



Torah School of Greater Washington

Welcome to our school!

***In Our
17th Year of
Academic
Excellence***

2010 Linden Lane
Silver Spring, MD 20910
Phone: 301-962-8003
Fax: 301-962-9755
www.torahschool.org

ADMINISTRATION

Headmaster

Rabbi Yitzchak Charner

Secular Studies Principal

Julie Malka

Executive Director

Zev Teichman

BOARD OF DIRECTORS

President

Raanan Shames

Vice Presidents

Gary Goodman

Scott Hillman

Howard Sabrin

Treasurer

Abe Zwany

Secretary

Jodi Mailman

Directors

Joan Dasher

Hon. Jack Delman

Sammy Franco

Sam Garfield

Menachem Gottlieb

Rabbi Avrom Landesman

Eric Namrow

Rabbi Eliyahu Reingold

Baruch Wertenteil

We thank you for the trust you are placing in us by registering your child at the Torah School. We remain committed to working together with you to provide the exemplary *chinuch* for which the Torah School is known. In this packet, you should find:

1. A letter from Rabbi Charner.
2. A letter from Raanan Shames, President of the Board of Directors.
3. *Registration Application*.
4. *Registration and Tuition Worksheet / Financial Agreement and Terms and Conditions* (double-sided goldenrod sheet).
5. *Submission Checklist* (yellow sheet).

Please note: Incomplete packets will not be processed. To be accepted, your returned forms must include a fully completed registration form (both sides), Registration and Tuition Worksheet / Financial Agreement (both sides), and full payment of all registration fees, as calculated on the *Registration and Tuition Worksheet* (goldenrod sheet). Should you have any questions about the registration process, please contact the school's executive director, Mr. Zev Teichman, at 301-962-8003 x2311 or via email at zreichman@tsgw.org.

Admission and Financial Policy

The Torah School of Greater Washington is a Torah Umesorah affiliate founded to serve families from all segments of the Greater Washington community. We welcome students without regard to the affiliation, background, or degree of religious practice in the home, and we are open to students, faculty, and administrative staff of any race, color, and national or ethnic origin.

Admission to our school is open to all children of the Jewish faith, as defined by the *Halachah*. Kindergarten applicants must be 5 years old by September 1, 2011, and First Grade applicants must be 6 years old by September 1, 2011. Acceptance of all new applicants is based upon a personal interview and an evaluation of appropriate placement. Where warranted, formalized testing will be required by the Headmaster for entrance to the school. Continued attendance in the Torah School is dependent upon the maintenance of satisfactory academic and behavioral standards. Please note that all financial arrangements for 2011-2012 must be completed before a youngster may begin the new school year. Limited tuition assistance may be available to families with demonstrated need without regard to race, color, and national or ethnic origin. For more information regarding tuition assistance, please see *Financial Agreement and Terms and Conditions* (goldenrod sheet), included with this letter.

Please mail your completed forms to:

Mr. Zev Teichman – Executive Director
Torah School of Greater Washington
2010 Linden Lane
Silver Spring, MD 20910



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February 14, 2011

Dear Parents:

On behalf of the Board of Directors of the Torah School, I would like to take this opportunity to welcome all of our new parents and their children to the Torah School, together with our many returning families. As always, we gratefully appreciate the trust you have placed in us and look forward to working closely with you throughout the school year as we forge together a close partnership in the education of your children.

On January 25th, 2011, our Board of Directors approved the school's budget for the coming academic year, including an increase of 3% in tuition levels, which is the lowest in many years. Many factors were considered in setting these levels, including the continuing financial pressures we all may be facing, our ability to maintain and improve our fundraising efforts, and, of course, meeting our payroll. Our goals for the coming year include improving our financial posture, while maintaining our school's high educational standards, both in *Judaic* and secular studies.

If you have any questions about the registration process, please do not hesitate to contact our Executive Director, Mr. Zev Teichman, at 301-962-8003 x2311. Thank you again for allowing us the privilege of educating your children.

Very truly yours,

Raanan J. Shames
President, Board of Directors



CHECK _____

AMOUNT _____

DATE RECEIVED _____

REGISTRATION APPLICATION 2011 - 2012

We need a separate form for each child registered at the school to place in his/her individual file.

