

**JCC OAKLAND AFTERSCHOOL 2018-2019 SCHOOL YEAR**  
**Enrollment Agreement**

**Contact Information**

Child's Name:	Parent's/Guardian's Name:	Parent's/Guardian's Name:
Child's Birth Date:	Home Address:	Home Address (if different):
Sibling's Name (if applying for sibling discount):  Sibling attends JCC <input type="checkbox"/> Preschool <input type="checkbox"/> Afterschool <input type="checkbox"/> Club J	City, State, Zip:	City, State, Zip (if different):
	Work Phone:	Work Phone:
	Home Phone:	Home Phone (if different):
	Cell Phone:	Cell Phone:
	Email: <input type="checkbox"/> Primary contact email address for electronic school communications. (check both if desired)	Email: <input type="checkbox"/> Primary contact email address for electronic school communications. (check both if desired)

**Program Selection**

**JCC OAKLAND AFTERSCHOOL**

**The School Year Program begins Monday, August 27, 2018 and ends Friday, June 14, 2019.**

Number of days per week in the Program:

- 3 Days
- 4 Days
- 5 Days

School that Child Attends:

- \_\_\_\_\_
- JCC Van Transportation (Cornell, Marin, Oceanview only)

If fewer than 5 days, please designate which days your child will be attending:  Monday  Tuesday  Wednesday  Thursday  Friday

Tuition and Fees are set forth in the Fee Schedule on page 6. Families have the option to pay in a single installment or ten monthly installment payments (see Section 2 on the following page). See Section 21 on page 4 for financial assistance opportunities. If your child is a new student (or a returning student and you wish to make any changes), then you must complete and return to us a completed Payment Form (see Section 22 on page 4).

**JCC OAKLAND AFTERSCHOOL 2018-2019 SCHOOL YEAR**  
**Enrollment Agreement**

Welcome to the Afterschool Oakland program (“Afterschool Oakland”). Afterschool Oakland, a program of the Jewish Community Center of the East Bay (“JCC”), offers care for children in K - 5<sup>th</sup> grade, starting from the last school bell (which is approximately Monday, Tuesday, Thursday, Friday 2:45 p.m. and Wednesday 1:30 p.m.) until 6:00 p.m. You are enrolling your child for the **2018-2019 school year**, which begins on Monday, August 13, 2018, and ends on Friday, May 30, 2019.

By enrolling your child in **Afterschool Oakland**, you agree to the following terms and conditions. Please read the following carefully.

1. **Tuition.** Tuition rates for **Afterschool Oakland** are set forth on the Fee Schedule on page 6. You are responsible for the tuition selected regardless of the number of days in the month, vacation, missed days or holiday closures. There are no refunds or adjustments for missed days, regardless of reason (e.g., sickness, vacation, suspension, etc.). Although it may be possible to change your child’s schedule or withdraw from Afterschool (see sections 10 and 11 below), you may not suspend payment during the course of the year. **The Afterschool Oakland program is for the entire 2018-2019 school year and, subject to sections 10 and 11 below, you are committing to pay the entire annual tuition and fees.**

2. **Manner of Payment.** The following options are available for paying the annual tuition. If more than one person is paying the tuition, both must use the same option.

**Single Payment Option.** Payment of annual tuition may be made in a single payment by check, no later than July 15, 2018. Participants selecting the single-payment option are entitled to a 5% discount on tuition, but **are not refundable.**

**Ten Installment Option.** Payment of the annual tuition may be made in ten (10) monthly payments by credit card (VISA, MasterCard, American Express, Discover) or Electronic Check (Bank Draft). Payment by check is not allowed for the ten-installment option. If you select the ten-installment option, you authorize the JCC to charge your credit card or draw a draft against your checking account, as applicable, on each of the 10 monthly installment due dates: Jul 5., Aug. 5, Sep. 5, Oct. 5, Nov. 5, Dec. 5, Jan. 5, Feb. 5, Mar. 5, and Apr. 5.

If for any reason your check, bank draft, or credit card payment is declined, a \$25 Refused Payment Fee will be added to your bill and you will be contacted at the email address you have provided on Page 1. If you do not resolve the matter by the 25<sup>th</sup> of the applicable month, an additional \$25 Late Fee will be added to your bill, and if your account is not current by the end of the month, **Afterschool Oakland** reserves the right to deny attendance and/or terminate your child’s enrollment in the program unless other payment arrangements have been made.

