



## Ohr Kodesh Early Childhood Center *Summer Discovery* 2018 Registration and Policies

Thank you for your interest in Ohr Kodesh Early Childhood Center (OKECC) *Summer Discovery*. Registration is now open for the 2018 summer program. If you are applying for more than one child, please complete the application form multiple times. To apply to Summer Discovery for summer 2018, please complete the online form available at <https://tinyurl.com/SummerDiscovery18>.

### **Registration Deadlines and Payments**

Your completed application(s) should be returned by **Monday, April 9, 2018** to qualify for early enrollment prices.

**In addition to the online form, you must also submit by the deadline a check for \$160, payable to Ohr Kodesh Congregation.** This fee covers a \$35 non-refundable registration fee and a \$125 non-refundable registration deposit. The deposit will be applied towards the total program fees due.

All OKECC *Summer Discovery* program fees must be paid in full by **Tuesday, May 1, 2018**.

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 Activities 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. Families with membership status for the 2017-2018 period are eligible for the member program rate during session 1. Families with membership status for the 2018-2019 period are eligible for the member program rate during session 2 and session 3.

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.

## 2018 Dates and Theme

Please note that the 2018 summer program will run for nine (9) consecutive weeks from Monday, June 11, 2018, through Friday, August 10, 2018 (*closed Wednesday, 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 ***A Summer of Making***.

Session 1: **Picnic from Scratch**, Monday, June 11 – Friday, June 29

Session 2: **Building a House**, Monday, July 2 – Friday, July 20

Session 3: **Creating a Festival**, Monday, July 23 – Friday, August 10

## 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 Activities options. An overview of the schedule and age eligibility guidelines for each class is provided below.

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, 2018, 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, 2018, 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, 2018, 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.

## **Emergency and Medical Forms**

If your child did not attend OKECC during the current school year, then you must submit the Maryland State Department of Education Office of Childcare required medical forms before your child may start in our program. All children must have on file both a current Health Inventory Form, which includes Part I, Part II and the Blood Lead Test Certificate, and a current Immunization Chart. If applicable, prior to your child's first day, you must also submit a Medication Administration Authorization Form for each prescription medicine or nonprescription medicine your child will need administered during the summer program, as well as any associated Allergy Action Form and/or Asthma Alert Form.

More details about each of these forms is available on and can be downloaded from the *Forms and Calendars* page of our website. Any forms that must be signed by your child's doctor should be dated after August 10, 2017 (i.e., within one year of summer program enrollment dates; for example, a form dated July 1, 2017 is considered to have expired as of July 1, 2018). A copy of your child's forms on file with their current school is acceptable as long as it meets the date requirements.

If your child did not attend OKECC during the current school year and is not enrolled for upcoming, then you must also submit a Summer Discovery intake form, and a signed copy of the Maryland State Department of Education Office of Childcare Emergency Form. These forms will be emailed to all applicable families.

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 **Tuesday, May 1, 2018**.

You may decline enrollment in writing before May 1, 2018, 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, 2018, up until June 1, 2018, 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, 2018, up until June 10, 2018, 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 11, 2018, 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-served 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 OKECC
2. Children enrolled at OKECC for the upcoming school year
3. Members of the Congregation
4. Children of OKECC staff members
5. Siblings of current OKECC students, but who are not enrolled at OKECC for the upcoming school year
6. Siblings of former OKECC students, but who are not enrolled at OKECC for the upcoming school year
7. Nonmembers with no affiliation to OKECC

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, 2018**, 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*!**