

REGISTRATION, WITHDRAWAL & CANCELTION POLICY FORM

A full JCCGV Family Membership or Single Parent Membership (Complimentary Memberships are not applicable) must be current for Priority Registration in January and remain current for the full school year in order to receive Members' rates.

All registrants for ECE programs are required, at registration, to make a deposit to secure a space for their child in the program (see below). **This deposit is NON-REFUNDABLE, and will be applied to the last payment if the account is current.**

THE PAYMENT SCHEDULE FOR SHALOM ALEPH AND SHABBAT SHALOM WILL BE AS FOLLOWS:

January – February		\$200 non-refundable deposit for Shalom Aleph \$100 non-refundable deposit for Shabbat Shalom \$250 non-refundable deposit for both Shalom Aleph & Shabbat Shalom (when registering at the same time)
1 st Payment	August	1/3 of remaining rate
2 nd Payment	September	1/3 of remaining rate
3 rd Payment	October	1/3 of remaining rate

If a parent registers 2 children simultaneously for ECE programs, a 5% discount will be given on lower enrollment fees.

THE PAYMENT SCHEDULE FOR SHALOM BET AND SHALOM GIMMEL WILL BE AS FOLLOWS:

Upon Registering - \$250 non-refundable deposit

1 st Payment	August 25
2 nd Payment	September 25
3 rd Payment	October 25
4 th Payment	November 25
5 th Payment	December 25
6 th Payment	January 25
7 th Payment	February 25

If payment is made in full at the time of the first installment date, a 3% discount will be given on the total amount.

If a parent registers 2 children simultaneously for ECE programs, a 5% discount will be given on lower enrollment fees.

THE PAYMENT SCHEDULE FOR ALL DAYCARE PROGRAMS IS MONTHLY:

Upon Registering \$250 non-refundable deposit

Thereafter, your Visa/MasterCard will be charged on the 25th of the month with the 1st payment being taken the month **preceding** your child's first day.

Post-dated cheques for the 1st of each month are required for the complete fiscal year.

Payment arrangements must be in place by June 15, 2008. Otherwise, the deposit and preschool/daycare space will be forfeited

Policy Form Continued

Late Registration:

If a parent registers a child after September 1st, the payment schedule will be as follows:

Upon registering
By December 31st

2 month fee and \$200/\$250 deposit
up to - 3 installments (for 2 year old program)
up to - 5 installments (for 3 and 4 year old programs)

Confirmation:

The Preschool Director will finalize confirmation by March 14th via mail or email. If there is no space for your child, you will be notified and placed on the Wait List. In this case, your \$100/\$200/\$250 deposit will not be processed until you are accepted into the program.

Deposit/Cancellation/Withdrawal Policies:

If you cancel, the \$100/\$200/\$250 deposit is **not refundable or transferable** to other programs or persons. In the event that parents wish to withdraw their child from the program, **60 days written or emailed notice is required**. Only after receiving the written or emailed notice will the JCCGV refund any remaining funds, which will be calculated from the end of the 60-day notice period. **All funds will be forfeited if withdrawal is after March 1st of the current school year.**

Age requirement:

Shalom Aleph & Shabbat Shalom - children must be 2 years old by December 31st of the current school year.

Shalom Bet - children must be 3 years old by December 31st of the current school year.

Shalom Gimmel - children must be 4 years old by December 31st of the current school year.

The morning preschools may be grouped with 3's and 4's together.

Yeladim Daycare - children must be 3 or 4 years old by December 31st of the current school year.

For 3 and 4 year olds, if you wish to extend the preschool day, please register for Bet or Gimmel and Yeladim Daycare (the morning preschools run in conjunction with Yeladim Daycare).

General Information:

Maximum enrollment for Shalom Aleph and Shabbat Shalom programs is 12 children per class.

Maximum enrollment for Shalom Bet and Shalom Gimmel programs is 20 children per class.

(The gender composition for each class will be taken into consideration and the director, in this regard, will make the final decision.)

All children for the 3 and 4 year old programs should be toilet trained or in the process of toilet training upon commencement of classes.

The JCCGV has the right to cancel programs with insufficient registration.

Some registration situations will be at the director's discretion.

YES, I HAVE READ AND UNDERSTAND ALL OF THE ABOVE:

Parent/Guardian's name: _____

Signature: _____ Date: _____

This form must be signed and accompany your application form.

For any questions, contact:

Roslyn Kushner Belle

Tel: 604-257-5162

Email: roz@jccgv.bc.ca