

BETH ISRAEL PRESCHOOL

New Students-REGISTRATION INSTRUCTIONS

(Enrollment begins November 15, 2011)

1. Fill in short registration form and turn it into Calandra Brown.
2. **Remit your check now for (1) Registration fee of \$185.00 and (2) August/September 2012's Tuition of \$290.00. The total amount of your check should be \$475.00. Be aware that this entire amount is NONREFUNDABLE. Keep in mind- other than Registration, Tuition must be automatically withdrawn.**

We are now requiring that Tuition and Extended Care fees must be paid by automatic payment-beginning October 1, 2012. There is a form available online and in hardcopy. Please talk to the Director if you have any questions or concerns. **Keep in mind Supply Fees will need to be paid in cash or by check.**

3. If you are registering more than one child, you may pay for one child today and the other by January 9, 2012.
4. If you wish to make special financial arrangements, such must be arranged in advance with the Director of the school. We are very willing to work with you.
5. Your child must be two years old by March 1, 2012 in order to register for the 2012-2013 school year. **Your child must be completely toilet-trained by the beginning of the 2012-2013 school year.** For the Threes, Fours and Kindergarten, we will determine your child's level by birth date. For example, in order to enroll in our Four Year old class, your child must be 4 by September 1, 2012 to register in a four year old classroom.

6. To register your child you will need to complete the following:

1. Admission form (long form)
2. General Information (short form)
3. Health Record
4. Immunization Form #121
5. Parent-Beth Israel Preschool agreement form
6. Transportation form
7. Addresses and numbers of emergency contacts
8. To Reserve a Place at Beth Israel form
9. Field Trip form (4 and 5 years only)
10. Copy of certified birth certificate (long form)
11. West Nile Virus form
12. The Arrival and Departure Agreement

These forms must be completely filled out and returned to us. Signatures of both parents are required; if one has sole custody, please note this fact on the form and submit to us a copy of the court order designating such custody. Joint custody requires the signatures of both parents.

7. All of the above forms, except the Health Record and the Immunization form #121, must be received by us within 14 days of remittance of your check for fees. The remaining two items must reach us by March 1, 2012. Do not send us the actual birth certificate but a copy.

8. IF WE DO NOT RECEIVE ALL FORMS BY THE DESIGNATED DATES, IT WILL BE ASSUMED THAT YOU DO NOT WANT YOUR CHILD TO ATTEND BETH ISRAEL PRESCHOOL. ALL FEES PAID BY YOU WILL BE FORFEITED, AS ALL MONIES ARE NONREFUNDABLE. Children registering after March 1, 2010, must turn in all forms within three weeks of remittance of check for fees.

9. Upon receipt by us of completed forms and appropriate fees, your child's place is assured at Beth Israel Preschool for the school session beginning mid-August 2012.

10. NOTIFICATION OF WITHDRAWAL: You are required to give Beth Israel Preschool two months' written notice or pay two months' tuition if you withdraw your child for any reason during the school year beginning August 1, 2012. If your child is withdrawn from Beth Israel after you have registered him/her for the 2012-2013 school session (for whatever reason), you must notify us by July 1, 2012 or you will be expected to pay an extra month's tuition. Our written policy is that you must give us two months' notice if you plan to withdraw.

REPEAT: If your child is withdrawn from Beth Israel Preschool between July 2, 2012 and the first day of school, you will be expected to pay an extra month's tuition.

11. FIELD TRIPS: You will be notified in advance of each field trip your child's class will take. Children younger than four years of age are not taken on field trips.

12. You will receive a Parents' Handbook from Beth Israel Preschool early in the summer. If you have questions, call the school at 601-956-6216 during the summer and ask for Susan Rockoff, Director.

13. EXTENDED CARE: Extended Care is limited to fifty (55) students, so the first fifty students whose places are reserved will have guaranteed places. We then will begin a waiting list. We are closed in the summer months and at times during the mid-August-May school year. If there is no morning school, there will be no Extended Care. Extended Care fees are as follows, depending on the Plan chosen: Plan #1, \$265; Plan #2, \$275; Plan #3, \$345; Plan #4, \$380. These fees are in addition to the regular tuition for the morning Beth Israel Preschool program.

14. LUNCH BUNCH: Students may stay for lunch each day and be picked up at 1 p.m. Those families participating in this program must make a commitment for the entire school year. Tuition for their child will be \$450 monthly, rather than \$290 monthly. Those students participating in this program do not pay extra for Lunch and Play Day. They are to be picked up on Wednesday at the conclusion of Lunch and Play Day at 1:45 p.m.

15. LUNCH AND PLAY DAY: Every Wednesday the morning preschool children may stay until 1:45 p.m. to play and have lunch. If you choose to have your child participate in this activity, you must pay an additional \$70 per month with your tuition payment. September's Lunch and Play Day charge is due by July 2, 2012. This date will give you time to decide if your child will participate. Extended Care children do not pay for Lunch and Play Day. Lunch is provided by the Preschool; no child is permitted to bring his/her own lunch.