STUDENT INFORMATIONChild's Last Name _____ Gender M or F **(circle one)**

Child's English Name _____ Please call my child _____

Child's Hebrew Name **(please write in Hebrew)** _____

Date of Birth (English) _____ (Hebrew) _____

Home Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Entering Grade K 1 2 3 4 5 6 **(circle one)****FAMILY INFORMATION****Father**

(circle one)

Rabbi _____

Dr. _____

Mr. _____

Home Address _____

Home Phone # _____

Cell # _____

Occupation _____

Work Phone # _____

E-Mail Address _____

Mother

(circle one)

Mrs. _____

Dr. _____

Ms. _____

Home Address _____

Home Phone # _____

Cell # _____

Occupation _____

Work Phone # _____

E-Mail Address _____

 Please include my e-mail address on any lists used by TSGW for parent notifications.

Please remember to provide us with any changes to the above information.

SIBLINGS

Name _____ Age _____ School Attending _____

Name _____ Age _____ School Attending _____

Name _____ Age _____ School Attending _____

Name _____ Age _____ School Attending _____

PREVIOUS SCHOOL EXPERIENCE

School Attended _____ Grade(s) _____

School Attended _____ Grade(s) _____

We would also appreciate hearing about any special skills and/or hobbies that you or your friends or relatives may have that may be of interest or benefit to the school/school program._____

We offer before school (for Kindergarten students) and after school day care for an additional charge. Please check (✓) if your child will require either.

_____ Morning (Kindergarten) Day Care _____ After School Day Care Until _____ PM
(available until 5:15)

The following releases are required for your child's attendance in our school.

Medical Attention Release - 2011 - 2012

To whom it may concern:

I hereby authorize the official staff of the Torah School of Greater Washington to obtain medical attention for my child, _____, in the event of an emergency. This includes the right to execute any waivers and/or releases required by a doctor or hospital that I, as the child's parent, have the right to execute.

My child's special medical circumstances, if any, are listed below. (Please include any allergies to medicines or other special medical needs or circumstances you want called to the doctor's or hospital's attention. If none, please enter "none" below.)

Medical insurance carrier _____
Identification Number _____ Group Number _____

Date: _____ Parent's Signature: _____

Field Trip Permission Form - 2011 - 2012

To whom it may concern:

I hereby give my permission for my child, _____, to travel by car or bus or to walk to any official school field trips during the 2011-2012 school year and agree that the school, its teachers or officials, and any parents accompanying the class shall not be liable for any damage or injury that my child may sustain during the trip.

PLEASE CIRCLE: My child does / does not require a booster seat in a car and/or bus.

Date: _____ Parent's Signature: _____

Gemach or Pizza Lunch Permission Form - 2011 - 2012

I authorize the school to provide my child, _____, with a Gemach or pizza (only available on pizza days) lunch if he/she:

- forgets or loses his/her pizza lunch ticket(s)
- forgets to bring his/her lunch from home.

I agree to reimburse the school for the cost of these lunches.

Date: _____ Parent's Signature: _____

If you have any questions regarding our lunch program, please contact the school office.

Please check if any of the following apply:

| | | | |
|-----------------------|--|---|--|
| <i>Cholov Yisrael</i> | | Hearing Aid | |
| <i>Yoshon</i> | | Dietary restrictions (Please give details.) | |
| <i>Pas Yisrael</i> | | Allergies (Please give details.) | |
| Glasses | | Other (Please give details.) | |

Date: _____ Parent's Signature: _____

We include grandparents in our mailing list. Please include names and addresses below.

| Paternal Grandparents | | Maternal Grandparents | |
|-----------------------|--|-----------------------|--|
| Name | | Name | |
| Address | | Address | |
| City, State, Zip | | City, State, Zip | |

I give permission for the picture of my child, _____, to be used in any public relations material for the Torah School of Greater Washington, whether it is in printed form or on the website.

Date: _____ Parent's Signature: _____

Registration and Tuition Worksheet 2011-2012 School Year

Registration Fee Schedule

The registration fee is \$400 per child (\$275 if paid by March 15, 2011). This fee is non-refundable.

| Service | Cost (per child) | Qty. | Total |
|---------------------------|------------------|-------|-------|
| Early Registration Fee | \$275 | | |
| Standard Registration Fee | \$400 | | |
| Total | ----- | ----- | |

Tuition Schedule

We request that all families, whether paying full tuition or applying for tuition assistance, consider adding an extra \$40/month for two tickets to the annual banquet. Banquet support is crucial to the success of our school.

| Service | Cost (per child) | Qty. | Total |
|---------------------------------|------------------|-------|-------|
| Tuition for Kindergarten | \$11,440 | | |
| Tuition for Grades 1-6 | \$12,190 | | |
| Supply Fee | \$25 | | |
| Activity Fee* | \$125 | | |
| Sibling Discount** | ----- | ----- | |
| Two Banquet Tickets (Optional) | \$400 | ----- | |
| Total | ----- | ----- | |

* Reduced from \$150 based on funding from Maryland Non-Public School Student Textbook Program.

