: _____

DAILY RATE

Should you wish to send your child on additional non-contract days, **with our prior approval**, the following fee schedule applies: \$75 Half-Day (9am-1pm), \$100 Full-Day (9am-3pm).

Initial: _____

LATE FEES

Any returned check, unfunded ACH/Debit or declined credit card charge is subject to a \$75.00 service charge and a late fee of \$50.00 per week will be applied if payment is overdue by more than seven (7) days.

Initial: _____

EXTENDED DAY CARE

Extended childcare provides additional care, when needed, for \$15.00 per hour drop-in fee and is pre-arranged for the hours prior to and following the regular school day.

These charges apply when picking up or dropping off outside of your contracted hours. Please see the grace period below for clearer guidelines (GRACE PERIODS: 7:30am-7:45am, 8:45am-9:00am, 12:50pm-1:05pm, 2:55pm-3:10pm, 4:20pm-4:35pm, 5:50pm-6:00pm.) To accommodate the licensing restrictions surrounding staffing and ratios, Tuvia School opens at 7:30am and closes at 6:00pm. **NOTE: There will be a FLAT charge of \$25.00 for every 15 minutes for any pick-up after 6:00pm.**

Initial: _____

ILLNESS

Our school policy does not extend refunds for illness unless the nature of the illness precipitates an enforced absence of one consecutive four-week period. A physician's statement is necessary in order for the school to continue to hold a place for the child.

In compliance with licensing guidelines from the Community Care Licensing Division within the California Department of Social Services, Tuvia follows the guidelines and health orders set by our county public health department – LA County Department of Public Health, as well as all relevant state and federal health guidelines.

Initial: _____

TERMINATION AND CANCELLATION POLICIES

Temple Menorah's Cancellation/Termination/Enrollment: We reserve the right to refuse enrollment or to terminate enrollment for any reason and at any time. Tuvia does not discriminate based on race, religion, gender, national origin, ethnicity, or sexual orientation/identity.

Parent Cancellation/Termination/Enrollment: Tuvia School bases its financial plan and school curriculum on early enrollment figures. Space is held and expenses are incurred immediately upon receiving the signed contract. Therefore, it is critical that we have sufficient notice of changes in school enrollment.

Consequently, we require a minimum of sixty days' (60) notification, in writing, if you intend to withdraw your child from the program. All withdrawals are subject to a 10% penalty fee of the remaining balance, or one month of fees, whichever is greater. Furthermore, the last month's fee, paid upon registration, will not be returned in the event of early withdrawal.

Initial: _____

CHANGE OF CONTRACT

Contract changes are subject to enrollment availability and require notification in the month prior to the contract change. Contract changes mid-month may be subject to drop-in rates and may not take effect until the next billed month. Contract change rate will reflect the published rates at the time of the change, which is not always the original contract rate.

All contract changes are subject to a \$50 administrative fee.

Initial: _____

MEMBERSHIP RATE

The Temple Menorah Membership rate is available to those members in good-standing. If at any time during the contracted year a member's standing changes, we reserve the right to modify their tuition to the non-member rate. The member rate provides for an up to 10 percent discount, reflected below.

Initial: _____

2023-2024 ANNUAL PRESCHOOL TUITION RATES August 28, 2023-June 6, 2024 <i>contracts received after May 1st, 2023 are subject to increase to the most recently published rates</i> <i>Please mark the qualifying rate</i>							ANNUAL TUITION
PROGRAM	DAYS PREFERRED <i>Check selected days</i>	HALF DAY 9:00AM - 1:00PM		FULL DAY 9:00AM- 3:00PM			
		MEMBER	NON-MEMBER	MEMBER	NON-MEMBER		
5-DAY	M - F	\$9,330	\$10,365	\$11,935	\$13,230		
3-DAY	_M_T_W_TH_F	\$6,600	\$7,330	\$8,685	\$9,650		
ANNUAL EXTENDED CARE RATES <i>Check selected days</i>							
PROGRAM	MORNING CARE 7:30AM-9:00AM		EARLY AFTERNOON 3:00PM - 4:30PM		LATE AFTERNOON 4:30PM-6:00PM		
5-DAY	M - F	\$2,100.00	M - F	\$2,100.00	M - F	\$2,100.00	
3-DAY	_M_T_W_TH_F	\$1,365.00	_M_T_W_TH_F	\$1,365.00	_M_T_W_TH_F	\$1,365.00	
ANNUAL TUITION SUBTOTAL							
<i>(This discount will be attributed to the lower contract amount) *LESS SIBLING DISCOUNT of 5%</i>							-
ANNUAL TUITION TOTAL							
MONTHLY PAYMENT							
<i>Divide total tuition by 10 to estimate a monthly payment</i>							
CONTRACT DEPOSIT							
TUITION DEPOSIT OF FIRST AND LAST MONTH							
NON-REFUNDABLE REGISTRATION FEE <i>NEW STUDENT \$225.00 OR RETURNING STUDENT \$125.00</i>							
MANDATORY SECURITY AND PREPAREDNESS FEE						\$150.00	
YEARLY SECURITY GUARD FEE						\$500.00	
TOTAL AMOUNT DUE AT SIGNING							

CONTRACT OPTIONS *(please select one)*

- Payment in Full:** Parents paying by credit card need to fill out the credit card information in Option 2. Full tuition is due at time of signing, inclusive of the non-refundable registration fee and security fee.
- Monthly Payments:** First and last month payments are due at time of signing, inclusive of the non-refundable registration fee and security fee. Monthly payments will begin following your first month attending and commencing one month prior to the end of the contract.

PAYMENT OPTIONS *(please select one)*

We require an electronic payment for all tuition payments. Please indicate your primary (1) and secondary (2) method for payment. If your first payment method does not work, we will notify you and provide you 24 hours' notice before using your secondary method of payment.

ACH Debit – Temple Menorah will transfer funds from your checking account automatically on the first of every month. **There is a 1% processing fee applied to each payment made by ACH.**

Routing Number: _____ Account Number: _____

Bank Name: _____ Signature: _____ Date: _____

Credit Card - Credit card is charged on the first of every month. **A 3% handling fee is added to each charge.**

Credit Card # _____ Exp. Date: _____ CVV: _____ Billing Zip: _____

Name on Card: _____ Signature: _____ Date: _____

I/We understand that by enrolling my child in Tuvia, I am obligating myself to pay the full amount of my fees for this service provided by Temple Menorah. If I do not pay the full amount of my fees when due, Temple Menorah has the sole right, at any time, to terminate my child's participation at Tuvia.

I/We have contracted for the schedule indicated above. I/We agree to pay the appropriate enrollment fees. My/Our signature below signifies that we have read, understood, and accept the school policies and arrangements as outlined above.

(Parent 1 Signature)

(Date)

(Parent 2 Signature)

(Date)

(Felicia Flores, Director of Early Education)

(Date)

_____ Entered into Shulcloud

_____ Entered into Brightwheel