



## Ohr Kodesh Early Childhood Center 2018-2019 Financial Policies

Once your child has been accepted to Ohr Kodesh Early Childhood Center (OKECC), the following financial obligations apply:

**Payment of OKECC Tuition:** OKECC tuition is payable, after your registration deposit, in accordance with your child's program.

**Half Day Program:** Nine equal installments together equivalent to the remaining 90% of your child's total annual tuition, beginning July 1, 2018, and continuing each month thereafter through March 1, 2019.

**Full Day Program:** Twelve equal installments (*the first equal to the first month's tuition less a \$1,250 deposit*) together equivalent to your child's total annual tuition, beginning July 1, 2018, and continuing each month thereafter through June 1, 2019.

### Tuition Installments for Half Day and Full Day Programs:

- a. Tuition installments are due on or by the 1<sup>st</sup> day of every month.
- b. The first tuition installment for all Half Day and Full Day families is due on or by July 1, 2018.
- c. The final tuition installment for all Half Day families is due on or by March 1, 2019. The final tuition installment for all Full Day families is due on or by June 1, 2019.
- d. A late fee of \$50 per month will be charged for installment payments not received by the 15<sup>th</sup> day of the month.
- e. All tuition installments are due in full, regardless of attendance. No tuition discounts or tuition refunds will be granted, nor will any other tuition adjustments be made for days missed due to illness, vacation or dismissal. (See "*Withdrawal of Program*" for the tuition obligation should you choose to withdraw your child from OKECC prior to the end of the contract period.)

**Payment of Early Drop-Off, Enrichment Activities, and Extended Afternoons Charges:** If applicable, Early Drop-off, Enrichment Activities and/or Extended Afternoon charges incurred will be charged each month and are due on or by the 1<sup>st</sup> day of the following month.

### Enrollment Following the Start of the School Year:

**Age Eligibility:** If your child will not be age eligible to begin attending the OKECC on August 27, 2018, but has been offered a spot in an Age 2's class to begin at such time as he/she is age eligible, you may hold and guarantee the spot for your child. The amount of OKECC tuition that is payable, after your registration deposit, is dependent on space availability.



- a. If all additional spaces in the applicable class are filled such that reserving the spot for your child would prohibit another applicant from enrolling, then full tuition installments each month to hold and guarantee the spot for your child is due for the applicable program in accordance with the *"Payment of OKECC Tuition"*.
- b. If all additional spaces in the applicable class are not filled such that reserving the spot for your child would not prohibit another applicant from enrolling, then 50% tuition of the full tuition installments each month to hold and guarantee the spot for your child is due for the applicable program in accordance with the *"Payment of OKECC Tuition"*.

**Application and Enrollment After the Start of the School Year:** If you apply and enroll your child(ren) after the start of the school year, then the non-refundable registration fee, registration deposit and at minimum the first installment are due before or by your child(ren)'s first day. The amount of OKECC tuition that is payable is dependent on your child(ren)'s start date.

- a. If your child(ren)'s start date is within the first month of the first day of school, then the full annual tuition will be due. All installments in arrears are due by the start date. Remaining installments for your child(ren) are due for the applicable program in accordance with the *"Payment of OKECC Tuition"*.
- b. If your child(ren)'s start date is more than one month after the first day of school, then the annual tuition will be prorated. Depending on when the start date is in the calendar month, a second installment may be due immediately. Remaining installments for your child(ren) are due for the applicable program in accordance with the *"Payment of OKECC Tuition"*.

**Delayed Start or Enrollment Suspended due to Lapse in Licensing Forms:** In accordance with the State Department of Education Maryland Office of Child Care, each child is required in accordance with licensing guidelines to have on file a current Emergency Form, Health Inventory with Blood Lead Test Certificate, and Immunization Chart, and depending on the child and certain medical needs, a Medication Administration Authorization Form, Asthma Action Plan, Allergy Alert Form, and/or Seizure Form may also be required. These forms must all be updated on an annual basis and must in the format dictated by the Maryland Office of Child Care.

