

## General Information

### ECC Program Dates & Hours

September 4, 2018 – August 23, 2019

Hours of Operation: 7:30 a.m. - 6:00 p.m.

*(Michigan licensing regulations state that children can be in care for no more than 10 consecutive hours/day.)*

### Admission Policy

The JCC Early Childhood Center welcomes children of all backgrounds.

Priority for admission is as follows:

1. Children currently enrolled who complete their contracts.
2. Siblings of children currently enrolled.
3. Children of JCC members.
4. Children of families who are members of affiliated Jewish institutions.
5. Children new to the program.

In all cases, desired schedules depend on availability. Confirmation of placement will be e-mailed in early April. A wait list is maintained to fill any openings that become available during the school year.

A one-time deposit of \$500 and an enrollment fee of \$100 **must** accompany this application. See the right column for details. Check or credit card accepted for these fees. Please make checks payable to the **JCC of Greater Ann Arbor**.

### Withdrawal by Parent

The JCC ECC requires at least 30 days written notice before withdrawing a child from the JCC. If such notice is not given, you will be held responsible for tuition payments until the end of the Enrollment Agreement Year.

### Extended Leave

Families who return to the program after an extended leave are not guaranteed space, and must submit a new application, deposit, and enrollment fee. Space can be held for two calendar months or more through payment of a space-holding fee equal to the minimum schedule for the child's age group during the months absent.

### JCC Membership

JCC Membership is **required** for ECC enrollment:

Family (2 parents & children)—\$250

Single Parent Family (single adult & children)—\$150

Membership enables you to participate in a wide variety of activities and programs the JCC sponsors.

## Tuition and Fees

**Tuition Payment Policy:** Payments are due the first of every month. Payment received after the **fifth** of the month will be assessed a **\$10.00 late fee**.

### Schedule Reductions (per child):

**Before June 1<sup>st</sup>:** \$25 for the first schedule reduction, and \$100 for each additional reduction.

**After June 1<sup>st</sup>:** \$50 for the first schedule reduction, and \$100 for each additional reduction.

**All schedule reductions must be for a minimum of two calendar months.**

**Enrollment Fee:** A **non-refundable Enrollment Fee of \$100** is required at the time of **initial application for children new to the ECC**

**Deposit:** A **\$500.00 deposit** is required at the time of initial application. This amount will be applied to this child's final month's tuition when the necessary 30 days' notice in writing has been provided.

**Sibling Discounts** — A **10% tuition reduction** is given on the lower costing tuition for any child after the first, simultaneously enrolled.

**Minimum Schedule:** 2 Full OR 2 Half Days (half days are available for our Pre-school program only)

**Alternative Schedules:** Schedules that mix half days and full days, and other schedules not indicated on this application are only available through special arrangement with the ECC Director.

### Monthly Tuition

<b>Infant/Toddler</b>		
2 months to 3 years as of 9/1/18		
	<b>Full Days</b>	<b>Half Days</b>
5 days/week	\$1680	N/A
3 days/week	\$1158	N/A
2 days/week	\$772	N/A

<b>Pre-school</b>		
3 years to 5 years as of 9/1/18		
	<b>Full Days</b>	<b>Half Days</b>
5 days/week	\$1215	\$912
3 days/week	\$835	\$629
2 days/week	\$556	\$419

# JCC Early Childhood Center Application 2018-2019

*One child per application*

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Start Date \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_  M  H  W

e-mail \_\_\_\_\_ Phone \_\_\_\_\_  M  H  W

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_  M  H  W

e-mail \_\_\_\_\_ Phone \_\_\_\_\_  M  H  W

## Step 1: Mark applicable program indicated by age as of 9/1/2018:

Infant/Toddler  
(2 months to 3 years)

Preschool  
(3 years and up)

## Step 2: Mark applicable weekly schedule:

Full Time - 5 Whole Days (You're done!)

Part Time (move on to step 3)

## Step 3: Mark applicable part-time daily schedule:

Full-day  AM (7:30AM-12:30PM)

## Step 4: Mark your desired part-time weekly schedule:

Choice 1: 

M	T	W	Th	F

Choice 2: 

M	T	W	Th	F

Choice 3: 

M	T	W	Th	F

**The more choices you provide, the greater our ability to meet your needs!**

- The minimum ECC schedule is two full or two mornings only (our mornings-only schedule is available only for our pre-school program).
- Recommended partial week schedules are either M-W-F or T-Th. These schedules maximize continuity for your child and create stronger connections to their classrooms.
- Tuition is calculated on an annual basis, and has been divided into monthly installments for parents' convenience. No reimbursements are given for days off.
- While the ECC is open from 7:30am until 6pm, Michigan licensing regulations state that children may not be in care for more than 10 hours/day.
- Children generally transition into new age groups as part of a cohort, in order to maintain continuity.

In the interest of objectivity and confidentiality, families interested in **financial aid** are asked to complete an online application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment at <https://online.factsmgt.com/aid> **no later than June 1, 2018**. For more detailed information, please access our website at [www.jccann Arbor.org](http://www.jccann Arbor.org).

Return to: JCC Early Childhood Center, 2935 Birch Hollow Dr, Ann Arbor, MI 48108  
or email to [admissions@jccann Arbor.org](mailto:admissions@jccann Arbor.org)

Credit Card Number \_\_\_\_\_  VISA  MC

CVV \_\_\_\_\_ Exp. Date \_\_\_\_\_ Billing Zip \_\_\_\_\_ **Charge Amount \$ \_\_\_\_\_**

Cardholder Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

**Credit cards are accepted for enrollment fees and deposits only!**

### Office Use Only

Date received \_\_\_\_\_

Reviewed by \_\_\_\_\_

Daxco \_\_\_\_\_

Check # \_\_\_\_\_