



Dear Families,

Thank you for your interest in the Ohr Kodesh Early Childhood Center (OKECC). Registration is now open for the 2017-2018 school year. If you are applying for more than one child, please complete separate application forms.

### **Registration Deadline & Payments**

Your completed application(s) with payments should be returned either in person or by mail on or by **Friday, February 10, 2017**. Each application must be accompanied by two checks payable to "Ohr Kodesh Congregation". Please note, as listed below, the rates for the non-refundable registration fee increase after the February 10 deadline. All applications must be completed in full (i.e., signed contract accompanied by the applicable two registration payments) to qualify for the lower rate and to be considered for enrollment in the first applicant pool.

The first check should be made out in the amount of your child's non-refundable registration fee:

Parent-Toddler Class only: \$25 per child  
*Before* or by February 10, 2017 – Half Day or Full Day application, first child: \$125  
Sibling application(s) in concurrent year: \$100  
*After* February 10, 2017 – Half Day or Full Day application, first child: \$150  
Sibling application(s) in concurrent year: \$100

The second check is for your registration deposit, and should be made out for a portion of your child's tuition, to be applied to the full tuition amount:

Half Day Program: 10% of the annual tuition  
Full Day Program: \$1,250

Our tuition and payment information is provided separately. Members of Ohr Kodesh Congregation (OKC) receive a tuition discount. If you are interested in membership information, then please contact the synagogue office or me.

### **2017-2018 Dates**

Please note that the 2017-2018 school year will run from August 28, 2017 through June 1, 2018. Tuition rates for Parent-Toddler and Half Day families apply to this period. Our summer program will run in the weeks following.

Tuition rates for Full Day families apply to the period from August 28, 2017 through August 17, 2018. Any child enrolled in the Full Day Program will automatically be enrolled in the summer program.



## **Programs**

OKECC offers a Parent-Toddler class for Age 15-months through 24-months, both Half Day and Full Day Programs for Age 2's, 3's and 4's, Early Drop-off and Enrichment Activities options, and depending on space availability an option for Extended Afternoons. An overview of the schedule for each class is provided next, as well as listed on the enrollment application. Age eligibility guidelines are described further below.

Our **Parent-Toddler Class** is divided into three 11- to 12-week sessions over the course of our calendar for our Half Day Program. Toddlers and their respective parent, grandparent or caregiver meet one day each week from 9:30am to 11:00am.

In our **Half Day Program**, children start their day at 9:15am and are picked up at 1:00pm (*options to arrive earlier in our Early Drop-off Program or extend the day later in our Enrichment Activities or Extended Afternoon Program are explained below*). Children enrolled in our Half Day Age 2's classes attend either three or five days each week. All children enrolled in our Half Day Age 3's and Age 4's classes attend five days each week.

In our **Full Day Program**, children may start their day as early as 7:30am and are picked up by 6:00pm. Children in this program typically arrive between 7:30am and 9:00am and are picked up between 4:00pm and 6:00pm. All children enrolled in our Full Day Age 2's, Age 3's and Age 4's classes attend five days each week.

Additionally, we offer the following enrollment options:

- **Early Drop-off:** Children in the Half Day Program may arrive at school anytime beginning at 7:30am until 9:00am (*after 9:00am, families are expected to wait until class starts at 9:15am*). Enrollment is open one, two, three, four or five mornings each week, at the rates listed on the tuition schedule. Early Drop-off is also available on a drop-in basis when space allows and with 24hr advance sign-up.
- **Enrichment Activities:** Children in the Half Day and Full Day Programs in the Age 3's and Age 4's classes may enroll for one, two, three, four or five afternoons each week. For children in the Half Day Program this extends their day to a 2:30pm pick-up time. Each day of the week features a different concentration (years past have included, for example: art, sports, and Hebrew). Schedules, rates and specific class topics will be posted this summer. Enrichment Activities are also available on a drop-in basis when space allows and with 24hr advance sign-up.
- **Extended Afternoons\*:** Children in the Half Day Program may enroll for one afternoon or up to a maximum of two afternoons each week and extend their day to a 6:00pm



pick-up time. Extended Afternoons are also available on a drop-in basis when space allows and with 24hr advance sign-up.

*\*Space for children during the afternoons is first given to Full Day applicants. The Extended Afternoons Program Option for children in the Half Day Program cannot be guaranteed until just prior to the start of the school year.*

Registration for the Parent-Toddler Class can be completed on the *Ohr Kodesh Early Childhood Center 2017-2018 Gam Ani Application*. Registration for the Half Day Program, Full Day Program, and weekly Early Drop-off and Extended Afternoon options can be completed on the *Ohr Kodesh Early Childhood Center 2017-2018 Application for Enrollment*. Additional details and registration for Enrichment Activities will be available during the latter part of the summer.

### **Age Eligibility Guidelines**

When you indicate a class preference, please note the following eligibility guidelines:

- Parent-Toddler classes: Your child should turn 15 months old by September 1, 2017. However, if your child will turn 15 months after September 1, please contact us.
- Age 2's classes: Your child must turn 2 by September 1, 2017. However, if your child will turn 2 years old after September 1 but early in the fall, please contact us.
- Age 3's classes: Your child should turn 3 by September 1, 2017.
- Age 4's classes: Your child should turn 4 by September 1, 2017.

These cut-off dates coincide with the Montgomery County kindergarten requirements. This ensures that children who have turned 2-years-old by September 1, 2017, will meet the minimum age requirement for the start of kindergarten after they have finished their third (and typically last) year at the OKECC.

### **Placement**

Your class preference will be given every consideration. However, the actual class placement is the responsibility of the OKECC Director who must take into account a variety of factors when determining the makeup of a particular class (for example, whether the class follows a looping model [when a class remains together from year to year], boy/girl ratio, age, developmental levels, and mix of personalities).

All completed applications (i.e., signed contract and both registration payments) received between now and the close of business **Friday, February 10**, will be considered to have arrived on the same day and will be processed simultaneously in the following order:

1. Children currently attending the OKECC
2. Members of the Congregation
3. Children of OKECC staff members
4. Siblings of current OKECC students who will be attending school next year
5. Siblings of OKECC students who will not be in attendance next year
6. Siblings of former OKECC students
7. Non-members with no connection to the school

You will be notified as soon as possible about acceptance.

**Please note, applications and payments received after the February 10, 2017, deadline, if spaces are still available, will be processed on a first-come, first-served basis.**

If we cannot offer your child a place in our program, the registration deposit will be refunded and your child will be placed on the waiting list.

Once you have been notified that your child has been accepted to the OKECC, a series of guidelines and deadlines affects your financial obligations. Please refer to the *Ohr Kodesh Early Childhood Center 2017-2018 Financial Policies* posted on our website.

If you need additional forms or have any questions, please do not hesitate to contact me at the address or numbers below.

Sincerely,



Joanie Smeltz

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