- a. OKECC reserves the right to delay the start of any child who does not have a current copy of each of the required forms on file before the first day of school, until the child's file is complete, or to suspend enrollment of any child if any of the required forms lapse during the school year and are not renewed before the expiration date, until all applicable forms are properly updated.
- b. In the event that your child has a delayed start or enrollment suspended due to a lapse in licensing forms, you will still be responsible for the full tuition for the days of school missed.



**Declining Enrollment before The School Year Begins:** Once you have been notified that your child has been accepted at the OKECC:

- a. Before March 15, 2018, if you decline enrollment in writing you will receive a full refund of your registration deposit. Your registration deposit does not include the non-refundable registration fee.
- b. From March 15 through June 30, 2018, if you decline enrollment in writing you will forfeit your non-refundable registration fee and your registration deposit, but will be freed from any further financial obligation to OKECC.
- c. From July 1 through August 26, 2018 (*the last day before the start of the school year*), if you decline enrollment in writing you will forfeit the non-refundable registration fee, your registration deposit, and the first tuition installment (*as described under "Payment of OKECC Tuition"*), but will be freed from any further financial obligations to the OKECC.
- d. On or after August 27, 2018, see the "*Withdrawal of Program*" policy below.

**Withdrawal of Program:** Beginning August 27, 2018, and at any point during your child's school year, if you request a change in your child's core program option or withdraw your child from the OKECC, it will be considered a "*Withdrawal of Program*". Your further financial obligation will depend on the specific type of withdrawal, as well as on both the date the written request or written notice is submitted and the date the change is effective.

**Request to Change from Half Day Program to Full Day Program:**

- a. You are responsible for submitting your request in writing to the OKECC Director. Your preferred last day for your child in the Half Day Program should be stated in the request.
- b. Your request will be granted dependent on space available in the applicable age group of the Full Day Program, and whether or not a change in classroom would be needed.
- c. If your request is approved, you are responsible for a \$25 change fee, and you are responsible for the change in tuition for the remainder of the school year, including for the full calendar month in which your child enrolls in the Full Day program, if the start date is before or by the 15<sup>th</sup> of the month, or for half the calendar month, if the start date is after the 15<sup>th</sup> of the month.
- d. If you submit a request in writing at any point to change your child back to the Half Day Program, your child's last day in the Full Day Program will be deemed to be no earlier than 30 days from the date of written notice, regardless of attendance. You are responsible for another \$25 change fee, and you are responsible for paying at the Full Day Program tuition rate for the full calendar month in which the last day is deemed effective and for an additional calendar month thereafter, regardless of attendance. Any remaining days of enrollment will then be charged at the Half Day Program tuition rate.



### **Notice of Change from Full Day Program to Half Day Program:**

- a. You are responsible for providing written notice to the OKECC Director. Your child's last day in the Full Day Program should be stated in the notice, but will be deemed to be no earlier than 30 days from the date of the written notice, regardless of attendance.
- b. You are responsible for a \$25 change fee, and you are responsible for paying at the Full Day Program tuition rate for the full calendar month in which the last day is deemed effective and for an additional calendar month thereafter, regardless of attendance. Any remaining days of enrollment will then be charged at the Half Day Program tuition rate.
- c. If you submit a request in writing at any point to change your child back to the Full Day Program, then approval will depend on space available. If approved, you are responsible for another \$25 change fee, and you are responsible for the change in tuition for the remainder of the school year, including for the full calendar month in which your child re-enrolls in the Full Day program, if the start date is before or by the 15<sup>th</sup> of the month, or for half the calendar month, if the start date is after the 15<sup>th</sup> of the month.

### **Notice of Withdrawal from OKECC:**

- a. You are responsible for providing written notice to the OKECC Director. Your child's last day at OKECC should be stated in the notice, but will be deemed to be no earlier than 30 days from the date of the written notice, regardless of attendance.
- b. You are responsible for paying your child's tuition for the full calendar month in which the last day is deemed effective and for an additional two calendar months thereafter, regardless of attendance.

**All our financial policies are intended to help us meet our budgetary obligations to Ohr Kodesh Congregation, are necessary for the Ohr Kodesh Early Childhood Center to meet our continuing operating expenses and, when applicable, to maximize our time to fill your child's place for the balance of the school year.**