



## TEMPLE SHALOM ELC Enrollment and Tuition & Fees Agreement

**ELC DAYS & HOURS OF OPERATION:** Until further notice Temple Shalom Early Learning Center (“Temple Shalom” or “Temple Shalom ELC”) is open from 8 :00 AM to 4:00 PM Monday through Friday, for School Year and Summer Programming. If there is space we also offer 9 AM to 1 PM.

**ELC PLANNED CLOSINGS:** An ELC Calendar including scheduled closings will be available from the ELC office on or before the first day of 2020-2021 school year. The ELC will be closed on major Jewish Holidays, most legal holidays, professional development days (including school year/summer set up days, educational conferences, etc.) and other days as per the ELC Calendar. Temple Shalom ELC monthly Tuition Rates are based on a 12 month calendar and have already been calculated to include planned ELC closings (i.e., monthly rates are not prorated during the two week August 2020 soft opening.)

**PUBLIC HEALTH EMERGENCY CLOSURE:**

While we certainly hope that it will not be the case, there may be future instances when it will be necessary for the school to close as the result of a public health emergency, such as the COVID-19 outbreak or an influenza epidemic. This may include, but will not necessarily be limited to, instances when school is required to close in compliance with a federal, state or local government order or when the school is required or advised to close to address a confirmed or suspected outbreak among staff or children. Please be advised that, in the event that the school must close for any period of time due to a public health emergency, no refunds for tuition already paid will be issued for those periods when the school is closed. However, those payments will be credited as a donation to the Temple.

By enrolling in the school you acknowledge that there is a possibility that the bubble that your child is enrolled in may have to close for a quarantine period while the rest of the school remains open. No refunds will be issued for these quarantine times.

If, due to evolving health circumstances, school is forced to close, we will move as soon as possible to a virtual program to ensure continuity of connection, content, and routine. If such a closure extends more than four consecutive weeks, tuition rates will be reduced automatically for all families by 50% for the duration of the closure, beginning four weeks following the school closure. The remaining 50% would then continue to be assessed to hold your onsite enrollment spot, and to ensure we have a team in place able to offer virtual programming and connection for your family.

**ELC UNPLANNED CLOSINGS / ALTERED HOURS:** The safety of our ELC children, families and staff are of utmost importance. The ELC will be closed when Temple Shalom’s offices are closed. Generally, Temple Shalom closes for weather-related reasons when Montgomery County Public School administrative offices close or when the Temple determines it is not safe to enter the building. Temple Shalom will notify families of any unplanned closures or delays as early as possible and, absent unusual circumstances, by 6 a.m. Policies regarding weather-related changes to operating hours are reviewed periodically and updated.

Any changes to the weather policy will be communicated in writing via email to the email address(es) on file. In addition, at the discretion of the Temple Shalom ELC Director and/or Temple Shalom Congregation Executive Director or Senior Rabbi, Temple Shalom ELC reserves the right to close or otherwise make alterations to regular ELC days and hours of operation for emergencies, weather-related circumstances, and any other unsafe conditions in and around Temple Shalom. There will be no refunds or adjustments of Tuition or Fees due to unplanned closings of Temple Shalom ELC.

**ATTENDANCE & ABSENCES:** There will be no refunds or adjustments of Tuition or Fees due to absences for any reason including illness or travel. Tuition is due and must be paid in full on the 1st day of each month of the enrollment period, regardless of whether or not your child attends the ELC during the entire enrollment period, subject to the withdrawal policy provided below.

**TUITION for SCHOOL YEAR 2020-2021 (August 3, 2020 – JUNE 11, 2021) + SUMMER 2021 Enrollment (June 14, 2021 to August 27, 2021, with two week closure during August 2021) (collectively, “Full Year”):**

- I understand that my child’s 2020-2021 Tuition will be \$ \_\_\_\_\_ per month and was calculated according to the 2020-2021 Tuition, Fees and Policies sheet based on my child’s age on 8/1/20. This amount includes all applicable discounts.
- I understand that my child’s 2020-2021 Tuition may change during the year if my child graduates from the 12-24 month class to the 2 year old class and the new amount will be based on the 2020-2021 Tuition, Fees and Policies sheet.
- I understand that my child’s tuition is to be paid on the 1st day of each month (August 2020- August 2021).
- I understand that I am enrolling my child for the Full Year (or remainder of the full year if enrolling after October 1, 2020).
- I understand that if I later choose to withdraw my child from enrollment before the end of the Full Year, I must provide at least 30 days’ written notice of the withdrawal. If I do provide 30 days’ notice of withdrawal, then my deposit will be applied to the final month of tuition. If I do not provide at least 30 days’ notice of withdrawal, then I will be charged a regular month of tuition after the notice, and my deposit will be applied to the month after that. A final invoice will be sent within 7 days of receiving the written 30 days’ notice of withdrawal. You will be responsible for any Tuition or other fees still owed after applying the deposit to your account. Written notice of withdrawal may be effective by emailing [elc@templeshalom.net](mailto:elc@templeshalom.net).

