

# Gan Jewish Day Care Center

2901 Campus Rd. Brooklyn, N.Y 11210  
(718) 338-7575

## Terms and Policies:

- Registration Fee is non refundable
- A full payment of ten months starting from September till June is needed. Tuition is a one yearly payment.
  
- If a child is absent from school due to sickness, vacation or any other reason, a full payment must be still be made.
- If a child leaves in the middle of the month, there is no refund for that month.
- If a child leaves the school for any reason, a parent needs to notify the school a month in advance and there will be no obligation for the parent after the 30 days for any payments.
- If a child was absent for 30 days, the child loses his spot in the classroom, unless the parent calls and makes the proper payments.
- Tuition must be paid in the following manners: 10 signed post dated checks made out to the 1<sup>st</sup> of each month from September through June, or a credit card transaction form must be submitted before the start of the new school year.

The appropriate check or credit card will be processed in the first of the month. If you wish to pay by cash, you may do so on the 30<sup>th</sup> or 31<sup>st</sup> of the month before and you will then receive your check back. Checks should be made out to Gan Inc.

- In order to save your child a spot for the different programs that we offer, deposits are required. For mini camp winter and spring, Summer camp, and registration for the following school year. There is no responsibility for the Gan to automatically save your child's spot.
- Early drop off 8:00-9:00, afterschool 4:00-6:00 and Fridays 12:30-3:00 or 4:00, must be paid separately.
- No child is allowed to stay without paying the fee.
- Parents must make sure to submit their child's updated medical form, lunch form and allergy card and any updated information.

**I have read and agreed to all the following information above:**

Childs Name: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

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

Thank you for your cooperation  
Sincerely, Gan Staff