

## Ohr Kodesh Early Childhood Center *Summer Discovery* 2017 Registration and Policies

Thank you for your interest in Ohr Kodesh Early Childhood Center (OKECC) *Summer Discovery*. Registration is now open for the 2017 summer program. If you are applying for more than one child, please complete separate application forms.

### **Registration Deadlines and Payments**

Your completed application(s) should be returned by **Friday, March 31, 2017**, either in person or by mail to qualify for early enrollment prices. Each application must be accompanied by two checks payable to “Ohr Kodesh Congregation”.

The first check is for your child’s non-refundable registration fee:

**Check #1, Non-refundable Registration Fee: \$35 per child**

The second check is for your child’s non-refundable registration deposit, which will be applied to the total summer program fees:

**Check #2, Non-refundable Registration Deposit applied to summer fees: \$125 per child**

All OKECC *Summer Discovery* program fees must be paid in full by **Monday, May 1, 2017**.

Families who enroll their child(ren) in more than one session are eligible for a multiple sessions discount. Additionally, families with more than one child attending at the same time will be eligible for a sibling discount. A discount of 5% will be deducted from the summer program fees of the child whose total tuition amount is the least. Discounts do not apply to the non-refundable registration fee or the non-refundable registration deposit due per child, nor to Early Drop-off or Enrichment Activity fees.

Member rates are available for families who are members of Ohr Kodesh Congregation during the summer attendance dates and in good financial standing with the Congregation.

Specific fee information is provided separately on the *Ohr Kodesh Early Childhood Center Summer Discovery Fees* form. Information regarding our financial policies is included below.

## 2017 Dates and Theme

Please note that the 2017 summer program will run for nine (9) consecutive weeks from Monday, June 12, 2017, through Friday, August 11, 2017 (*closed Tuesday, July 4, for observance of the federal holiday*). There will be three 3-week sessions. Families may register their child(ren) for any one, any two or all three sessions.

This summer's theme is ***Natural Sensations***.

Session 1: **Listen To The Beat:** *What do we hear around us?*, Monday, June 12 – Friday, June 30

Session 2: **See The Rainbow:** *What do we see around us?*, Monday, July 3 – Friday, July 21

Session 3: **Feel The World:** *What do we feel around us?*, Monday, July 24 – Friday, August 11

## Programs

OKECC *Summer Discovery* offers classes for Age 2's, 3's, 4's and 5's (*who have not yet started kindergarten*), and Early Drop-off and Enrichment Activity options. An overview of the schedule and age eligibility guidelines for each class is provided next, as well as listed on the enrollment application.

In the Core 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 Program are explained below*). Children at least age 2 years and up to age 3 years 6 months by June 1, 2017, may be enrolled to attend three days each week on Mondays, Wednesdays, and Fridays. Children at least age 2 years and 6 months and up to age 3 years 6 months by June 1, 2017, may also be enrolled to attend five days each week. All children at least age 3 years 6 months through age 5 years by June 1, 2017, must be enrolled to attend five days each week.

Additionally, we offer the following enrollment options:

- **Early Drop-off:** All children 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 fees schedule. Enrollment is for the duration of a 3-week session, but parents may elect to enroll their child for this option for one 3-week session and not for a different 3-week session. Early Drop-off is also available on a drop-in basis when space allows and with 24-hour advance sign-up.
- **Enrichment Activities:** All children ages 4 to 5 years may enroll for one, two, three, four or five afternoons each week, and extend 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 gardening). Enrollment is for the duration of a 3-week session, but parents may elect to enroll their child for this option for one 3-week session and not for a different 3-week session. (*Please note the Tuesday and Thursday enrichment will be an art intensive program that requires enrollment for both afternoons for each session enrolled.*)

## **Emergency and Medical Forms**

**Please note that *all* children must have on file a parent signed copy of the Medication Administration Authorization Form to allow educators to reapply sunscreen or bug spray sent in with your child.**

If your child did not attend OKECC during the current school year, then you must also submit the Maryland State Department of Education Office of Child Care Health Inventory Form, Immunization Chart, and Emergency Form. As well as, if applicable, the Medication Administration Authorization Form for any prescription or non-prescription medicines (e.g., diaper ointments) your child will need administered during the summer program, and the Allergy Action Form and Asthma Alert Form. All forms must be signed by your child's doctor and dated after August 11, 2016 (i.e., within one year of summer program enrollment dates; for example, a form dated July 1, 2016 is considered to have expired as of July 1, 2017). A copy of your child's forms on file with their current school is acceptable as long as it meets the date requirements.

All of the above mentioned forms can be accessed and downloaded from the *Forms and Calendars* section of our website.

## **Financial Policies**

Once you have been notified that your child has been accepted to OKECC *Summer Discovery*, all OKECC *Summer Discovery* program fees must be paid in full by **Monday, May 1, 2017**.

You may decline enrollment in writing before May 1, 2017, to receive a full refund of any payments made, less the \$35 non-refundable registration fee and the \$125 non-refundable registration deposit.

If you decline full or partial enrollment in writing on or after May 1, 2017, up until June 1, 2017, then you will forfeit the \$35 non-refundable registration fee, the \$125 non-refundable registration deposit, and one-third of all fees for any and all sessions enrolled.

If you decline full or partial enrollment in writing on or after June 1, 2017, up until June 11, 2017, then you will forfeit the \$35 non-refundable registration fee, the \$125 non-refundable registration deposit, and one-half of all fees for any and all sessions enrolled.

If you decline full or partial enrollment in writing on or after June 12, 2017, then you will forfeit the \$35 non-refundable registration fee, the \$125 non-refundable registration deposit, and all fees for any and all sessions enrolled.

Our financial policies are required to meet our budgetary obligations to Ohr Kodesh Congregation.

## **Placement and Notification**

Your class preference will be given every consideration. However, the actual class placement is the responsibility of the OKECC *Summer Discovery* Program Director, who must take into account a variety of factors when determining the makeup of a particular class (for example, boy/girl ratio, age, developmental levels, and mix of personalities).

Applications will be accepted on a first-come first serve basis and are subject to space availability. If multiple applications are received on the same day, they will be processed 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 or former OKECC students who will be attending school next year
5. Siblings of current OKECC students who will not be in attendance next year
6. Siblings of former OKECC students who will not be in attendance next year
7. Non-members with no connection to the school

You will be notified as soon as possible about acceptance. If we cannot offer your child a place in the program, your child will be placed on the waiting list.

Once you have been notified that your child has been accepted to OKECC *Summer Discovery*, **all fees are due by May 1, 2017**, and you will be subjected to the guidelines and deadlines as outlined in the *Financial Policies* section above.

**We look forward to your family joining our community this summer for OKECC *Summer Discovery*!**