3. **Deposit and Registration Fee.** Along with your completed Enrollment Agreement, you must provide, for each child you are registering, a \$200 deposit, membership fee based on family status and a \$50 Registration Fee (if not already paid). Payment of these three amounts is required to reserve a place for your child in the Afterschool program. The Registration and Membership Fees are non-refundable. The deposit will be refunded at the completion of the school year, assuming all balances have been settled. **THE DEPOSIT WILL BE FORFEITED FOR ANY WITHDRAWAL BEFORE THE END OF THE SCHOOL YEAR. THERE ARE NO EXCEPTIONS TO THIS POLICY.** If we attempt to refund your deposit in good faith but we are unsuccessful, after 6 months we will treat that deposit as a donation.

4. **Multiple Payers.** If responsibility for paying tuition and fees is shared by two parties, then each party is responsible for the full amount. The percentage each party is agreeing to pay in this Agreement is for billing convenience. If either party does not pay its share of tuition and fees when due, then JCC may, in its sole discretion (i) charge the other payer (by credit card or bank charge, as applicable) for the unpaid amount, or (ii) suspend or terminate your child’s participation in the **Afterschool Oakland** program.

**Note to Parents with Third Party Payers (Bananas, 4C, etc.):** As part of **Afterschool Oakland’s** financial aid program, certain third party donors have agreed to contribute to the tuition of certain participants. Even if a third party has agreed to pay part or all of your fee, it remains ultimately your responsibility to ensure that the all tuition and fees are paid, and you are responsible for any amount not covered by the third party. You must complete the Payment Form(s) so we can charge any fees not covered by a third party. **Initial**

5. **Specialty Classes and Additional Programs:** **Afterschool Oakland** provides, for an additional fee, vendor-led enrichment classes (*chugim*), drop-in days, and full-day programs when schools are closed (School’s Out), including winter and spring vacation programs. Pre-enrollment is necessary for these special programs through your online account. The tuition rates for **Afterschool Oakland** do not include these additional programs, and activity and other fees may be required to be paid at the time of your child’s enrollment in these programs.

6. **Transportation to Afterschool Oakland.** The manner in which students are transported from their school to Afterschool Oakland will depend on the particular school that the child is attending. Most students are either picked up and walked from the school to the program by JCC staff or are dropped off by district school bus. However, students attending Cornell, Marin and Oceanview must either sign up for

JCC Van transportation (at additional cost – see the Fee Schedule) or the parent must make alternate arrangements to get the child to the program. If you are not using JCC or school provided transportation, times for arrival must be approved by the program director.

7. Late Pick Up: Afterschool Oakland closes at 6:00 pm Monday – Friday, and all child care ends at this time. For each minute after 6:00 pm that you do not pick up your child, you will be charged \$2 for each minute from 6:00 pm to until 6:20 pm, and \$5 for every minute thereafter. **Initial**

8. Program Schedule. At the commencement of the school year, you will be provided with a calendar showing the dates on which the Afterschool Oakland program is not open. Please note that there are a few dates on which the Afterschool Oakland Program is open, even though the JCC will be closed. In the event that we need to make any changes to the schedule after the beginning of the school year, we will strive to provide you with as much notice as possible of the change. However, if a closure occurs due to an unexpected event, such notice may be limited, or none at all.

9. Schedule Changes: If you wish to change your child's schedule, then a Schedule Change Form must be submitted to the Assistant Director of Afterschool Oakland for approval. A Schedule Change Form is needed for any change in the designated days of the week your child is attending the program, or any increase or decrease (but not below 3) in the number of days per week your child is attending the program. We require a minimum of 15 days' notice to reduce your schedule. Increasing or changing your schedule are subject to availability and require the approval of the Assistant Director, which approval may be granted or withheld in the JCC's sole discretion (if approved for an increase, the change can take place as soon as approved). Tuition will be adjusted and pro-rated as appropriate when such changes are made. There is a \$25 administrative charge for any schedule change. **Initial**

10. Early Withdrawal: If you wish to withdraw your child from the Afterschool Oakland program, then a Schedule Change Form must be submitted to the Assistant Director of Afterschool Oakland. The deposit will be forfeited for any withdrawal before the end of the school year. In addition, if you are paying by monthly installment, you will be responsible to pay, and agree to pay, the next two scheduled monthly installment payments after the date the withdrawal notice is received. (If we receive notice of withdrawal in writing on or before the 5<sup>th</sup> of the month, you will be responsible for the installment payment due on the 5<sup>th</sup> of the current month as well as the installment payment due on the 5<sup>th</sup> of the following month. However, if we receive notice after the 5<sup>th</sup>, you will be responsible for the installment payment due on the 5<sup>th</sup> of the following two months.) If you have prepaid for the year, it will not be refunded (see above, Paragraph 2). **There are no exceptions to this policy.** **Initial**

