



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 I understand that my child will then be automatically withdrawn from enrollment and can only be readmitted based upon space available.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.

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. _____

Director Name

Signature

Date