

## My Academy Preschool

302 w Foothill Blvd Monrovia, Ca 91016 P. (818) 300- 4515

Child's Name (Full Legal Name) \_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_

#### ADMISSIONS AGREEMENT

We, the undersigned, as parents or guardians of \_\_\_\_\_\_ wish to enroll our child in My Academy Preschool. We understand and will abide by the following policies:

# School Hours 7:30 AM to 6:00 PM TUITION

I have enrolled my child in the following program: \_\_\_\_\_\_. The current tuition rate for this program is \$\_\_\_\_\_ per week. I understand that rates are subject to change as conditions may require. I will receive as much advance notice as possible.

#### **PAYMENT OF TUITION**

I understand that tuition is due and payable in advance. The payment of weekly tuition is due on or before the first scheduled day of each week. If payment in full is not received on that day, I understand, and I agree to pay a late fee of \$20.00 per week. I understand that if my account is continuously delinquent, I will be asked to withdraw my child immediately.

#### **CHARGES FOR LATE PICK-UP**

I understand that if my child remains past the scheduled closing time I will be charged, and I agree to pay an additional fee of \$1.00 per minute.

#### CARE HOURS NOT TO EXCEED more than 10 hrs per day (fees will apply) HOLIDAY

I understand that the preschool is closed for the following holidays,

New Years 2 Days	Presidents Day	
Memorial Day	Fourth of July	Labor Day
Thanksgiving 2 Days	Christmas 2 Days	Veterans day

**ABSENCE, ILLNESS, AND VACATION POLICY** Long term absences such as one week or more half the tuition fees are required and shall be paid prior to returning to school.

### CHANGE IN PROGRAM WITH DRAWAL FROM PROGRAM

I understand that I must provide two week's written notice of withdrawal from the program. If written notification is not provided. I agree to pay all fees for the program in which my child was scheduled to attend. I understand that my child will then be automatically withdrawn from enrollment and can only be readmitted based upon space available. If I wish to re-enroll, and additional registration fee will be due.

#### **TERMINATION POLICY**

We have specifications in our contract for a two-week trial period. This gives you, as parents, as well as us, an opportunity to see how your child fits into care here at My Academy Preschool, A Child may be immediately terminated by the school with no notice if it is determined that it is in the best interest of the child, other children in the class, and /or the overall operation of the center. After every effort to correct a problematic situation has been made, the center's inability to meet the child's needs, dangerous or disruptive behavior, or continued violation of school policies by the child or parent

#### DAILY -SIGN- IN

I agree to complete the sign in/out form, including complete signatures, on a daily basis. **RELEASE OF CHILD** 

I understand that my child will be released only to those persons whose names I have listed on the child enrollment card.

#### **ILLNESS GOOD HEALTH**

I understand that I will be notified should my child become ill during the day, and that it will be necessary to make arrangements to have my child picked up as soon as possible after notification

#### Policies & Regulations

1. Admission and acceptance is based one readiness determined by the preschool without regard to color, race, or religion

2. A \$100.00 annual registration fee is required to confirm a child's enrollment in our program. Registration fees are non-refundable.

3. In some cases a child may need to be tested by the staff for placement in the school or in a particular class.

4. <u>It is understood that the school preserves the right to dismiss a child should it find the child is unable to follow the policies of the school.</u>

5. The school requires one week advance notice of withdrawal <u>in writing</u>. If you fail to give the written notice, you will be charged for one weeks tuition.

6. Child care may terminate at will, tuition is non-refundable and due to hold registration for your child.

7. Uniforms are required over Childs shirt, the uniform will be their group color.

#### **Tuition Policy**

Tuition is due in advance, if tuition is not pre-paid the child will not be admitted to school, there are no exceptions. Tuition must be paid in full with no deductions for absence due to illness or holidays. If tuition is not paid in advance, the child will not be admitted to school. If payment in full is not received on that day, I understand, and I agree to pay a late fee of \$20 per week. If the child is absent and tuition is not paid, the child's enrollment spot will be lost and re-enrollment will be required upon return.

Child care may be terminated at will, tuition is non-refundable.

Accepted forms of payment: check, cash, credit card, and government assistant. There will be a \$35.00 service charge for any check returned by the bank for insufficient funds.

#### Sign In / Update Policy

A full signature is required of the person who brings the child to the school and who picks up the child. When the signature is missing or incomplete, the licensing agency will charge the parent or responsible party a penalty of \$50.

It is absolutely essential for every parent to update their child's Emergency and Identification information including phone numbers and emergency numbers.

We have been instructed by the State Licensing Department to inform you that in case we are not able to contact you or the persons listed on your child's record during an emergency; then we are required to contact the Police or the Department of Social Service, who will then take charge of the child. In addition, on regular school days, if any child is not picked up by 7:00 p.m.(one hour after school closing time), same rule applies.

Children must arrive to school by 10:00am, NO EXCEPTIONS.

While a class is in session, the teachers' attention is vital for the supervision of the children. Please DO NOT disturb the teachers unless it is urgent. If it is absolutely necessary, please make it brief.

#### Late Charge

The school closes promptly. A payment of \$1.00 per minute will be expected upon arrival of any parent after the school closes, determined by the school clock. Late charges are due and payable at the time of the late pick-up.

#### Food & Meals

Organic hot meals and snacks will be provided for all children. All food will be nut free. Parents can inform director regarding any special dietary needs.

#### **Illness**

DO NOT send your child to school if he/she has a fever or chills, nausea or vomiting, congested cough, cold, sneezing, runny nose, strep throat, or enlarged glands, watery or inflamed eyes, diarrhea, earache, acute skin rash, or sore or swollen joints, including and especially any COVID-19 symptoms. You will be called to pickup your child if any mild symptoms are observed by the teacher. We require that you pick-up your child immediately. A doctors note of clearance is required in order to return to school.

Please notify the Director if your child has contracted any communicable disease or if any family member or persons in contact with child have been exposed or tested positive to COVID-19. A physician's notice is required when your child returns to school.

Please inform the preschool if your child has any signs of infections such as ringworm, scabies, rashes, pinkeye, chicken pox, measles, fungus, etc. In the event that we find any infectious symptoms on your child, we are required to isolate the child and we will notify you to pick up the child immediately.

In the event of an emergency illness, the center has your permission to administer as it sees fit for the child's best interest. In the event of illness while the child is in attendance, medical expenses are the responsibility of the parent.

#### The school will not be administering any medications for your child.

#### **Change of Clothing**

We require that there should be a change of clothes for your child daily in case of an accident (diapers if applicable). Please also provide a clean crib sized sheet and blanket for your child daily. These items must be brought in and taken home daily.

#### **School Toys**

If your child brings home a toy or other object that belongs to the school, we at My Preschool Academy would appreciate it very much if you return them to the school promptly.

#### No Toys From Home

Please do not allow your child to bring toys to school. No sharp objects (knives, swords, etc.) or play weapons (pretend guns, etc.) will be allowed at school, no exceptions.

#### **Shoes**

State licensing regulation, children will NOT be allowed to wear OPEN-TOE SHOES, no exceptions. Slip on sandals, fancy shoes and all other shoes that may cause your child to fall will be prohibited on school campus. If the child comes to school with inappropriate shoes, they will be sent home to change.

#### Thank You for your cooperation

I have read and agree with the policies of the preschool and have been given the policy pamphlet for my information.

#### I understand that the school is not responsible for any lost clothing or bedding or toys

Sign	Name	Date	Date	
Director Name	Signature	Date		