



January 23<sup>rd</sup>, 2017

Dear Sarfan Center Families,

Thank you for entrusting your children to the Sarfan Center and for the time and effort you make to support our school.

Registration for the Mayer and Dorene Sarfan Early Childhood Center for the 2017-2018 school year is now open for current students and siblings for current students. Attached you will find the registration form. Fill out and update the information, sign and date the bottom of the form.

Due at the time of registration is a \$200 non-refundable application fee per family plus the first installment of the total tuition. There is an online payment option available at [www.ujcvp.org](http://www.ujcvp.org) Your child will NOT be automatically reenrolled to Sarfan Center without your returning this attached form to the Sarfan Center.

Please return your application fee as soon as possible. On February 1<sup>st</sup> registration will be open to new families. Our spaces are limited and we will not be able to hold space for your child unless we receive your form.

The Sarfan Center is very fortunate to have parents that recommend us and most of our new families come from you. Please share with prospective families that our Sarfan Center Open House for new applicants will be held on February 1<sup>st</sup> from 10am to Noon. If that is not a convenient time, please ask them to call our office and schedule a tour.

As always, thank you for your cooperation.

Carmela Malkin Kuhn  
Education Director

Jennifer Meyers  
Jewish Program Director

Naioki Wood  
Education Assistant

Aime Clinkenbeard  
Education Assistant



# Sarfan Early Childhood Center

401 City Center Blvd Newport News, VA 23606

(757) 930-1422 [www.ujcvp.org](http://www.ujcvp.org)



## 2017-2018 Application

Child's Name \_\_\_\_\_  
 Last First Middle  
 Address \_\_\_\_\_  
 Street City State Zip  
 Phone # to list on roster \_\_\_\_\_ Email to list on roster \_\_\_\_\_  
 Home Phone \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_  
 Parent 1: Name \_\_\_\_\_ Address: \_\_\_\_\_  
 Cell \_\_\_\_\_ work #/other \_\_\_\_\_ Email \_\_\_\_\_  
 Workplace Name and Address: \_\_\_\_\_  
 Parent 2: Name \_\_\_\_\_ Address: \_\_\_\_\_  
 Cell \_\_\_\_\_ work #/other \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Workplace name and address: \_\_\_\_\_

Preschool Options	Tuition	Before Care	Total Tuition – School Calendar Year
<b>2-year-olds</b> 9 AM – 12 PM	2 Days: \$2050 3 Days: \$2550 5 Days: \$3500	Before Care at 7 AM: \$1350 After Care to 3 PM: \$2250 After Care to 6 PM: \$4000	\$8850 - Full Day: 5 Days-7AM-6PM
<b>3-year-olds</b> 9 AM – 12 PM	\$3250	Before Care at 7 AM: \$1350 After Care to 3 PM: \$2250 After Care to 6 PM: \$4000	\$8600 – Full Day: 5 Days-7AM-6PM
<b>4-year-olds</b> 9 AM – 2 PM	\$4400	Before Care at 7 AM: \$1350 After Care to 6 PM: \$2500	\$8250 – Full Day: 5 Days-7AM-6PM

**Tuition can be paid in 10 installments and must be paid in full by May 1<sup>st</sup>.**

**Required at Time of Registration:** Enclosed is a NON-REFUNDABLE \$200 application fee per family plus first installment of total tuition per child. Check are made payable to the United Jewish Community - Total tuition includes tuition fees plus before and after care charges. Online payment options are available at [www.ujcvp.org](http://www.ujcvp.org)

Amount \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

**By the first day of school, we must receive the following.**

Copy of Insurance Card \_\_\_ Copy of Birth Certificate \_\_\_\_\_ School Entrance Health Form \_\_\_ Tuition Payment \_\_\_\_\_

**Emergency contacts in the event we cannot reach you:**

Name	Phone #	Relationship
Name	Phone #	Relationship

Children will only be released to parents/guardians, emergency contacts or names below after verification of ID.

