



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.

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.

If the first family is offered a spot a second time and refuses, they will be moved to the bottom of the wait list.

All families must identify their child's start date for the upcoming school year by April 30 of the current academic year to hold a spot.

Families should contact the ELC office as soon as possible if they no longer desire their child to attend.

**In the event of a miscarriage all monies paid will be refunded.

POLICY FOR DELAYED START

If a delayed start date is desired a spot in a class can be held as long as the room is not full. 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 first month 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. **If the delayed start date is postponed the enrollment agreement will be terminated and the first month payment will be forfeited. A new agreement based on the new start date will be established and**



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will require another first month payment. Enrollment must be no later than February 1st of any given year. Tuition will be calculated starting on February 1st even if the delayed start date is later in the year. As with the initial agreement payments will resume the month after the child's start date and run through the end of the program year. All deposits/payments made to Beth Shalom are non-refundable**.

Example: (figures are rounded for estimating purposes only)

A family wishes to begin attendance in January of any given year. Total tuition/fees is \$14,000 with seven months of payments required. The first payment of \$2,000.00 is payable on August 1st. The next \$2,000.00 payment is not due until February of that school year.

If a spot becomes available mid-year, it will be offered to the first family on the wait list. That family can either have their child attend immediately or delay enrollment to a future date provided they assume the first payment requirements. If they cannot start immediately or do not want to accept the first payment requirements, the second family on the wait list will be offered the spot. The family who declined the spot will remain at the top of the wait list. The first payment will be due upon acceptance of the classroom spot with the payments resuming the month after the child begins attending.

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, space is not guaranteed. Families on the wait list do not need to submit a new enrollment form or deposit.

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.