



SILVERMAN PRESCHOOL

at TIFERETH ISRAEL SYNAGOGUE

Admission Agreement 2017-2018

6660 Cowles Mountain Boulevard • San Diego, California 92119

Phone: (619) 697-1948 • Fax: (619) 697-1102 • e-mail: preschool@tiferethisrael.com

website: www.silvermanpreschool.com

In order to enroll your child in Silverman Preschool for the 2017-2018 school year, please sign this application and return it with a \$150 registration fee. The priority registration deadline is Friday, March 3, 2017 for returning families and synagogue members. Open enrollment begins Monday, March 6, 2017 for new applicants. Silverman Preschool will advise parents of acceptance after receipt of the application and registration fee. For returning students, actual enrollment is contingent on the family's full payment of all prior year's financial obligations to Silverman Preschool and Tifereth Israel Synagogue, including summer camp.

Further registration documents will be given after application is confirmed.

Child's Last Name _____ First Name _____
☐ Male ☐ Female Birth Date (mm/dd/yyyy) _____ Synagogue member? ☐ Yes ☐ No

Family Information

Guardian 1 Name _____ Email Address _____
Street _____ City _____ Zip _____ ☐ child's residence
Phone: Home _____ Cell _____ Work _____

Guardian 2 Name _____ Email Address _____
Street _____ City _____ Zip _____ ☐ child's residence
Phone: Home _____ Cell _____ Work _____

Sibling(s) Name	Date of Birth	School(s) Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you or your child speak any language other than English? If yes, please list. _____
What is the primary language spoken at home? _____

Medical & Educational History

Has your child been in a preschool program before other than Silverman Preschool?
☐ No ☐ Yes Name of previous school _____

Does your child have an IEP (Individual Educational Plan)? ☐ Yes ☐ No

Does your child have allergies? ☐ Yes ☐ No

If yes, please list and provide documentation from a physician. _____

Does your child take any prescription drugs? ☐ Yes ☐ No

If yes, please list and attach a physician's note. _____



SILVERMAN PRESCHOOL

at TIFERETH ISRAEL SYNAGOGUE

Terms and Conditions

- REGISTRATION FEE:** A \$150 registration fee must accompany this application to reserve a place for each child. This fee is non-refundable unless we do not have availability.
- ENROLLMENT DATE:** A child enrolled for the full 2017/2018 school year must begin classes the week of August 28, 2017. A space cannot be guaranteed for a child applying for placement after the first day of school.
- PROGRAM SELECTION and TUITION RATES:**

***Please note that we close at 5:00pm on Fridays.**

-Preschool Program hours are Monday – Friday 9:00am – 1:00pm

-Infant Program hours are 7:00am – 5:30pm (5:00pm on Fridays)

-Extended hours are 7:00am – 9:00am and 1:00pm – 5:30pm (5:00pm Fridays)