11. Termination: The JCC believes that a positive and constructive working relationship between the Afterschool Oakland program, its participants and their families is essential. Accordingly, we reserve the right to, at any time, terminate the enrollment of your child, or to decline to offer re-enrollment to your child, if, in our sole discretion, the child is deemed not an appropriate fit for the program, or we decide that your actions or inactions or those of any other adult affiliated with the child and/or the child's family, prevent a positive working relationship or interfere with the program. Unless otherwise agreed by the JCC, if your child's enrollment is terminated by the JCC the deposit will be forfeited. If you are paying by monthly installment, no refund will be provided. If you are paying by the single payment method, the JCC will refund to you your prepaid tuition, after deducting the amount you would have paid had you been paying by monthly installment. **Initial**

12. JCC Membership: The Afterschool Oakland Program is a service of the JCC of the East Bay for its members. Therefore you are obligated to maintain membership in the JCC for the period in which your child is enrolled in the Afterschool Oakland Program, and if you fail to do so, the JCC reserves the right to terminate your child's participation in the Afterschool Oakland program. Your membership in the JCC may be maintained through your online account. Membership must be renewed annually.

13. Rules and Policies. You agree to abide by all rules and policies of Afterschool Oakland, as stated in the Parent's handbook or in other written materials provided to you, understanding that these rules and policies may change from time to time. **Initial**

14. Unpaid Balance: No returning student will be permitted to begin Afterschool Oakland with an unpaid balance (e.g., tuition, late charges, camp or other charges) from the prior year. During the program, if your account is not current at the end of each month, Afterschool Oakland reserves the right to deny attendance and/or terminate your child's enrollment in the program unless other payment arrangements have been made.

15. Licensing Forms. In order for your child to attend the Afterschool Oakland program, you must complete and return to us certain state-required licensing forms. Copies of these forms are provided with this agreement.

16. Health Insurance. You understand and agree that it is your responsibility to carry accident or medical coverage for your child. **Initial**

17. Consent for Medical Treatment. In the event of an emergency or non-emergency situation requiring medical or dental treatment, you hereby grant permission for, and authorize the JCC as your agent to consent to, any and all medical and dental care to be administered to your child, until such time as you or the designated emergency contact can be contacted. This permission includes, but is not limited to, the administration of first aid, the administration of an epinephrine auto-injector, the use of an ambulance, and any x-ray, examination, administration of anesthesia, treatment and/or surgery under the recommendation of qualified medical or dental personnel. You authorize JCC staff members to transport your child in a personal vehicle in case of a medical emergency. You further authorize the JCC to release your child's personal information necessary for medical or insurance purposes. **You hereby release and hold harmless the JCC and its agents, directors, officers, employees, representatives and affiliates (the "Released Parties") from any and all claims and liability for medical or dental aid rendered, including any claims and liability arising out of the negligence or any other act or omission by the Released Parties,** and you understand that you are responsible for all medical or dental expenses incurred for such aid. **Initial**

18. Photo/Video Consent and Release. You hereby give the JCC your consent to use, modify, reproduce, distribute, display and publish photographs, video, audio and other images or recordings or quotations of your child (collectively, the "Child's Likeness"), both during and after your child attends the Afterschool Oakland program, in the JCC's external publications, on the JCC's website and social media pages, and in other materials, in any media (including, but not limited to, print, electronic or the Internet), for marketing, promotional, fundraising, advertising or any other purpose as deemed appropriate by the JCC, without notification to, or review or approval by your child or you, and without additional consideration to your child or you. The JCC is not responsible for third party use of digital material that is copied or used without JCC consent. **Initial**

If you wish to withdraw this Photo/Video Consent, you must send an email expressly withdrawing consent to the Assistant Director. Please understand that regardless of whether you give consent, the JCC reserves the right to use the Child's Likeness in internal and non-commercial uses (such as displays in the classroom, internal publications, etc.)

