

# UNITED HEBREW SCHOOLS

## REGISTRATION INFORMATION

### Summer Edition

1. Registration will open on May 3<sup>rd</sup>. Forms are available at the school office and through email and our website. We will be able to answer any questions about registration during these times.  
Mondays – Thursday 9:00 a.m. – 4:00 p.m.  
Fridays – 9:00 a.m. – 3:00 p.m.

2. In order for your registration to be processed, you must review/return the following materials to the school office:

- School Enrollment Forms
- Emergency Information Form  
\*(one time only-update only in future years)
- Family Information Form  
\*(one time only-update only in future years)
- Policy Signature Form  
\*(one time only-update only in future years)
- Medical and Special Needs Form  
(fill out only if needed)
- Payment (to: United Hebrew Congregation)  
Check or on-line credit card payment receipt  
\*You may establish automatic checking/savings withdraw or  
automatic credit card payment by filling out special form with a  
\$100 deposit.

***Your synagogue dues and any past fees must be current for your school registration to be processed.*** If you have a financial hardship please contact the Executive Director, Bob Gummers, to work out a suitable arrangement.

3. Enrollment constitutes a financial obligation for the entire school year; no refunds or end to automatic payments will be given since we hire teachers and order books and supplies based on registration numbers. These are non-refundable expenses for the school.
4. Fees are determined by expenses related to books, materials, and special programs. All United Hebrew members help to subsidize the cost of religious and Hebrew education through their annual commitment. Your long-term commitment to United Hebrew ensures that each generation takes care of ensuring the education of the youngest generation. If you are able, please consider adding a contribution to your total to help assist those families whose financial situation does not allow them the ability to pay for their child's religious education.
5. Registration materials, with payment, were due **no later than June 15, 2011 to avoid late fees.** This is necessary in order to hire teaching staff, order supplies, books and to cover any additional costs. Books and supplies are ordered by this date along with issuing teacher contracts. ***A \$30.00 processing/late fee will be added for any forms received after June 15, 2011 and a \$60.00 processing/late fee will be added to all forms received after July 15, 2011. The late charge applies to those who are members of the congregation as of these dates, not to new members.***

6. You will receive classroom assignments in mid-August. Any changes in classroom assignments will not be made until after the first two weeks of school. If you have requests for classroom assignments, please include them on your registration form, and return by June 15<sup>th</sup>. We cannot guarantee any placements, but will take two requests per child into consideration. We also have included a space for you to offer some insight to your child's learning style so that we may place them in the best class for them.

### **ADDITIONAL SCHOOL INFORMATION**

1. Religious School and Sunday Hebrew begin the week of Sunday, September 11, 2011. Tuesday Hebrew School begins on Tuesday, September 6, 2011. Chai School (8<sup>th</sup> – 12<sup>th</sup> grade) 1<sup>st</sup> quarter classes begin on September 11, 2011.

2. **Religious School** for K-6<sup>h</sup> grade will be held on Sundays from 9:00a.m. – 11:00 a.m. 7<sup>th</sup> grade classes will be held on Sundays from 11:15 a.m. to 1:15 p.m.

**Hebrew School** will be held on Sundays from 11:15 a.m. – 12:55 p.m. and on Tuesdays from 4:30 p.m. – 6:00 p.m. Students in Aleph and Bet Hebrew (1<sup>st</sup> and 2<sup>nd</sup> year of Hebrew) may choose either day to attend. Students in Gimmel and Dalet Hebrew (3<sup>rd</sup> and 4<sup>th</sup> year of Hebrew) attend Sundays and Tuesdays. Sundays' classes allow for individualized work, while Tuesdays is the regular class session. (\*Sunday classes run ten minutes longer because of the fewer number of sessions on Sunday as compared to Tuesday).

**Chai School classes** for 8<sup>th</sup> – 12<sup>th</sup> grade students will be held on Sundays in two blocks. The first block runs 11:15 – 12:10 p.m. and the second from 12:20 – 1:15 p.m. Our courses run on the quarter system. Students are required to take four courses each year. Pre-registration for the courses is required. Community Service and Community Engagement Hours are also required.

This program is geared toward the specific needs and learning styles of our post-B'nai Mitzvah students, while still addressing the desire for students to continue their Jewish education.

3. Now with information gathered from our Family Information Form, we will be able to know what public/private/day school our students attend. With this information, we can assist you with helpful information in regard to setting up carpools. Please contact us in August if you are interested in this information for Tuesday Hebrew school.