Name	Phone #	Name	Phone #
Name	Phone #	Name	Phone #
Name	Phone #	Name	Phone #

People NOT authorized to visit or pick-up your child. If it is a parent who has a legal right, any court order document must be on file.

Name \_\_\_\_\_ Relationship to child (if any) \_\_\_\_\_

**Please circle:** Single    Married    Separated\*    Divorced\*    \* A custody agreement is required to be on file.

Child lives with: \_\_\_\_\_

Other adults living in the home: \_\_\_\_\_

Number of Children in the Family \_\_\_\_\_

Sibling Names	Birth Date	Age	Grade	Gender	Name of School
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Affiliation with synagogue (please circle): Adath Jeshurun, Congregation Emet v'Or, Rodef Sholom, Temple Beth El, and Temple Sinai. Unaffiliated or I identify myself as Jewish, or Other \_\_\_\_\_.

Please list all allergies that are relevant to preschool: \_\_\_\_\_.

Please list any medications that the child takes on a regular basis, medical diagnosis, any potential problems or unusual aspects of the child's life that might affect his/her performance at school or that we should be aware of. \_\_\_\_\_

**Physician and Hospital Information:**

For major medical emergency, 911 will be called. For a minor injury, a child will be transported by a UJC employee to Riverside Regional Medical Center unless otherwise specified. Please list the medical and dental contacts.

Family Physician Name	Practice	Address	Phone Number
Dentist's Name	Practice	Address	Phone Number
Child's Insurance	Subscriber Name	Policy #	Phone Number

If you are able to occasionally be a classroom substitutes, please list below:

Name \_\_\_\_\_ Circle availability M T W Th F

## Sarfan Early Childhood Center Terms and Agreements

All prior financial obligations to the United Jewish Community must be fulfilled before registration is accepted.

- Application Fee:** \$200/ family – Plus the first installment payment.
- Tuition:** Your tuition can be divided up to 10 installments with the first installment due upon registration and the final payment paid no later than May 1<sup>st</sup>.
- Delinquent Account:** Tuition received after the 10th day of the month will incur a \$10 late fee. A \$35 fee will be assessed to a member's account for each occurrence of a returned check, direct checking debit or credit card payment. Accounts for which payments have not been received within thirty (30) days of service will be considered delinquent. The UJC will make initial attempts at collection via phone call or written request. We will allow reasonable response time to resolve the delinquent balance. If initial attempts do not resolve the balance, or we receive no response to related requests, we will send the delinquent account to collections, and your child will not be able to return to school until the matter is resolved.
- Transportation and Field Trip Permission:** My child(ren) has/have permission to be transported by bus and or van provided by Preschool for field trips and off campus activities. I understand that the children will be supervised and accompanied by preschool staff at all times.
- Photograph and Video Permission:** Children at the Sarfan Early Childhood Center may occasionally have their photo, name, image or likeness used for UJC publications (including our website and newsletter) and promotions (including articles, radio or television entities.) and for publicity purposes. The UJC has my permission to do this.
- I hereby request that the above named child be enrolled in the Sarfan Early Childhood Center for the school year of 2017-2018. I understand I have an obligation for the full tuition for the program(s) I have selected for my child, regardless of his or her attendance. I understand that in the event of a vacation or illness or any other prolonged absence from the school, the tuition must be paid in full. No refunds are provided. I understand that returning this registration form to the office with the non-refundable deposit will register my child for the 2017-2018 school year.
- I understand and accept full financial responsibility for all fees and payments related to participating in the Sarfan Early Childhood Center program including all school fees and before care and after care fees if selected. I understand I will receive a copy of the preschool handbook the first week of school and will abide by the information and rules.
- Enrollment in the Sarfan Early Childhood Center entitles you to participate in all membership activities at the UJC.

I have read the statements and agree to the above mentioned terms. I agree to adhere to the rules and regulations of the Sarfan Early Childhood Center.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_