19. Notices. Any notice required by this Agreement will be sufficiently given if delivered by electronic mail addressed as follows or to such other address of which the parties have given notice in accordance with this Section:

To the JCC, to Amoy Brock, Director, at amoyb@jccceastbay.org

To Parent(s)/Guardian(s), to the email address designated on page 1 of this Agreement as the primary contact.

20. Enforcement of Obligations. You are liable to the JCC for any costs, including, but not limited to, attorneys' fees, incurred by the JCC in the collection of the amounts due under this Agreement.

21. Financial Assistance: We strive to make our programs accessible to individuals and families from all backgrounds. We may offer financial assistance to those who may not be able to afford to pay full fees. Please indicate below if you wish to receive financial aid information and a financial aid application. You will be directed via email to a website to log on and complete the financial aid process. Applications are due by May 1, 2018.

Please check this box if you want to receive a Financial Assistance Application.

22. Payment Form. Whether your child is a new student or a returning student you must complete and return to us the Payment form attached hereto. If more than one person is paying, then each Payer must complete a separate Payment Form.

## SIGNATURE PAGE

To secure a space for your child for the 2018-2019 school year, please sign in to your [Ultracamp account](#) to complete your registration, including your nonrefundable \$50 Registration Fee, \$200 deposit, and non-refundable Membership Fee.

Please sign this Agreement (keep a copy for your records) and return the signed original with your deposit to:

Amoy Brock at [amoyb@jccceastbay.org](mailto:amoyb@jccceastbay.org)

Or

Mail to Amoy Brock at:  
JCC East Bay  
1414 Walnut Street  
Berkeley, CA 94709

### I have included:

- Enrollment Agreement (remember to initial in all places where indicated)
- State Licensing Forms
- Payment Form (for each Payer)
- Voided check (if using Bank Draft payment method)

### Your child's spot is not secured until the JCC has received each of these items.

I have read and accept the terms and conditions of this Enrollment Agreement and agree to enroll my child in the Afterschool Oakland program for the 2018-2019 school year in accordance with such terms and conditions.

Parent/Guardian

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Parent/Guardian (*required if more than one parent/guardian*)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

I represent and warrant that I am the sole parent or legal guardian of my child (*required if only one parent/guardian*)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

**JCC OAKLAND AFTERSCHOOL 2018-2019 SCHOOL YEAR**

**Monthly Fee Schedule**

Ten Installments per year

We recommend that you keep a copy of this Agreement for your records.

<b>School Schedule</b>	<b>Parent Pick Up Time</b>	<b>3 days</b>	<b>4 days</b>	<b>5 days</b>
<b>Kindergarten:</b> Montclair, Thornhill, Malcolm X, Le Conte	6:00pm	\$482	\$567	\$632
Chabot, Malcolm X, Manzanita Seed, Montclair, Peralta, Sequoia, , Thornhill, Glenview, Le Conte, Francophone	6:00pm	\$411	\$459	\$506
<b>JCC Van Transportation</b>		\$134	\$164	\$203
<b>JCC Van Transportation - Francophone</b>		\$174	\$213	\$264

**Additional Charges:**

- An annual, non-refundable **\$50 Registration Fee per child** is required to hold your child's space. (Must be paid Online)
- An annual **\$200 Program Deposit per child** is required to hold your child's space. This deposit will be refunded at the completion of the full school year, assuming all balances have been settled. (Must be paid Online)
- An annual **JCC of the East Bay Membership** per family is required and non-refundable. \$250 Family Membership or \$175 Single-Parent Membership. (Must be paid Online)

**Discounts:**

- 5% sibling discount on each child's tuition (not Van Transport)
- 5% discount on Prepayment of 10 monthly payments, check only (**Prepayments are non-refundable**)

**JCC OAKLAND AFTERSCHOOL 2018-2019 SCHOOL YEAR**

**Payment Form for New Students or Change of Payer Information**

Directions: Fill in ALL areas & **select a payment method**. Sign and date this page.

