Ohr Kodesh Early Childhood Center
8300 Meadowbrook Lane
Chevy Chase, MD 20815
301-589-3880
ohrkodesh.org/early-childhood-center

Dear Families,

Thank you for your interest in the Ohr Kodesh Early Childhood Center (OKECC). Registration is now open for the 2018-2019 school year. To begin the registration process, first read the following document entitled *Ohr Kodesh Early Childhood Center 2018-2019 Program Information and Registration Guidelines and Instructions*. This document provides the start and end dates for the 2018-2019 core programs, a description of the programs available for registration at this time and at the start of the school year, and an explanation of the registration process for both first-time applicants and returning families.

All registrations completed in accordance with the terms set forth in the document entitled *Ohr Kodesh Early Childhood Center 2018-2019 Program Information and Registration Guidelines and Instructions* and submitted by or on Friday, February 9, 2018, will be considered for enrollment in the first applicant pool. Registrations completed after the initial deadline, will be considered on a first-come, first-served basis for any remaining spaces. Please note, if you are applying for enrollment for more than one child, then each child is to be registered *separately* and they will be deemed eligible for consideration based on their associated registration completion date.

You will receive an email confirmation when your registration is deemed *complete* (i.e., online registration form and corresponding payments received in full), and then a second email after a decision has been made regarding your child's placement and acceptance to our school (by March 1 for families in the first applicant pool). Once you have been notified that your child has been accepted to the OKECC, a series of terms and deadlines affects your financial obligations. Please refer to the documents entitled *Ohr Kodesh Early Childhood Center 2018-2019 Financial Policies* and *Ohr Kodesh Early Childhood Center 2018-2019 Tuition Schedule*, which are posted on our website, as you are agreeing to the applicable terms stated as part of the registration process. If we cannot offer your child a place in our program, then the registration deposit will be refunded and your child will be placed on the waiting list.

If you need additional information or have any questions, please do not hesitate to contact me.

Sincerely,

Joanie Smeltz

Director of Early Childhood Education
jsmeltz@ohrkodesh.org
240 450-3488 direct line
301 589-3880 ext. 219

Ohr Kodesh Early Childhood Center 2018-2019 Program Information and Registration Guidelines and Instructions

2018-2019 Core Program Dates

The 2018-2019 OKECC school year will begin Monday, August 27, 2018. Educators will conduct a home visit for every family on either Monday, August 27, 2018, or Tuesday, August 28, 2018. The first day at OKECC for *all* children will be Wednesday, August 29, 2018.

Tuition rates for Half Day families apply to the school year period, which runs Monday, August 27, 2018, through Friday, May 31, 2019. Our summer program runs in the weeks following and is a separate, additional fee.

Tuition rates for Full Day families apply to the period from Monday, August 27, 2018, through Friday, August 16, 2019. Any child enrolled in the Full Day Program will automatically be enrolled in the summer program at no additional tuition cost.

Programs

OKECC offers both Half Day and Full Day Core Programs for children age 2, 3 and 4. We also offer Early Drop-off and Enrichment Activities Program Options. Additionally, depending on space availability, some years we offer an Extended Afternoons Program Option. An overview of the schedule for each core program is provided next, as well as a description of each of our program options. (*Age Eligibility Guidelines* are described subsequently in this letter.)

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 three days each week (Monday, Wednesday and Friday); an option to attend five days each week may be available based on family interest. 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 core 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 program options:

- Early Drop-off Program: 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. The Early Drop-off Program is also available on a drop-in basis when space allows and with 24hr advance sign-up.

- Enrichment Activities Program: 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. The Enrichment Activities Program is also available on a drop-in basis when space allows and with 24hr advance sign-up.

- Extended Afternoons Program*: 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. The Extended Afternoons Program is 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 for children in the Half Day Program cannot be guaranteed until just prior to the start of the school year.*)

Registration for the Half Day Program or Full Day Program, and for the weekly Early Drop-off Program for the year can both be completed at this time, in accordance with instructions to follow. Additional details and registration instructions for the Enrichment Activities Program will be sent to all eligible enrolled families during the latter part of the summer; as will information regarding the availability and registration for the Extended Afternoons Program.

Age Eligibility Guidelines

When selecting a core program for your child, please note the following eligibility guidelines:

- Age 2's classes: Your child must turn 2 by September 1, 2018. 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, 2018.
- Age 4's classes: Your child should turn 4 by September 1, 2018.

These cut-off dates coincide with the Montgomery County kindergarten requirements. This ensures that children who have turned 2-years-old by September 1, 2018, 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 and Enrollment Guidelines

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, boy/girl ratio, age, developmental levels, and mix of personalities).

All registrations completed and submitted by or on Friday, February 9, 2018, 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

Registrations completed and submitted after the initial deadline, will be considered on a first-come, first-served basis for any remaining spaces.