** The sibling discount is calculated as follows:

(Total number of full-tuition students – 1) multiplied by -\$200 = Sibling Discount

Special Educational Services:

- \$125/month for daily (4 times per week) sessions; prorated amount for fewer sessions
- \$60 for referral packet to county

After-School Day Care: \$8.50 per child per hour

Choir: (for those who participate) \$100 for the entire year

Scrip: Families paying full tuition may earn up to \$150 per child in the form of a tuition credit through purchases of scrip: 3% of scrip purchases (up to \$5,000 per child) can be used as a credit against tuition for the 2011-2012 school year.

(For accounting purposes, please note the total cost per pupil – including registration, supply, and activity fees – is \$12,615 in grades 1-6 and is \$11,865 in kindergarten.)

< Please complete both sides. >

Financial Agreement and Terms and Conditions

2011-2012 School Year

In consideration of your application, the Torah School of Greater Washington holds a space, engages faculty, and commits to certain expenditures. The enrollment of your child(ren) at the school, therefore, constitutes a contractual agreement between you and the school. Please note that:

1. Submission of registration materials and/or signatures on this document constitutes an agreement that all financial obligations to the school, as delineated in the Tuition Worksheet, will be met.
2. Release of report cards, transcripts, and school records is conditional upon the payment of all accounts.
3. Students may not remain in school without a payment policy that has been approved by the School.
4. All families must be enrolled in the FACTS Management automatic tuition collection program; no exceptions may be made to this rule.

Please select your payment option:

FACTS REENROLLMENT – Pursuant with the FACTS Management agreement, the Torah School will reenroll your family and set up 10 monthly deductions through FACTS. Please note, the first debit on all FACTS contracts will occur in August, 2011. This option may only be selected if all of the following criteria are met:

1. You currently have an active FACTS contract with the Torah School.
2. You currently are having FACTS draw funds from a bank account (not from a credit card).
3. You want to pay your 2011-2012 tuition in 10 monthly payments.

If any of the above criteria are not met, please choose the option below.

NEW FACTS CONTRACT – I will pay the full amount of tuition and fees through the FACTS system in one, two, or 10 payments. I understand that I will receive an invoice from FACTS with online enrollment instructions in mid-June, and, at that time, can choose a payment schedule and a bank account or credit card from which tuition payments will be drawn. (FACTS will assess a fee to those families choosing to pay by credit card.) Please note that the payment schedules from which you can choose are as follows:

- Option 1: Tuition will be paid in one payment in August, 2011.
Option 2: Tuition will be paid in two equal payments in August, 2011 and January, 2012.
Option 3: Tuition will be paid in 10 equal payments, August, 2011 through May, 2012.

Tuition Assistance

Tuition assistance is available to families with demonstrated need.

The deadline for applying for tuition assistance is May 5, 2011.

We cannot guarantee that late and/or incomplete applications will be accepted.

Tuition assistance information is available at www.tsgw.org.

I/We hereby agree to the terms and conditions detailed above:

Responsible Party's Printed Name

Signature

Date

Accepted by the Torah School of Greater Washington

Date

< Please complete both sides. >

**Submission Checklist
2011-2012 School Year**

Did You...

- Complete the *Registration and Tuition Worksheet*?**
- Complete the *Financial Agreement and Terms and Conditions*?**
- Sign the *Financial Agreement and Terms and Conditions*?**
- Make any necessary corrections to the *re-registration application(s)*? (Please check both sides.)**
(for returning students only)
- Fully complete the *registration application(s)*? (Both sides)**
(for new students only)
- Enclose a check for registration fees?**
(\$275 per child if received by March 15, 2011 or \$400 per child if received thereafter.)

Questions?

Please call the Torah School's Executive Director, Mr. Zev Teichman, at 301-962-8003 x2311 with any questions about the registration process.