Child's Name: \_\_\_\_\_

Payer's Name: \_\_\_\_\_

(Name associated with bank or credit account of financially responsible party)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Select Payment Method:**

**SINGLE PAYMENT BY CHECK:** 5% discount applies. If you choose this option the JCC will contact you with the total amount due. If two parties are responsible, this option is only available if both agree to this method. **I understand that Single Payments will not be refunded or pro-rated if I withdraw or reduce the number of days of service. I understand that I will get a separate, additional monthly invoice if I choose to add days of service. Checks must be received no later than July 15, 2018. Please make checks payable to The Jewish Community Center of the East Bay.** \_\_\_\_\_ **Initial**

**BANK DRAFT METHOD:** By selecting this method, I give authority to the Jewish Community Center of the East Bay to draw drafts against my checking account for payment of tuition. The JCC East Bay is authorized to draft my account for payment until authority is revoked. You must attach a "VOIDED" check. Ten (10) monthly installments, on: Jul 5., Aug. 5, Sep. 5, Oct. 5, Nov. 5, Dec. 5, Jan. 5, Feb. 5, Mar. 5, and Apr. 5. Bank Draft payments may take several days to show up in your account. Remember to record the amount in your checkbook monthly; the JCC is not responsible for overdraft or bounced check fees.

Name of Bank or Financial Institution: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

**CREDIT CARD METHOD:** By selecting this method, I give authority to the Jewish Community Center of the East Bay to charge my credit card for payment of tuition. The JCC East Bay is authorized to charge my card for payment until authority is revoked. The JCC accepts payments by VISA, MasterCard, American Express, Discover. Contact the JCC if your card number or expiration date changes. Ten (10) monthly installments, on: Jul 5., Aug. 5, Sep. 5, Oct. 5, Nov. 5, Dec. 5, Jan. 5, Feb. 5, Mar. 5, and Apr. 5. Payments may take several days to post to your account.

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Payer: \_\_\_\_\_ Date: \_\_\_\_\_

**Multiple Payers.** Please check one of the following:

I am the only Payer.

I am sharing payment responsibility with \_\_\_\_\_ (Payer #2).

My portion of payment to charge: \_\_\_\_\_ % (0% to 100%)

Payer #2's portion of payment to charge: \_\_\_\_\_ % (0% to 100%) (these two percentages must add up to 100%)

Payer #2 must complete a separate Payer #2 Payment Form.

**JCC OAKLAND AFTERSCHOOL 2018-2019 SCHOOL YEAR**

**Payment Form for New Students or Change of Payer Information for Payer #2**

(Required only if payments are paid by two different parties)

Directions: Fill in ALL areas & select a payment method. Sign and date this page.

Child's Name: \_\_\_\_\_

Payer's Name: \_\_\_\_\_

(Name associated with bank or credit account of financially responsible party)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Select Payment Method:**

**SINGLE PAYMENT BY CHECK:** 5% discount applies. If you choose this option the JCC will contact you with the total amount due. If two parties are responsible, this option is only available if both agree to this method. **I understand that Single Payments will not be refunded or pro-rated if I withdraw or reduce the number of days of service. I understand that I will get a separate, additional monthly invoice if I choose to add days of service. Checks must be received no later than July 15, 2018. Please make checks payable to The Jewish Community Center of the East Bay.** \_\_\_\_\_ **Initial**

**BANK DRAFT METHOD:** By selecting this method, I give authority to the Jewish Community Center of the East Bay to draw drafts against my checking account for payment of tuition. The JCC East Bay is authorized to draft my account for payment until authority is revoked. You must attach a "VOIDED" check. Ten (10) monthly installments, on: Jul 5., Aug. 5, Sep. 5, Oct. 5, Nov. 5, Dec. 5, Jan. 5, Feb. 5, Mar. 5, and Apr. 5. Bank Draft payments may take several days to show up in your account. Remember to record the amount in your checkbook monthly; the JCC is not responsible for overdraft or bounced check fees.

Name of Bank or Financial Institution: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

**CREDIT CARD METHOD:** By selecting this method, I give authority to the Jewish Community Center of the East Bay to charge my credit card for payment of tuition. The JCC East Bay is authorized to charge my card for payment until authority is revoked. The JCC accepts payments by VISA, MasterCard, American Express, Discover. Contact the JCC if your card number or expiration date changes. Ten (10) monthly installments, on: Jul 5., Aug. 5, Sep. 5, Oct. 5, Nov. 5, Dec. 5, Jan. 5, Feb. 5, Mar. 5, and Apr. 5. Payments may take several days to post to your account.

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Payer: \_\_\_\_\_ Date: \_\_\_\_\_

I am sharing payment responsibility with \_\_\_\_\_ (Payer #1).

My % of payment to charge: \_\_\_\_\_ (0% to 100%)

Payer #1's % of payment to charge: \_\_\_\_\_ (0% to 100%) (these two percentages must add up to 100%)