Tuition and Financial Policies

OKECC tuition amounts for each of our programs and financial policies information is provided separately. Once you have been notified that your child has been accepted to the OKECC, a series of terms and deadlines affects your financial obligations. Please refer to the documents entitled *Ohr Kodesh Early Childhood Center 2018-2019 Financial Policies* and *Ohr Kodesh Early Childhood Center 2018-2019 Tuition Schedule*, which are posted on our website, as you are agreeing to the applicable terms stated as part of the registration process.

Members of Ohr Kodesh Congregation (OKC) receive a tuition discount. If you are interested in membership information, then please contact the synagogue office or OKECC Director.

Registration Guidelines and Instructions

To apply to the OKECC for the 2018-2019 school year please complete the registration process *separately* for each child you wish to enroll. You will receive an email confirmation when your child's registration is complete, and then a second email after a decision has been made regarding your child's placement.

A registration is deemed complete only when OKECC has received *all* of the following 3 items:

1. **Submitted Online Registration with Signature and Current Date:** Directions to access the OKECC Online Database for both new and returning families are provided at the end of this document*. **All families must provide the relevant 2018-2019 required information.** A *saved* application is still considered "in progress" and is incomplete; you must be able to click the *submit* button to ensure all required fields have been answered and your registration is sent for review. Please note for a submitted registration to be valid, the "electronic signature and date" fields must include a **parent's first and last name** and the **current date**.

2. **Non-refundable Registration Fee:** Each registration must be accompanied by a check* payable to "Ohr Kodesh Congregation" for the amount of the non-refundable registration fee as identified below, with a notation on the memo line stating "2018-2019 *Child's First and Last Name*". Please note, the amount due for the non-refundable registration fee increases for any registration completed after the initial Friday, February 9, deadline.

   Registration completed before or by February 9, 2018, for Half Day or Full Day Program:
       First child: $150   Sibling in concurrent year: $100
   Registration completed <u>after</u> February 9, 2018, for Half Day or Full Day Program:
       First child: $175   Sibling in concurrent year: $100

3. **Registration Deposit:** Each registration must be accompanied by a check* payable to "Ohr Kodesh Congregation" for the amount of the registration deposit as identified below, with a notation on the memo line stating "2018-2019 *Child's First and Last Name*". The registration deposit will be applied to your child's full tuition as stated in the documents posted on our website entitled *Ohr Kodesh Early Childhood Center 2018-2019 Financial Policies* and *Ohr Kodesh Early Childhood Center 2018-2019 Tuition Schedule*.

   Deposit amount for each child in the Half Day Program: 10% of the annual tuition
   Deposit amount for each child in the Full Day Program: $1,250

*Personal checks can be mailed or dropped off, and will be considered received based on the delivery date, as long as the check is not postdated. Confirmation of an electronic bank check showing both the transaction amount and payment request date can be mailed, emailed or dropped off and will be considered received based on the delivery date of the confirmation; otherwise the date received will based on receipt of the check.

OKECC Online Database

To access the OKECC Online Database go to:
https://fs30.formsite.com/Guidestar01/OhrKodeshChevyChase/form_login.html

Note: A *saved* application is still considered "in progress" and is incomplete; you must be able to click the *submit* button to ensure all required fields have been answered and your registration is sent for review. Additionally, for a submitted registration to be valid, the "electronic signature and date" fields must include a **parent's first and last name** and the **current date**.

New Families
1. Create a username and password to use for all children in your family.
2. Complete **all fields** relevant to the first child you are registering.
3. This form is a legal document. Enter your full name in the electronic signature field at the bottom. This is a legal signature. Enter the **current date**.
4. Click the **Save Progress** button at the bottom if you have partially completed the form to save all information entered and return later.
5. After entering and reviewing all information appropriate for your child, you **MUST** click the **Submit** button for the document to be legal and processed for review.
6. If you want to register another child, sign in again with the family username and password and click the **Start New** button. Follow the instructions above.
7. To update information, sign into your account and click the **Edit** button on the row with the applicable child's name. Make any changes required. **Update the date field** next to the signature field. Click the **Submit** button.

Returning Families
1. To register your child for another year, sign into your account and click the **Edit** button on the row with the applicable child's name.
2. Complete **all fields** relevant. In addition to selecting program choices for the new school year, complete any newly required information as applicable.
3. Remember this form is a legal document. Review all previously entered information for accuracy. Make any changes required.
4. Verify your full name is in the electronic signature field at the bottom. This is a legal signature.
5. **Update the date field** next to the signature field.
6. After entering and reviewing all information appropriate for your child, you **MUST** click the **Submit** button for the document to be legal and processed for review.
7. Repeat this process for each child you want to re-enroll.
8. To add a new sibling see the steps to register more than one child in the directions above for *New Families*.