-Our program offers 2, 3, 4, and 5 day options

-Our program offers 2, 3, 4, and 5 day options

-It is recommended that Pre-K students attend 5 days a week

Class: ☐ Infant ☐ 2 Year Old Class ☐ 3 Year Old Class ☐ Pre-K Class

Preschool Program	5 Day Program	4 Day program	3 Day Program	2 Day program
TIS Member Rates	Monday - Friday	4 Days M T W TH F	3 Days M T W TH F	2 Days M T W TH F
Ages 2 - Pre-K Preschool Hours 9:00am – 1:00pm	<input type="checkbox"/> \$570.00/month or \$5,130.00 annually	<input type="checkbox"/> \$495.00/month or \$4,455.00 annually	<input type="checkbox"/> \$425.00/month or \$3,825.00 annually	<input type="checkbox"/> \$290.00/month or \$2,610.00 annually
Ages 2 – Pre-K Full Time 7:00am – 5:30pm	<input type="checkbox"/> \$1,150.00/month or \$10,350.00/annually	<input type="checkbox"/> \$940.00/month or \$8,460.00 annually	<input type="checkbox"/> \$775.00/month or \$6,975.00 annually	<input type="checkbox"/> \$510.00/month or \$4,590.00 annually
Stay-n-Play (ages 3-5) 1:00pm–3:00pm	<input type="checkbox"/> \$255.00/month or \$2,295.00 annually	<input type="checkbox"/> \$215.00/month or \$1,935.00 annually	<input type="checkbox"/> \$175.00/month or \$1,575.00 annually	<input type="checkbox"/> \$135.00/month or \$1,215.00 annually
Nap 1:00pm – 3:00pm	<input type="checkbox"/> \$240.00/month or \$2,160.00 annually	<input type="checkbox"/> \$200.00/month or \$1,800.00 annually	<input type="checkbox"/> \$160.00/month or \$1,440.00 annually	<input type="checkbox"/> \$120.00/month or \$1,080.00 annually
Infant Program 7:00am – 5:30pm (5:00pm Fridays)	<input type="checkbox"/> \$1,150.00/month or \$10,350.00 annually	<input type="checkbox"/> \$940.00/month or \$8,460.00 annually	<input type="checkbox"/> \$775.00/month or \$6,975.00 annually	<input type="checkbox"/> \$510.00/month or \$4,590.00 annually
Any additional hour outside of chosen schedule (except FT)	<input type="checkbox"/> \$120.00/month or \$1,080.00 annually	<input type="checkbox"/> \$100.00/month or \$900.00 annually	<input type="checkbox"/> \$80.00/month or \$720.00 annually	<input type="checkbox"/> \$60.00/month or \$540.00 annually
Non-Member Rates	Monday - Friday	4 Days M T W TH F	3 Days M T W TH F	2 Days M T W TH F
Ages 2 – Pre-K Preschool Hours 9:00am – 1:00pm	<input type="checkbox"/> \$650.00/month or \$5,850.00 annually	<input type="checkbox"/> \$570.00/month or \$5,130.00 annually	<input type="checkbox"/> \$500.00/month or \$4,500.00 annually	<input type="checkbox"/> \$350.00/month or \$3,150.00 annually
Ages 2 – Pre-K Full Time 7:00am – 5:30pm	<input type="checkbox"/> \$1,250.00/month or \$11,250.00 annually	<input type="checkbox"/> \$1,040.00/month or \$9,360.00 annually	<input type="checkbox"/> \$875.00/month or \$7,875.00 annually	<input type="checkbox"/> \$610.00/month or \$5,490.00 annually
Stay-n-Play (ages 3-5) 1:00pm–3:00pm	<input type="checkbox"/> \$255.00/month or \$2,295.00 annually	<input type="checkbox"/> \$215.00/month or \$1,935.00 annually	<input type="checkbox"/> \$175.00/month or \$1,575.00 annually	<input type="checkbox"/> \$135.00/month or \$1,215.00 annually
Nap 1:00pm – 3:00pm	<input type="checkbox"/> \$240.00/month or 2,160.00 annually	<input type="checkbox"/> \$200.00/month or \$1,800.00 annually	<input type="checkbox"/> \$160.00/month or \$1,440.00 annually	<input type="checkbox"/> \$120.00/month or \$1,080.00 annually
Infant Program 7:00am – 5:30pm (5:00pm Fridays)	<input type="checkbox"/> \$1,250.00/month or \$11,250.00 annually	<input type="checkbox"/> \$1,040.00/month or \$9,360.00 annually	<input type="checkbox"/> \$875.00/month or \$7,875.00 annually	<input type="checkbox"/> \$610.00/month or \$5,490.00 annually
Any additional hour outside of chosen schedule (except FT)	<input type="checkbox"/> \$120.00/month or \$1,080.00 annually	<input type="checkbox"/> \$100.00/month or \$900.00 annually	<input type="checkbox"/> \$80.00/month or \$720.00 annually	<input type="checkbox"/> \$60.00/month or \$540.00 annually



SILVERMAN PRESCHOOL

at TIFERETH ISRAEL SYNAGOGUE

4. **METHOD OF PAYMENT:** Please select one of the following payment options and send your contribution with this form:
- ☐ Pay in full by **check or cash by Friday, July 21, 2017** and apply a 5% discount. Please make checks payable to Tifereth Israel Synagogue.
 - ☐ Pay in full by **credit or debit card by Friday, July 21, 2017**. Please take advantage of our online payment service at www.tiferethisrael.com. We accept Visa, MasterCard and Discover.
 - ☐ Pay in **up to nine equal installments starting in September 2017** and ending no later than **May 31, 2018**.

