



# Beth Ami Community Nursery School

4676 Mayette Avenue, Santa Rosa, California 95405 • phone (707) 360-3030 • fax (707) 360-3031  
*Formerly Santa Rosa Jewish Community Center Nursery School*

## ENROLLMENT and AUTHORIZATION for PAYMENT For 2015-2016 School Year

- I. PLACEMENT GUARANTEE PAYMENT:** By **May 15, 2015** a non-refundable payment must accompany this contract in the amount of \_\_\_\_\_ (10% of CORE school year tuition). This amount will be applied to the last month of tuition at Beth Ami. The deposit will be forfeited for withdrawal prior to the end of the school year. If you have applied after May 15, the placement guarantee is due 30 days after your application is turned in.
- II. TUITION PAYMENT PLANS:** Two tuition payment plans are available.
- PAYMENT IN FULL:** Beth Ami offers two options for paying in full. A 3% discount is available to families paying tuition in on or before August 1, 2015. Families enrolling or paying tuition after August 1, 2014 are not eligible for the discount. **THERE ARE NO EXCEPTIONS.**
  - INSTALLMENT PAYMENT BY CREDIT/DEBIT CARD:** Annual tuition will be paid in monthly installments through a credit/debit card. Monthly payment will be automatically charged to your credit/debit card on the 15<sup>th</sup> of each month that a payment is due. Tuition payments will be deducted for nine months, beginning August 15<sup>th</sup> through April 15<sup>th</sup>.
- III. TUITION PAYMENT FOR ENROLLMENT AFTER August 1, 2015:**  
Families enrolling after August 1, 2015 will need to make a pro-rated tuition payment by check **prior to** the first day of school. If the start date is not yet set when you receive your contract, please let the Director know the date you wish to start. You will then receive information regarding the amount of the pro-rated tuition. Regular credit card installments may begin the following month.



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- IV. INSUFFICIENT FUNDS/LATE PAYMENT:** If your credit/debit card is declined, there will be a charge of \$25. The card will be charged again on the 16<sup>th</sup> of the month, with the additional charges. If your account is not current by the last day of the month in which an installment is due, you may be asked to withdraw your child from school. Should your account remain delinquent, you will be responsible for reasonable attorney fees and collection costs. It is your responsibility to update the office with new numbers and expiration dates as soon as possible to avoid this situation.
- V. EARLY WITHDRAWAL:** Thirty Days written notice is required when a child withdraws from our program. Notice of withdrawal must be provided in writing and sent via US mail attention Nursery School Director, 4676 Mayette Ave., Santa Rosa, CA 95405 or by email to NS@BethAmiSR.org. Tuition will still be charged for the period from the date of enrollment until 30 days after the withdrawal period. The space reservation fee is not refundable regardless of the time or reason for the child's withdrawal.
- VI. DEPARTMENT OF SOCIAL SERVICES:** Pursuant to state licensing requirements, the Department of Social Services of the State of California has the right to review children's files, including all forms submitted by parents.



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## ENROLLMENT CONTRACT

I/We agree to enroll my/our child(ren), \_\_\_\_\_  
in the BACNS program for the 2015-2016 school year for \_\_\_\_\_ days a week, at a  
total tuition cost of \$\_\_\_\_\_ for the school year.

I have read and accept the terms and conditions of the preceding agreement (Items I-VI).

I/We select the following tuition payment plan:

- Payment in FULL (with a 3% discount by August 1, 2014)
- Monthly installment payments by credit/debit card on file

To pay in installments, please complete the credit card information sheet at the end of the agreement. **This must be done each school year.** Tuition charges are done on the 15<sup>th</sup> or the first business day after the 15<sup>th</sup> of the month. Extended care charges are done on the 1<sup>st</sup> or the first business day after the 1<sup>st</sup> of the month that will be used.

Please sign this agreement, **make a copy for your records**, and return the original to:

Beth Ami Community Nursery School  
4676 Mayette Ave  
Santa Rosa, CA 95405

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

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

Child's Name (please print): \_\_\_\_\_



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## *Credit/Debit Card Information*

Type of Card to be charged:

- Visa
- MasterCard

Name on card: \_\_\_\_\_

Mailing address for card: \_\_\_\_\_  
\_\_\_\_\_

Credit/Debit Card Number: \_\_\_\_\_

Exp date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

I hereby authorize Congregation Beth Ami to charge my account on the 15<sup>th</sup> of each month and pay the monthly installment for the annual tuition in which I am enrolling my child. I understand that for enrolling my child \_\_\_\_\_ days per week the annual tuition is \$\_\_\_\_\_ and – after subtracting the 10% placement guarantee that I paid – will be divided into 9 equal payments of \$\_\_\_\_\_. In addition, I understand that there may be additional charges for late pick up, extended care, uncompleted parent work hours and other incidentals.

This authority shall remain in full force and effect until tuition and fees are paid in full. A record of charges will appear on my monthly statement provided by my card company. This statement will serve as a receipt. BACNS is authorized to make adjustments or entries to correct errors. There will be an additional \$25 charge to my card, plus any late fees, if automatic payment is declined. **If there is any change to my account, I agree to notify BACNS immediately.** I understand that I may need to provide alternative payment until new account information takes effect.

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

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

Child's Name (please print): \_\_\_\_\_

Please visit our website at: [www.bethamir.org/education/nurseryschool](http://www.bethamir.org/education/nurseryschool) for all your Nursery School needs  
A school of Congregation Beth Ami and a grantee of the  
Jewish Community Federation of San Francisco, the Peninsula, Marin and Sonoma Counties