



Office Use Only:

Start date _____
Deposit information: Check # _____
Cash _____
Cost per week _____
Number of weeks _____

Indianapolis Hebrew Congregation Early Childhood Center
6501 N. Meridian St., Indianapolis, IN 46260
(317) 254-2186
2021/2022 ENROLLMENT

\$200 check must be submitted with form

This form must be returned at least 2 weeks prior to the week you want your child to begin
Please complete a form for each child

Child's Name _____ Date of Birth _____

Parent/Guardian(s) Name _____
(Adult 1) (Adult 2)

Home Address _____
(Street) (City) (Zip)

Email Address (1) _____ (2) _____

Cell Phone (1) _____ (2) _____

Affiliation: Are you a member of IHC? _____
Wish to be contacted for membership information? _____
Do you or anyone in the household consider yourself Jewish? _____

Have you had a child previously enrolled? Yes ___ (Name) _____

Please circle the appropriate age and program for your child.

Only one schedule with at least 3 days may be chosen

Academic Year: August 16, 2021-May 21, 2022

	Pre-School 8:45-12:45	Pre-School Plus 8:45-3:00	Extended Care 7:45-5:45
12-24 months	M, T, W, Th, F	M, T, W, Th, F	M, T, W, Th, F
Two's	M, T, W, Th, F	M, T, W, Th, F	M, T, W, Th, F
Three's	M, T, W, Th, F	M, T, W, Th, F	M, T, W, Th, F
Pre K	M, T, W, Th, F	M, T, W, Th, F	M, T, W, Th, F
KDG	N/A	M, T, W, Th, F	M, T, W, Th, F
*requires 5 day		*requires 5 day	*requires 5 day

Add Early Care to 8:45-12:45 or 8:45-3 program _____

Add After Care to 8:45-3:00 program _____



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ECC Tuition Payment Selection One payment form per family

Child/Children's Name(s) _____
(Last name) (First Name)

Parent/Guardian(s) Name(s) _____
(Last name) (First Name)

Please choose your payment option:

Payment by Check

- I want to pay by check
 - One check to pay in full by August 5
 - Two equal check payments due August 5 & December 5 (*Total Fees divided by 2*)

Automatic Payments by ACH

- I want to make automatic payments from my checking account (please attach a voided check)
 - One ACH payment on or about August 5
 - Ten ACH payments beginning on or about August 5 (*Total Fees divided by 10*)

I/We authorize Indianapolis Hebrew Congregation to initiate debit entries to my/our checking account indicated below, and for the bank or credit union named below to debit the same account as specified. This authorization is to remain in full effect until I/we withdraw or change it in writing.

Name: _____ Bank/Credit Union: _____
(As listed on Bank Account)

Bank Routing # _____ Individual Account # _____

Signature: _____ Date: _____

Automatic Payments by Credit Card: *expiration date must be after April 2022*

- I want to pay by credit card: **3% processing fee applies**
 - One credit card payment on or about August 5
 - Ten credit card payments beginning on or about August 5 (*Total Fees divided by 10*)

Name As It Appears on Credit Card: _____

Credit Card #: _____ Expiration Date: _____ Security Code: _____

Billing Address of Card Holder: _____
(Street) (City) (State) (Zip Code)

I authorize Indianapolis Hebrew Congregation to charge my credit card as indicated above.

Signature: _____ Date: _____



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Note: The terms and conditions below are an integral part of your agreement with IHC-ECC, and enrollment of your student(s) is conditioned upon your acceptance of these terms (evidenced by your signature on the enrollment form). These terms supplement any other applicable terms and conditions including but not limited to the Plan to Return to School and the Parent Handbook.

- All programs require a 3 day/week minimum with the exception of Kindergarten which requires 5 days.
- New students enrolling after the school year has begun must submit paperwork at least 2 weeks in advance of their start date, along with the first 2 weeks of tuition.
- Changes to schedules after the start of the school year must be submitted in writing two weeks prior to the effective date of the change. IHC-ECC runs in two sessions: school year and summer camp
 - 1st change per session is \$100
 - 2nd change per session is \$200
 - 3rd change per session is \$500
- A late pick-up past assigned program, respectively, will be assessed a fee of \$5 for the first five minutes and \$25 dollars for every 5 minutes after. Repeated tardiness may result in your student no longer being allowed to attend (without refund).
- Except as set forth in the COVID-19 exceptions section and the Early Withdrawal section below, you are enrolling the student(s) indicated for the entire school year program, commencing on the first day your student(s) attends IHC-ECC. Subject to the exceptions for COVID-19 specified below, you expressly acknowledge and agree that your payment obligations run for this entire period and auto-payments will not be terminated until the year is paid in full. Reductions are not granted for absences, including illness, vacation, holidays, weather, or any other event or emergency that requires full or part-day closings.
- COVID-19 Exceptions to No Tuition Reduction Policy: Covid-19 presents unique, difficult circumstances for our families, staff, and greater community. As a result, given potential financial hardships, we have decided to create an exception to our standard no tuition reduction policy.
 - Short-term Closures: If a classroom or IHC-ECC suspends in-room sessions for a period of fewer than two weeks, no credits or refunds will be given.
 - Mid-term Closures: If a classroom or IHC-ECC suspends in-room sessions for a period of greater than two weeks, families will receive a 50% tuition credit for every paid week beyond the first two weeks.
 - Long-term Closures: If IHC-ECC remains closed longer than two months, families will be credited in full for any tuition paid for any part of the period of closure thereafter. Credit



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will be issued to your family's account for the applicable timeframe, which may be refunded if not used for future enrollment, or the credit may be donated back to IHC-ECC.

- Early Withdrawal: If you need to withdraw from IHC-ECC, we appreciate as much advance notice as possible. We require a minimum of four weeks' notice, given to the Director, to receive a refund of any fees paid beyond your child's last day. Absent unusual circumstances and approved from IHC's Executive Director, if you wish to re-enroll during the same session, a new registration fee will be required, as will payment for the missed period of time.
- If starting school after the year has begun, the first payment is due at least one week prior to the Monday of your student's start date (with such payment pro-rated for the period) and the remaining payment dates will be as described below, with the total number of payments fewer than 10 based on the start date. If you have chosen 10 installment payments by ACH or Credit Card, payments will be run on or about the following dates:

August 5th
September 5th
October 5th
November 5th
December 5th
January 5th
February 5th
March 5th
April 5th
May 5th