Class: ☐ Infant ☐ 2 Year Old Class ☐ 3 Year Old Class ☐ Pre-K Class
Days per week: ☐ 5 Days ☐ 4 Days **M T W T F** ☐ 3 Days **M T W T F** ☐ 2 Days **M T W T F**
(circle 4) (circle 3) (circle 2)

Forms handed in on _____ to _____ ☐ with registration fee
Registration fee paid as ☐ check # _____ ☐ cash _____ ☐ credit card
☐ Please use the credit card information below to charge the registration fee of **\$150.00**

REQUIRED:

<input type="checkbox"/> For Tuition: Number of installments _____ (up to 9) Installment amount \$ _____ To be charged on the _____ (enter day) of the month.	
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER	
CC# _____	Exp. Date _____
Billing address: _____	
_____	_____
PRINT NAME OF CARD HOLDER	SIGNATURE OF CARD HOLDER

WE HAVE READ AND AGREE TO ALL THE TERMS AND CONDITIONS HEREIN AND CONTAINED IN THE FOLLOWING PAGES, WHICH ARE MADE A PART OF THIS APPLICATION. WE HEREBY APPLY FOR ADMISSION FOR OUR CHILD TO SILVERMAN PRESCHOOL.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

A \$35 fee will be charged for returned checks.



SILVERMAN PRESCHOOL

at TIFERETH ISRAEL SYNAGOGUE

Enrollment Contract 2017-2018

6660 Cowles Mountain Boulevard • San Diego, California 92119

Phone: (619) 697-1948 • Fax: (619) 697-1102 • e-mail: preschool@tiferethisrael.com

website: www.silvermanpreschool.com

1. ENROLLMENT REQUIREMENTS and PRIORITIES

FULFILLMENT OF FINANCIAL OBLIGATIONS: For returning families, Silverman Preschool and Tifereth Israel Synagogue policy requires that all financial obligations for the prior year to the congregation and any of its school programs be fully paid before enrollment will be accepted.

ENROLLMENT PRIORITY: priority enrollment will be in this order:

1. Returning families, and then members of Tifereth Israel Synagogue who turn in the admission agreement and registration fee by March 3, 2017, and have completed all prior year financial obligations that are due by the date the admission agreement is received by the office.
2. A first come first served basis for all applicants after the March 3, 2017 priority registration deadline.

PROCESSING OF APPLICATIONS: **Admission Agreement will not be processed without the required registration fee and monthly payment plan selected for preschool fees.** The application must be signed by both parent/guardians. When payment is being made by anyone other than the parent/guardians, the signature of the financially responsible person and their relationship to the parent/guardians must also be provided in the requisite places on the admission application.

TERMS OF ENROLLMENT:

1. Enrollment in Silverman Preschool is for the entire year. Contracts may be adjusted at the discretion of the Preschool Director.
2. Once the Admission Agreement is signed, there exists a legal obligation for the full program fee amount, even if the child is withdrawn before the first day of school. The financial obligation to Silverman Preschool is for the FULL program fee as stated in the Agreement. Silverman Preschool's expenses are incurred on an annual basis; therefore, Silverman Preschool cannot afford to refund program fees or cancel unpaid obligations if the child is withdrawn. In accepting a child for enrollment, Silverman Preschool assumes expenses that are not reduced by early withdrawal.
3. Silverman Preschool does not adjust tuition for children who are sick, away on holiday/vacation or leave school for an extended period of time.
4. Non-member families who intend to join the synagogue and claim the member rate must become members before member rates are applied. Tuition will be billed at the non-member rate until all synagogue membership paperwork has been completed and submitted to the office. Synagogue Membership is available July 1, 2017.

