



## Beth Shalom Early Learning Center

5915 Beacon Street  
Pittsburgh, PA 15217  
412.421.8857  
bethshalompreschool.com

Jennifer Slattery  
*Director*

Seth Adelson  
*Rabbi*

Debby Firestone  
*President*

### **ENROLLMENT and WAIT LIST PRIORITY ORDER**

1. Siblings of currently enrolled children of members of Congregation Beth Shalom.
2. Children of members of Congregation Beth Shalom.
3. Siblings of currently enrolled children (not members of Congregation Beth Shalom).
4. Children of teachers at the Early Learning Center and employees of Congregation Beth Shalom.
5. Children of at least one Jewish parent.
6. All other children.

If a family is not yet expecting a child, they may put down a deposit to hold a spot on the wait list but they may not hold a spot in the classroom.

### **DEPOSIT**

Beth Shalom ELC requires a nonrefundable deposit of \$200 to enroll your child. This deposit will be applied to total tuition cost. The deposit is not refunded if a spot does not open or if a spot opens and the spot is declined. The deposit would still apply to a future placement in an older classroom as long the child remains on the wait list.

### **POLICY FOR OLDER INFANTS THROUGH PRE-K**

At the time of enrollment for the coming academic year, a spot in a class can be held for a **maximum of 90 days** after the start of the school year as long as no one is on the wait list. All payments begin August 1 on a prorated basis, regardless of a child's start date. Payments will be determined based on the hours a child is signed up for when s/he starts. If a family signs up for fewer hours before a child starts and then increases the hours when the child starts, the family will be responsible for the cost difference dating back to August 1.

If a spot becomes available midyear, but the family wants to delay the child's start, the family will pay tuition prorated from the day the slot becomes available. If the child does not enroll at the agreed upon date, the tuition will not be returned. The child will be placed at the bottom of the wait list if the family continues to desire eventual enrollment.

When a child is on the wait list, if a spot is refused but the family still wants the child to eventually enroll in the ELC, the spot will be offered to the second child on the wait list and the first child will be placed again at the top of the wait list. If the family is offered a spot a second time and refuses it, the child is moved to the bottom of the wait list.

### **POLICY FOR YOUNGER INFANTS**

The same enrollment and wait list priority order applies. When all other things are equal, spots are filled based on the date the deposit was made (first come, first serve). All families must identify their baby's start date for the coming school year by March 31 of the prior academic year to hold a spot. There is a minimum annual tuition for the young infant room of \$10,000.00. Tuition payments, based on the days and hours of enrollment, will begin in August. In the event of a miscarriage, any money paid would be refunded. Families must contact the ELC office within two weeks after the baby's birth to confirm and guarantee a spot on the wait list. Failure to do so may jeopardize the baby's enrollment or necessitate placement on the wait list. Families should contact the ELC office as soon as possible if they no longer desire a spot in the classroom.

### **ENROLLMENT TIMELINE**

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

End of March: 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.