



# Tuvia School of Temple Menorah

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Phone: 310-316-8997 Fax: 310-540-7677  
tuvia@templemenorah.org www.TuviaSchool.org

### FOR THE OFFICE ONLY

Enrollment Received: \_\_\_\_\_

Child Start Date: \_\_\_\_\_

Class Assignment: \_\_\_\_\_

## 2022-2023 Preschool Enrollment Contract

*\*Contracts received after May 1, 2022 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

**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

**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**

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## **SCHOOL YEAR AND AGE REQUIREMENTS**

We have a rolling admission process and encourage students to join our program throughout the year. Three (3), Four (4) and Five (5) day programs are available for all classes. Classes are determined by the child's age as of Sept. 1. We require four-year-olds and TK students to attend 5 days per week. *Contracts received after May 1, 2022 are subject to increase to the most recently published rates.*

Initial: \_\_\_\_\_

## **DAILY RATE**

Should your child attend additional non-contract days, **with our prior approval**, the following fee schedule applies: \$65 Half-Day (9am-1pm), \$90 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.

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. The school does not discriminate based on race, religion, gender, national origin, or sexual orientation.

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: \_\_\_\_\_

## **COVID-19 HEALTH AND SAFETY PROCEDURES**

If there is a confirmed case of COVID-19 among our children or staff, we will follow the Los Angeles Department of Public Health Acute Communicable Disease Program for guidance on steps we need to take to minimize risk for other children and staff. If this guidance includes a temporary closure of in-person classes, we will not be refunding tuition for those days. We will do our best to provide online instruction during those days and/or make-up days during winter or spring break. In the extreme case that we will need to close for a month, we will refund 50% of that month's tuition.

Additionally, per our licensing requirements via the Community Care Licensing Division of the California Department

of Social Services, we will remain committed to following any COVID-19 related guidelines and health orders that are required of early childhood centers in order to remain licensing-compliant.

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.

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.

Initial: \_\_\_\_\_

<b>2022-2023 ANNUAL PRESCHOOL TUITION RATES</b> <b>August 29, 2022-June 8, 2023</b> <i>contracts received after April 15, 2022 are subject to increase to the most recently published rates</i> <i>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	\$8,085.00	\$9,870.00	\$9,975.00	\$12,600.00		
4-DAY	_M_T_W_TH_F	\$6,825.00	\$8,505.00	\$8,820.00	\$10,970.00		
3-DAY	_M_T_W_TH_F	\$5,775.00	\$6,980.00	\$7,875.00	\$9,190.00		
<b>ANNUAL EXTENDED CARE RATES</b> <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	\$2,000.00	M - F	\$2,000.00	M - F	\$2,000.00	
4-DAY	_M_T_W_TH_F	\$1,600.00	_M_T_W_TH_F	\$1,600.00	_M_T_W_TH_F	\$1,600.00	
3-DAY	_M_T_W_TH_F	\$1,300.00	_M_T_W_TH_F	\$1,300.00	_M_T_W_TH_F	\$1,300.00	
<b>ANNUAL TUITION SUBTOTAL</b>							
<i>(This discount will be attributed to the lower contract amount) *LESS SIBLING DISCOUNT of 10%</i>						-	
<b>ANNUAL TUITION TOTAL</b>							
<b>MONTHLY PAYMENT</b>							
<i>Divide total tuition by 10 to estimate a monthly payment</i>							
<b>CONTRACT DEPOSIT</b>							
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	
<b>TOTAL AMOUNT DUE AT SIGNING</b>							

**CONTRACT OPTIONS** *(please select one)*

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- 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 end one month prior to the end of the contract.

**PAYMENT OPTIONS** *(please select one)*

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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. **Please attach a voided check.**

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Credit Card - Credit card is charged on the first of every month. *A 3% handling fee donation 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(ren) 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 the student's participation in 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. Signatures of both parents are required for two parent households.

\_\_\_\_\_  
*(Parent 1 Signature)*                      *(Date)*                      *(Parent 2 Signature)*                      *(Date)*

\_\_\_\_\_  
*(School Director's Signature)*                      *(Date)*

\_\_\_\_\_ Entered into Shulcloud                      \_\_\_\_\_ Entered into Brightwheel