

# Application Form

August 18, 2025 – August 5, 2026

## INFANT, TODDLER CARE, THREES AND PRE-K

Full Day: 7:30 am-5:15 pm • Threes Half Day: 8:30 am-12:30 pm • Pre-K Half Day: 8:30 am-2 pm

### FAMILY INFORMATION

<b>Parent 1</b> Full Name				Primary Phone		Business Phone	
Address				City		State	Zip
Email for All School Communication				Birth Date <i>(for ID purposes)</i>		Synagogue Affiliation	
<b>Parent 2</b> Full Name				Primary Phone		Business Phone	
Address				City		State	Zip
Email for All School Communication				Birth Date <i>(for ID purposes)</i>		Synagogue Affiliation	
Family Status	Married Divorced	Separated Partners	Single Widowed	Parent Custody	Parent 1 Parent 2	Both Parents Other _____	
Emergency Contact Name				Relation to Child		Cell Phone	
Person with Permission to Pick up My Child				Person with Permission to Pick up My Child			
Person with Permission to Pick up My Child				Person with Permission to Pick up My Child			
How Did You Hear About Us?	Family Member Email Communication	Website Friend: who? _____			Social or print ad: where? _____		

### CHILD 1 Preferred Start Date \_\_\_\_\_

First Name		Last Name		Gender	Birth Date	Age <i>(as of 8/18/25)</i>
<b>Infant Care</b> <i>8 weeks &amp; up</i>	<b>Toddler Care</b> <i>18 months and up</i>	<b>Threes</b> Half Day <i>3 by 8/18/25</i>	Full Day	<b>Pre-K</b> Half Day <i>4 by 8/18/25</i>	Full Day	

### CHILD 2 Preferred Start Date \_\_\_\_\_

First Name		Last Name		Gender	Birth Date	Age <i>(as of 8/18/25)</i>
<b>Infant Care</b> <i>8 weeks &amp; up</i>	<b>Toddler Care</b> <i>18 months and up</i>	<b>Threes</b> Half Day <i>3 by 8/18/25</i>	Full Day	<b>Pre-K</b> Half Day <i>4 by 8/18/25</i>	Full Day	

### CHILD 3 Preferred Start Date \_\_\_\_\_

First Name		Last Name		Gender	Birth Date	Age <i>(as of 8/18/25)</i>
<b>Infant Care</b> <i>8 weeks &amp; up</i>	<b>Toddler Care</b> <i>18 months and up</i>	<b>Threes</b> Half Day <i>3 by 8/18/25</i>	Full Day	<b>Pre-K</b> Half Day <i>4 by 8/18/25</i>	Full Day	



#### INTERNAL USE ONLY

BK \_\_\_\_\_

TR \_\_\_\_\_

ST \_\_\_\_\_

L \_\_\_\_\_

F \_\_\_\_\_

# MANDEL JCC EARLY CHILDHOOD POLICIES

- A.** To obtain Mandel JCC member rates, members must have an annual Frequent Family membership at the time enrollment begins and must extend through the 2025-26 school year.
- B.** By signing below, you are obligated to your individualized payment plan. In the event that you withdraw your child for any reason other than relocating more than 30 miles from The J, the following penalties will be assessed:
  - **For Half Day** – \$500 if child is withdrawn on or before June 28, 2025. \$750 if child is withdrawn between July 1, 2025 and July 31, 2025. These penalties are in addition to the non-refundable deposit and the non-refundable \$150 registration fee. Your credit card or checking account on file will automatically be charged these amounts.
  - **For Full Day** – \$1,000 if child is withdrawn on or before June 28, 2025. \$1,500 if child is withdrawn between July 1, 2025 and July 31, 2025. These penalties are in addition to the non-refundable deposit and the non-refundable \$150 registration fee. Your credit card or checking account on file will automatically be charged these amounts.
- C.** In the event that your child is withdrawn due to relocating more than 30 miles from The J, the following will apply:
  - Your tuition will be pro-rated and you will pay for only the time your child was enrolled and in attendance.
  - The deposit and registration fee remains non-refundable.
  - Thirty days' notice must be given to avoid a penalty of \$1,000 being automatically charged to your credit card or checking account on file.
- D.** If your child does not complete the school year at The J's recommendation, you are obligated to pay for the time your child was enrolled. A refund will be issued for any amount paid over the tuition owed after the non-refundable deposit has been applied. Registration fee remains non-refundable.
- E.** Registrations will only be processed with full payment or deposit and payment plan for remaining balance.
- F.** Participant's account must be in good standing in order for this registration to be processed.
- G.** School fees are NON-TRANSFERABLE.
- H.** There is a \$25 fee for insufficient funds using check or credit card.
- I.** In the event of an emergency, I authorize the Preschool Directors or the Mandel JCC staff to act for me according to their best judgment. I understand that payment for medical services is solely the family's responsibility.
- J.** A completed and signed medical form must be received prior to the student's first day.
- K.** Your child's name, address and phone may be released to other students as part of a school roster.
- L.** Student's photo may be used for publicity purposes and learning documentation.
- M.** The Mandel JCC is not responsible for loss or damage to student's property during the school year. Children are not to bring valuables to school.
- N.** Your credit card will be charged \$1 a minute if you are late picking up your child.

## PAYMENT PROCEDURE

Once your child's application has been approved, you will receive an email from Kathy Newman, [knewman@mandeljcc.org](mailto:knewman@mandeljcc.org), indicating that it is time to pay the non-refundable \$150 registration fee.

A payment link will be included in the email as well as the date payment needs to be made in order to reserve your child's spot. The credit card that you use for the

registration fee will be stored in your account and will be used by the Mandel JCC to charge a \$1,000 non-refundable deposit.

This credit card will also be used to set up a payment plan for the remaining balance consisting of monthly payments. Your \$1,000 deposit will be put toward your last two payments.

All students registered for Early Childhood programs must have this registration form signed by both guardians. The registration form must be signed by both legal guardians unless one of the primary caregivers has sole custody as so ordered by the court. A copy of the custody papers may be requested by the Mandel JCC Department of Fiscal Services. The Mandel JCC accepts MasterCard, Visa, American Express or Discover credit cards or EFT for tuition payment.

Families whose account is not in good standing may not attend any Mandel JCC Early Childhood Center programs without written permission from the Mandel JCC's CFO. Failure to comply with this agreement could result in termination of services. To obtain the Mandel JCC member rate, member must have an annual Frequent Family membership throughout the school year.

## MUST BE SIGNED BY ALL LEGAL GUARDIANS

Parent Signature

Date

Parent Signature

Date

## Submission of Signed Application Form

### Hand Deliver:

Mandel Jewish Community Center of Cleveland  
26001 S. Woodland Road, Beachwood, OH 44122  
Attn: Early Childhood Department

### Email To:

[knewman@mandeljcc.org](mailto:knewman@mandeljcc.org)

