



## **Welcome to BJEP / Boston-area Jewish Education Program Enrollment Policies and Information**

### **Enrollment Form**

It's easy! Your child is considered enrolled at BJEP when you have:

1. Reviewed these Enrollment and Program Policies
2. Completed the online enrollment form
3. Signed up for a parent job
4. Completed or scheduled tuition payment(s)
5. Sent a family picture to Mike: [info@bjep.com](mailto:info@bjep.com)

### **Parent Cooperative Jobs**

As a parent cooperative, we rely on each family to help in a small way to run our program each year. Many hands make light work. Parents sign up for at least one BJEP parent cooperative job per student enrolled, and our Director and Board members willing to discuss options. We love - and are very grateful - when we see families take on more than one role and lend their talents in various ways. Serving on BJEP's Parent Board counts as a job, and we are always thrilled to welcome new board members. Consider a role that works best for you, e.g., to learn or refine a new skill, serve as a greeter during an upcoming event, lead or join a committee, lend your talents at a Purim Carnival booth (we offer training too...), or wrap gifts at Henry Bear's Park, to name a few areas.

### **Family Picture(s)**

Help us get to know you! Send us a family picture or two with the names of those pictured by email to [director@bjep.com](mailto:director@bjep.com). We want to get to know you and your family better and to be able to recognize members of your family attending BJEP when you step into our Quad on campus. The pictures are for internal use only and will not be put on social media or used for publicity.

### **Madrichim Teen Program**

BJEP Graduates are encouraged to continue as Madrichim in grades 8-12. Madrichim are an integral part of our classroom communities and are paid a small stipend. They assist classroom teachers, support student learning and provide continuity for the BJEP community. They are required to attend all BJEP sessions and staff development trainings. Get in touch to indicate interest in joining the Madrichim program by contacting our Director at [director@bjep.com](mailto:director@bjep.com).

### **High Holiday Services 2021**

BJEP will hold Family High Holiday Services for Rosh Hashanah (Sept 7, @3pm) and on Yom Kippur (Sept. 16 @3pm). An additional donation is encouraged of \$136 per family. Do invite your friends and family. Your invitation and more information awaits here: [Register here](#).

## **BJEP Annual Fund**

In 2020, BJEP embarked on a listening tour of our community to look for ways to strengthen our program. We recognize the role each of us plays in our community, the importance of connection and supporting each other through such extraordinary and unprecedented events that arrived on our doorsteps in 2020. We invite families to consider making an additional contribution to BJEP that will have an immediate impact on the BJEP program, our teachers and our students, as well as for our Chesed activities that allow us to care for those in the BJEP community and celebrate one another when the moment arises. Note that while tuition is not tax-deductible, contributions above our stated tuition are tax-deductible, consult your tax advisor for additional information.

## **Reserve Your Place Deposit / Tuition Refund Policy**

A non-refundable **and** non-transferable deposit of \$250 *per child* reserves a place in the class. No tuition refunds are granted after the third session of classes.

## **Family Ambassador Referral Incentive Program**

BJEP relies on word-of-mouth and our current families are our best source of referrals. You will receive \$250 refund of your tuition for EACH new student you refer who registers for BJEP for the full year, and attends at least the first three sessions.

## **Payment Options/Our Commitment to you\*\***

- **Check:** Please make check payable to ‘BJEP’ and mail to: BJEP, PO Box 541014, Waltham, MA 02454
- **Credit Card:** Pay by [credit card](#) via PayPal. A \$50 per student convenience fee will be added to tuition. (Yes it’s the page that says Donate to BJEP).
- **Smart Tuition (also called, Blackbaud Tuition Management):** Pay monthly installments via Smart Tuition to spread out from June – Dec 2020. Smart Tuition charges a 2.85% fee for credit card or debit card payments, which is set-up directly with them. There is no fee for payments made through direct bank withdrawals. Smart Tuition also charges a \$50 per family yearly enrollment fee.

\*\*At BJEP we are committed to providing a quality Jewish education for any child - if cost is prohibitive for your family, please reach out to discuss financial aid:

Mike Fishbein, Interim Director of Strategic Growth, [info@bjep.com](mailto:info@bjep.com)

Heather Renetzky, Education Director, at [director@bjep.com](mailto:director@bjep.com)