1. **Tuition Payments** are due on the 1st of the month. Tuition shall be paid through automatic payment using either ACH or a credit/debit card on file with Temple Shalom. ACH payment will incur no additional fees. Payment by credit or debit card will incur a 3% convenience fee. I understand that I am responsible for the full amount of tuition and all fees during the contracted time, with any withdrawals from the program before the contracted time requiring at least 30 days’ notice and other restrictions as set forth below in Paragraph 14.

2. **Other Payments** may be made by check payable to “Temple Shalom” and given to the ELC Director or mailed to Temple Shalom. Other payments may also be made by credit or debit card, subject to a 3% convenience fee.

3. **New Child \$125 Application Fee** is due for each new child upon enrollment and must accompany Application Forms in order to secure placement at Temple Shalom ELC for 2020-2021. This application fee is non-refundable.

4. **Tuition Deposit for New Child.** Newly enrolling children are required to pay a non-refundable deposit in the amount of one month’s tuition to be applied to the final month’s tuition for the child’s enrollment period. One-third of the deposit is due at the time of enrollment, and the balance is payable in equal installments on the first of the month for the two months following enrollment, but due in full no later than December 1, 2020. In the event that a family withdraws enrollment prior to the start of the School Year, the deposit shall be forfeited.

**A child’s spot is not secured for 2020-2021 if the deposit is not paid in accordance with the payment schedule listed above. Any alternative payment arrangements must be listed in writing from the ELC Director.**

A family is responsible for any remaining balance due after this tuition deposit has been applied. Any withdrawals from the ELC are covered by Paragraph 14 below regarding application of the deposit to your account.

5. **Until further notice a monthly COVID Fee** is \$100 per child for the School Year payable monthly with your tuition.

6. **Tuition Discounts.** In order to receive the Temple Shalom Member Discount or ELC Sibling Discount, accounts must be in good standing.

7. **Late Payments.** Temple Shalom reserves the right to restrict attendance at the ELC if the account is delinquent. Temple Shalom reserves the right to exercise all legal means to collect such delinquent accounts. Costs incurred for account collection, including but not limited to reasonable attorney’s fees, shall be assessed to the parent or guardian.

8. **Closures & Absences :** Temple Shalom ELC Tuition Rates have already been calculated to include closures. There will be no refunds or adjustments of Tuition due to planned or unplanned closures of Temple Shalom ELC. In addition, there will be no refunds or adjustments of Tuition due to absences for any reason including illness or travel. Tuition is due whether or not the child attends school.

9. **Late Pick-Up Fees – After 4 PM.** The ELC closes promptly at 4 pm and teachers must close up and secure the building at that time. Please plan enough time to pick up your child before 4 PM each day. Families who arrive after 4 PM will be assessed a late pick-up fee of \$1 per minute. We understand that situations arise, and that is why we ask that you plan enough time every day to be able to pick up your child before 4 PM. If circumstances are such that you will be arriving close to 4 PM or later than 4 PM, PLEASE CALL THE ELC to inform the ELC of the delay. Late pick-up fees will be assessed in an invoice to your account, are due by the end of the next school day, and are payable by check or credit/debit card.

10. **Late Pick-Up Fees (Early Closure for holidays).** Early Closure for holidays (Passover, Yom Kippur/Kol Nidre, etc.) will be noted on the ELC Calendar. On days the ELC closes early for holidays, please plan enough time to pick up your child promptly. Late fees are doubled on days of early closure. Late pick-up fees of \$2 per minute will be assessed in an invoice to your account, are due by the end of the next school day, and are payable by check or credit/debit card.

11. **MSDE Licensing Regulations.** I understand that in accordance with the Maryland State Department of Education (MSDE) regulations, all forms required for my child’s attendance at Temple Shalom ELC (including enrollment forms, health forms, vaccination requirements, emergency forms, etc.) must be current and submitted to the ELC office prior to my child’s first day at the ELC.

12. **Termination by Temple Shalom.** Temple Shalom and Temple Shalom ELC reserve the right to terminate this contract and deny participation in the Temple Shalom ELC in the unlikely event that a child poses a health, safety or behavioral concern to staff or other children, or if the parents/guardians repeatedly fail to follow applicable Temple Shalom or Temple Shalom ELC rules, policies, and procedures. We also reserve the right to terminate this contract if you do not inform us of a suspected or confirmed COVID-19 infection in your household.

13. **Updates / Changes to Important Information.** Any updates or changes to information pertaining to your child including but not limited to: Allergy Information, Immunization Records, Emergency Contacts, Health Concerns, Developmental Concerns, Change of Address, Change of Contact Information, or any other information pertaining to the health and well-being of the child, must be reported to the ELC office and the child’s teachers immediately.

48. **Permission to Participate.** I give permission for my child to participate in all Temple Shalom ELC activities at Temple Shalom Congregation and offsite. I further give permission for Temple Shalom and Temple Shalom ELC to use my child’s image and my image in marketing and publicity information related to Temple Shalom and Temple Shalom ELC programming and activities.

**By signing, I indicate I have read, I understand, and I agree to the above terms and conditions of the 2020-2021 Temple Shalom ELC Enrollment Agreement.**

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Date

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Child's Name:

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Child's Birthdate:

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