

Changes and withdrawals

Your financial obligation is for the full annual tuition as stated in the contract. The school's expenses are incurred on an annual basis; therefore, the JCC cannot fully refund the tuition or cancel unpaid obligations if your child is forced to withdraw or to reduce hours during the academic year. This section outlines specific policy on changes or withdrawals.

1. Changes in schedule

The tuition calculation in your contract is based on the schedule requested in the initial application. Changes may be made with no notice and no change fee until June 15, 2011 (FY) and August 15, 2011 (SY and FYM). For mid-year enrollment, changes may be made up until the child's first day of school. After these dates increases and decreases are handled differently:

Increases: Increases are based on availability and we will try to accommodate your request whenever possible. You will receive an amended contract reflecting the increased tuition payment.

Decreases: Your tuition obligation is for the hours and schedule you select on your contract. Requests for reductions must be submitted in writing. Ask your school office for a request form which will need to be approved and dated. You will receive a revised contract to sign which will reflect your new enrollment option and base rate. If approved, tuition reduction will not be active until 60 days following your date of notification, regardless of when you start to use the reduced hours. You will be charged a fee of \$50 for the first change, \$100 for the second and \$150 for third and subsequent changes. After February 1 of the school year no further decreases can be made and you will be responsible for the full tuition reflected in your contract regardless of any changes in hours.

2. Early withdrawal

In the event that you need to withdraw your child from our program, 60 days written notice is required. Ask your school office for a request form which will need to be approved and dated. If you leave before the end of the 60 day notification period, you will still owe tuition for that period. The last day to request withdrawal is March 1 of the school year. After that date, you will be responsible for the full amount of tuition indicated on your contract regardless of your child's last day in school.

Additional notes: Your deposit and registration fee is never refunded. Full payment is required whether or not the child attends the program. Credit will not be given for sick days, vacations, unforeseen emergencies, weather closures, or holidays and staff days as noted on the calendar. Please consult the school calendar carefully.

JCC membership

When you enroll in a JCC Early Learning Center, you automatically become entitled to the benefits of JCC family membership and we encourage you to attend JCC programs and use the Leventhal-Sidman JCC (LSJCC) Family Gym and indoor pool. You will also be eligible for class, program, and Outdoor Pool discounts for the entire family. Please contact the LSJCC Membership Director at 617-558-6411 to arrange a tour or ask questions about how you can begin to enjoy your membership.

Members use all JCC facilities at their own risk and understand and agree by their signature on the contract to abide by all the rules and guidelines of the JCC. The JCC reserves the right to suspend or revoke membership privileges of members whose behavior is deemed inappropriate or detrimental to the wellbeing of the Center, its staff and/or the members.

Termination of services

The JCC reserves the right to cancel the enrollment of a child or the membership privileges of a family for reasons not limited to the following: failure to observe the policies and rules of the JCC as outlined in the Parent Handbook; special needs of a child that cannot be adequately met with current staffing; physical and/or verbal abuse of staff or children by adult or child; failure of a parent to adhere to the rules and regulations of the JCC Early Learning Centers or JCC membership; non-payment of fees. In such circumstances, any unused portion of program fees paid to date will be refunded and whenever possible we work with the classroom teacher and family to arrange a sensitive transition for the child.

Working with the JCC Finance Department

Whenever possible we try to structure all business functions so that they can be conducted directly with the people you know best at your own school. In the event that a particular question needs additional attention, your director will refer you to the appropriate person in the Finance Department. The following numbers may be helpful.

Accounts Receivable Manager 617-558-6509

Membership 617-558-6417

Office of the Director of Early Learning 617-558-6586

Notice of Non-Discrimination

In matters of enrollment and staff hiring JCC Early Learning Centers does not discriminate on the basis of race, gender, sexual preference, religious beliefs or practices, cultural heritage, politics, physical ability or marital status.

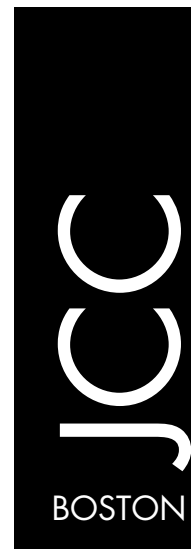
Open to the entire community.



Payment Policies of the JCC Early Learning Centers

2011-12

These payment policies apply to applications for enrollment received on or after January 1, 2011.



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Thank you for sharing your children with us. We appreciate that you have chosen a JCC Early Learning Center and we understand that tuition represents an investment in your child's future. It is therefore important that you understand the JCC's payment policies.

The signature on your contract indicates that you have received and read these policies. Please ask your school director if you have questions.

Enrollment schedules

When you enroll at a JCC Early Learning Center, you first select an enrollment type, which creates the base rate for your tuition calculation and hours. If you change your enrollment type during the year, your base rate will change.

Each location varies slightly. Please check with your director to see which options are available at your school and consult the school calendar for exact dates and holidays. Abbreviations for these enrollment types are used throughout this document.

School Year (SY) enrollment runs from September to June. School vacation weeks and holidays are not included in tuition. The schedule is usually from 9am-12pm or 1pm, and extended day and early drop-off options are available for an extra fee.

Full Year (FY) enrollment runs from the end of June for a full 12 month cycle. School vacation weeks and holidays are included in tuition. The base schedule is usually a longer day – from 8am (or 9am) until 4pm (or 6pm). Early drop-off is available for an extra fee.

