



Beth Shalom Early Learning Center

5915 Beacon Street
Pittsburgh, PA 15217
412.421.8857



Hilary Yeckel
Director

Seth Adelson
Rabbi

Robert Gleiberman
Executive Director

ENROLLMENT and WAIT LIST PRIORITY ORDER

1. Currently Enrolled
2. Siblings of currently enrolled children of members of Congregation Beth Shalom.
3. Siblings of currently enrolled children (not Congregation Beth Shalom Members)
4. Children of members of Congregation Beth Shalom.
5. Children of at least one Jewish parent.
6. All other children.

If a family is not yet expecting a child, they may make a deposit to hold a spot on the wait list. However, you will not be considered for a spot in the classroom until you are expecting.

DEPOSIT

Beth Shalom ELC requires a non-refundable deposit of \$200 to enroll your child. This deposit will be applied to total tuition cost once a classroom spot is accepted. The deposit is not refunded if a spot in the class does not open or if a spot in the class is offered but declined. The deposit would still apply to a future placement in an older classroom as long the child remains on the wait list.

POLICY FOR OLDER INFANTS THROUGH PRE-K

If a delayed start date is desired a spot in a class can be held as long as no one is on the wait list. The total tuition is calculated on a prorated basis, based on the child's start date. That figure is divided by the number of months of attendance based on the start date. The initial payment is due August 1st, regardless of the child's start date. Payments will resume the month after the child's start date and run through the end of the program year. A family is responsible for any increase in tuition due to a program change based on the effective date of that change.

Example:

A family wishes to begin attendance in January of any given year. After the total tuition/fees figure is calculated it is divided by the seven payment dates the child is in attendance, January through July. The first month is payable on August 1st. The next payment does not have to be made until February of that school year. If you choose



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to make additional monthly payments prior to your child attending so future payment will be less, you can call Dale in the Accounting Department to set up the payment plan.

If a spot becomes available mid-year, and is accepted, the family will pay tuition prorated from the day the spot becomes available regardless of the child's actual enrollment date. If the child does not enroll at the agreed upon date, the tuition will not be returned. The child will be placed at the bottom of the wait list if the family continues to desire eventual enrollment.

When a child is on the wait list, if a spot is refused but the family still wants the child to eventually enroll in the ELC, the spot will be offered to the second child on the wait list and the first child will be placed at the top of the wait list. If the family is offered a spot a second time and refuses it, the child is moved to the bottom of the wait list.

POLICY FOR YOUNGER INFANTS

The same enrollment and wait list priority order applies. When all other things are equal, spots are filled based on the date the deposit was made (first come, first serve). **All families must identify their baby's start date for the coming school year by April 30 of the prior academic year to hold a spot.** If a child's start date is not the first day of the program year, the tuition will be prorated based on the number of weeks the child is in our care and is subject to a minimum tuition of \$10,000.00. Tuition payments, will begin August 1st and continue on the first day of each month thereafter. If the 1st of the month falls on a weekend or holiday the payment will be processed the next business day. In the event of a miscarriage, any money paid would be refunded.

Families should contact the ELC office as soon as possible if they no longer desire a spot in the classroom.

ENROLLMENT TIMELINE

First Quarter of the Calendar Year: Enrollment forms go out to currently enrolled families and to families on the wait list, including the coming year's tuition rates. Families re-enrolling a child or a sibling must submit the enrollment form and a deposit to secure a spot in the future year's class. If no form is submitted, a space is not guaranteed. Families on the wait list do not need to submit a new enrollment form or deposit.



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Sometime between March and April: The ELC office will contact families on the wait list to let them know if there is an open spot in the classroom.

Admission continues on a rolling basis.



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