Initials _____



SILVERMAN PRESCHOOL

at TIFERETH ISRAEL SYNAGOGUE

MEDICAL, INSURANCE AND EMERGENCY INFORMATION: Medical, insurance and emergency information forms are required to be submitted by the parents/guardians to Silverman Preschool **on the first day the child begins school.**

2. PAYMENT PROVISIONS, MODIFICATIONS, AND REFUNDS

1. All tuition must be paid in full by May 31, 2018.
2. Silverman Preschool requires all families to sign up for monthly payment plans for all Preschool tuition not paid in full by July 21, 2017. Families may authorize monthly payments on a credit card or by postdated checks. All tuition, including Stay-n-play, nap, and enrichment fees, must be paid in full by May 31, 2018.
3. Silverman Preschool offers a sibling discount. This discount is 10% off the lower tuition rate once the sibling starts.
4. A student's enrollment in Silverman Preschool is contingent upon current and timely payment plan of tuition and daycare fees. If a monthly payment plan is not kept up and fees are not being paid, Silverman Preschool reserves the right to have the child removed from class or dismissed from Silverman Preschool. In the case of divorce or separation, Silverman Preschool looks to both parents for payment of their child's tuition and fees.
5. There are additional fees for optional items such as late charges, enrichments, field trips and miscellaneous items, and these will be billed separately if applicable. These fees are not included in the tuition.
6. There will be a \$35.00 handling fee for the processing of any check returned due to insufficient funds (NSF). Upon receipt of a second NSF check, all future tuition payments must be paid by a bank cashier's check.

3. MAKE-UP DAYS AND SCHEDULE CHANGES

Due to the importance of complying with child licensing regulations regarding Teacher:Child ratios, there will NOT be any "make-up" or "switching" of days for the 2017-2018 school year. Please note school closures when filling out registration forms.

If the Director approves, and the school remains within proper ratio, adding an additional non-scheduled day will be \$50.00/day.

After the start of school, a \$50.00 fee will be assessed for the first schedule change; each additional change will be \$25.00. Any changes need to be approved by the Director.

4. REPORTING POLICY

California has a mandatory reporting statute. Any and all staff members must report any *suspected* physical abuse, sexual abuse or neglect to the proper authorities.

Initials _____



SILVERMAN PRESCHOOL

at TIFERETH ISRAEL SYNAGOGUE

5. CONDUCT AND BEHAVIOR

In the event your child is unable to conform to the rules relating to appropriate conduct and behavior, or if it is determined through ongoing observation and evaluation by administration and faculty that your child's developmental needs cannot be met, the administration has the right to require that your child be withdrawn. In such an event, all tuition and fees, which are due and payable, will be prorated and re-billed to the withdrawal date. Should Silverman Preschool incur attorney fees, court costs, or other expenses in collecting the balance due, the enrolled child's Parents or Guardians shall agree to pay all such costs forthwith, and that the same shall be considered as additional fees due. Deposits, fees, and expenses shall be paid when stipulated by Silverman Preschool.

6. CONSENT

- It is the practice of Silverman Preschool to use photographs of students involved in Preschool activities in its publications and in other selected media for the purpose of promoting Silverman Preschool. Children's names are never used when appearing in publicity. We understand that you have the right to deny permission to produce and use such photographic material by stating so in writing by August 28, 2017 with the enrollment forms package.
- The department of social services has the right to speak with all children enrolled in Silverman Preschool without the consent of the parent.
- Silverman Preschool does not discriminate on the basis of sex, race, color, religion, or national and ethnic origin. Silverman Preschool openly welcomes children with special needs and practices inclusion to the greatest extent possible.

7. TERMINATION

If at any time the director feels it would be in the best interest of Silverman Preschool to discontinue a child's attendance, the admission agreement will be terminated.

By signing below, we understand and accept the policies and procedures stated in this admission agreement. *(Both parents'/guardians' signatures are required.)*

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____