



Squirrel Hill Clubhouse After-School Program  
 Squirrel Hill Teen Center After-School Program  
 2011-2012 School Year

<b>Official Use</b>
Start Date _____
Program _____
Batch # _____
Acctg. # _____

### 3 Easy Steps to Register

#### STEP 1 — INFORMATION

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

Address \_\_\_\_\_ Grade in Fall '11 \_\_\_\_\_

City/State/Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Membership # \_\_\_\_\_

Parent Name \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent Name \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

#### STEP 2 — PICK YOUR PROGRAM (Please use price guide.)

PROGRAM	# OF DAYS	DAYS OF WEEK	AMOUNT
<input type="checkbox"/> Clubhouse	_____ Days	M T W TH F	\$ _____
<input type="checkbox"/> Teen Center	_____ Days	M T W TH F	\$ _____
			T=\$ _____

**MUST BE COMPLETED!**

Child's School \_\_\_\_\_

Dismissal Time \_\_\_\_\_

PM Dropoff Location \_\_\_\_\_

PM Dropoff Time \_\_\_\_\_

#### PLEASE READ PROGRAM and PAYMENT POLICIES

- **A \$150 deposit must accompany registration form for each child.**
- Parent agrees to notify Clubhouse office when child enrolls in or changes classes.
- Each additional sibling receives a \$50 discount on After-School Program fees.
- Membership dues must be current to register for programs. Dues must also be current throughout the length of registered programs.
- Delinquent balances must be paid in full or payment arrangements made before any new registrations are accepted.
- **There is a \$150 fee for early withdrawal from the program. Refunds will not be issued.**
- A \$25 fee is assessed for schedule changes
- **A \$25 fee will be charged to your account for all pick-ups after 6:05 pm**
- Monthly debits are deducted on the 20th of the month, or the following business day should the 20th be a weekend or banking holiday.
- If you pay by monthly credit/debit card, you must notify Member Relations when your card expires, even if the number hasn't changed.
- There is a \$25 service charge on returned checks, declined credit cards or insufficient funds.
- Members' photos and comments may be used for JCC publicity without compensation or prior consent.
- The JCC reserves the right to revoke membership privileges for delinquent accounts or inappropriate conduct.
- Financial assistance is available to those who qualify. For a confidential application, please contact Karen Clarke, Financial Assistance Administrator, at 412-521-8011, ext. 224.
- Holidays and JCC closures are taken into consideration when determining pricing for all After-School Programs.
- There are no substitutions or refunds for missed days. There is a \$30 fee for extra days that are not part of planned schedule.

#### STEP 3 — CHOOSE PAYMENT PLAN, SIGN AND DATE (REQUIRED)

**PAYMENT METHOD (Must be completed at the time of registration)**

**1. PAY IN FULL:**  Check # \_\_\_\_\_ enclosed in the amount of \$ \_\_\_\_\_  Charge the full balance to my debit/credit card listed below.

OR

**2. PAYMENT PLAN**

Deposit  Check # \_\_\_\_\_ enclosed for \$150. OR  Charge my debit/credit card listed below for \$150.

Balance  Charge balance, less deposit, to my debit/credit card in equal installments beginning at start of enrollment and ending May 20.

Debit balance, less deposit, to my checking account in equal installments beginning at start of enrollment and ending May 20  
*(Please include a personal check marked "VOID" with this form).*

Credit card:  Visa  Discover  MasterCard  Amex

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

By signing below, I agree to abide by the policies of the Jewish Community Center of Greater Pittsburgh as outlined in the Membership Handbook, as well as keep my account current and in good standing. I also agree to the terms and conditions as indicated above.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Registration forms and fees should be submitted to the JCC of Greater Pittsburgh Clubhouse Office, Attn: Jayme Vertullo, 5738 Forbes Avenue, Pittsburgh, PA 15217. Questions? Call (412) 521-8011, ext. 852.