Full Year Modified (FYM) is a special option designed primarily for families who are away for the summer, but need full-day schedules during the year. Enrollment runs from the months of September to June like SY, but involves the longer days of FY (to 4pm or 6pm). FYM tuition also includes vacation weeks and holidays.

Summer-only enrollment runs for part or all of the summer months – from end of June to end of August. Check with your site for details. We also encourage you to contact JCC Camping 617-244-5124 or visit jccgb.org/camp for information about our many camp options for your pre-K child and older siblings.

Deposits and application

A non-refundable deposit of \$400 is due at the time of your application. Of this, \$50 is a registration fee, and the balance (\$350) is applied to your tuition. **Once we receive this deposit, we hold a space for your child.** (For infants the deposit is \$500, \$50 of which is a registration fee and the balance of \$450 is applied to tuition.)

Deposits are non-refundable, but \$350 (\$450 for infants) may be applied to another JCC Early Learning Center if you change schools (pending space availability), or to a JCC Early Learning Center summer program for 2011 or 2012 for the same child. Deposits can never be applied to current year programming, different children in a family, or other JCC services or past-due balances, and cannot be transferred to a sibling, relative or friend. Deposits are not refunded due to change in work status or residence, or to a tuition assistance award not being sufficient to meet stated need. If you have any questions about your deposit, please ask your school director.

An application submitted without the required deposit is not considered complete. We will not hold space for your child without a deposit.

Contracts for mid-year enrollment

Although most applications are received before the first day of school in June (FY) or September (SY, FYM), we welcome applications for the current school year whenever space is available. Your signed contract must be returned, accompanied by first payment, before your child begins school. Tuition payment must be completed by March for SY and FYM, and April for FY regardless of your start date. If you enroll mid-year your contract will outline the specific payment dates and prorated tuition for the remainder of the year. Your school director can provide you with details.

Contracts for 2011-12 enrollment

You will receive a contract in late April or early May showing your child's enrollment plan (SY, FY, FYM), exact schedule and tuition. The contract will reflect the deposit paid and show the balance due as well as your payment options. This signed contract, along with first payment, is due back to the JCC no later than May 20, 2011. If you have questions about your contract please speak to your school director right away. Failure to return a signed contract puts your child's reserved space at risk.

Payment plans

You have two options for payment of tuition:

Plan A: Monthly payment via EFT (Electronic Funds Transfer). Your first payment by check will be due with your signed contract no later than May 20, 2011. The tuition balance is then paid in equal monthly installments from your checking account. Remaining payments are drawn by EFT in the **first week of each month** starting in June.

When you return your signed contract in May, it should be accompanied by your first payment (by check or cash) and a signed void check so we can begin the EFT in June.

Please note that the EFT for FY families will be charged on or near June 1. Some FY families may prefer to submit their May check early in the month to avoid two closely scheduled payments.

School Year (SY) – 9 payments (including your May check)

August, September, October, November, December, January, February, March

Full Year (FY) – 12 payments (including your May check)
June, July, August, September, October, November, December, January, February, March, April

Full Year Modified (FYM) – 9 payments (including your May check)

August, September, October, November, December, January, February, March

Plan B: Payment in full with cash or check at the time you return your contract and no later than May 20, 2011 for FY.

SY and FYM families: Please submit your signed contract with first month's payment by May 20, 2011. The remaining balance indicated on your contract will be due no later than August 10, 2011.

Please note that your child cannot begin school until the first payment and void check for first EFT has been received and cleared by the JCC Finance Department.

Declined EFT or insufficient funds

If your financial institution declines your EFT or if a check is returned for insufficient funds, we will assess a \$25 fee. This fee must be paid within seven days with cash or check submitted at your school or sent to Accounts Receivable, JCCGB, 333 Nahanton Street, Newton, MA 02459. Fees cannot be added to your tuition balance for EFT.

Late payment or non-payment

If for any reason you anticipate that you may fall behind on your payment plan, please speak with the Accounts Receivable Manager right away.

If you are using EFT and you have a declined payment you will receive an email from our Finance Department and will have seven days to make your payment. For fastest processing, payments should be mailed directly to Accounts Receivable, JCCGB, 333 Nahanton Street, Newton, MA 02459, 617-558-6509. Please include your child's name and school name with your payment. Accounts more than one month past-due are referred to the office of the Director of Early Learning for immediate collection.

In the event that you are not able to make adequate arrangements to pay your tuition and/or cannot stay on an agreed-upon payment schedule, the JCC reserves the right to discontinue services for your child. Whenever possible, we allow for two weeks notice so that we can create a transition experience that is respectful and meaningful to your child and family.

Additional charges

Payment for one-time additional services, such as special events, challah purchases, extra hours (not in original contract) or vacation care is expected in cash or check at time of service and is not added to the overall tuition balance for EFT. Please pay these charges at your school office.

Sharing payment obligations

Only one contract is generated per child. Additional payment guidelines are available for families who are divorced, separated or have multiple payers. Please contact the Accounts Receivable Manager at 617-558-6509.

Statements

Regular statements are not sent. However, you may receive a statement if you have non-tuition charges for additional hours, enrichment or other services. If you need a summary of charges for dependent care tax purposes, please check the request box on your contract and the Finance Department will prepare one for you.

International enrollment

If you are moving from overseas and will not have an American bank account in time for the first May payment, please contact the Accounts Receivable Manager at 617-558-6509 to make an alternate arrangement before May 20, 2011.