

MESA VERDE PRESCHOOL & INFANT CENTER

3013 Deodar Ave., Costa Mesa, CA 92626
(714) 513-1686

ADMISSION AGREEMENT

This Admission Agreement is entered into between **Mesa Verde Preschool & Infant Center** and the parent(s) or legal guardian(s) identified below for the enrollment of the child named in this agreement.

Child's Full Name: _____

Parent/Guardian 1: _____

Parent/Guardian 2: _____

Enrollment Start Date: _____

ENROLLMENT INFORMATION

Program:

☐ Infant ☐ Toddler ☐ Transitional Toddler ☐ Preschool / Pre-K

Enrollment Schedule:

☐ Full Day — 7:00 AM–5:30 PM
☐ Half Day — 7:00 AM–12:30 PM

Days Enrolled:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Current Tuition Rate: \$_____ per month

I understand that tuition rates and fees are subject to change. Families will be provided reasonable advance notice of any changes.

CHILD INFORMATION

Date of Birth: _____

Home Address: _____

City: _____ ZIP: _____

REGISTRATION FEE

A non-refundable registration fee is required for each child at the time of enrollment.

Registration fees are assessed as follows:

First Child: \$ _____

Second Sibling: \$ _____

Third Sibling: \$ _____

Summer Program Only: \$ _____

Registration Fee Applicable to This Enrollment: \$ _____

The registration fee is separate from tuition and is required to complete enrollment and reserve the child's space. For families receiving tuition assistance or reimbursement through an agency or third-party program, any portion of the registration fee not covered by the agency remains the responsibility of the Parent/Guardian.

PAYMENT OF TUITION

Tuition is due according to the payment schedule selected and approved at the time of enrollment. Mesa Verde Preschool & Infant Center's standard tuition processing dates are the **1st and 15th of each month**. Alternative payment dates or split-payment arrangements may be approved by the School.

Approved Payment Schedule:

- ☐ Full tuition on the 1st of each month
- ☐ Full tuition on the 15th of each month
- ☐ Split payment: \$ _____ on the 1st and \$ _____ on the 15th
- ☐ Other approved arrangement: _____

Approved Payment Date(s): _____

A \$3.00 processing fee is charged for each card payment transaction.

Once a payment arrangement has been established, the Parent/Guardian is responsible for making payments according to the agreed-upon schedule. Changes to the payment arrangement must be approved by the School.

Tuition is based on enrollment and reserves the child's space in the program. Tuition remains due regardless of attendance, including absences due to illness, vacation, holidays, or other personal reasons, except as otherwise provided by School policy.

LATE PAYMENTS

Payments are due according to the Parent/Guardian's approved payment schedule. If payment has not been received within **ten (10) calendar days after the agreed-upon due date**, a **\$40 late fee** will be added to the account.

If an account becomes more than **three (3) weeks past due**, the child's attendance may be suspended until the account is brought current or an alternative payment arrangement has been approved by the School.

Any alternative payment arrangement must be approved by Mesa Verde Preschool & Infant Center.

That means:

- Due on the 1st → late fee after the 11th
- Due on the 10th → late fee after the 20th
- Due on the 15th → late fee after the 25th

And for a split-payment family, **each installment has its own due date and 10-day grace period**.

These payment deadlines and late fees do not apply to payments owed directly by a subsidized child care program or other third-party agency. Parents/Guardians remain responsible for any family fees, copayments, tuition differences, or other charges that are their responsibility.

RETURNED CHECKS

A **\$40 returned check fee** will be charged for any check returned by the financial institution due to insufficient funds or for any other reason.

The Parent/Guardian remains responsible for the original payment amount and the returned check fee. Any applicable late fee may also be assessed if payment is not received within the time provided under the **Late Payments** policy.

If a card payment is declined, the Parent/Guardian will be contacted to provide an alternate or updated form of payment.

FAMILY DISCOUNT

Families with more than one child concurrently enrolled at Mesa Verde Preschool & Infant Center will receive a **10% sibling discount on the tuition of each additional child**.

When siblings have different tuition rates, the **highest tuition rate will be charged at the full rate**, and the 10% sibling discount will be applied to the tuition rate of each additional enrolled sibling.

The sibling discount applies to tuition only and does not apply to registration fees or other additional fees.

AGENCY / SUBSIDIZED CHILD CARE

Families receiving child care assistance through an agency, subsidized child care program, or other third-party payer are responsible for complying with all requirements of that program.

The Parent/Guardian is responsible for any **family fees, copayments, tuition differences, registration fees, or other charges not covered by the agency or program.**

If assistance is reduced, discontinued, or otherwise does not cover the full amount owed, the Parent/Guardian is responsible for the remaining balance.

BEDDING

Infant Room:

For the health, safety, and proper fit of crib bedding, Mesa Verde Preschool & Infant Center will provide each infant with an appropriately sized fitted crib sheet upon enrollment. The sheet will be provided for a **one-time fee of \$ _____**, which will be added to the family's enrollment charges.

The crib sheet becomes the property of the family and will be sent home regularly for laundering. Parents/Guardians are responsible for returning the clean sheet to school. If the sheet is lost, damaged, or no longer usable, a replacement sheet must be purchased from the School at the current replacement cost.

Toddlers, Transitional Toddlers, Preschool & Pre-K:

Parents/Guardians are responsible for providing a **toddler-sized fitted sheet and small blanket** for rest time. A small pillow is optional but may not exceed **14" x 14"**.

All bedding must fit completely inside the child's assigned **cubby/bucket (approximately 13"W x 12"D x 10"H)**. Crib, full, twin, queen, and king-sized sheets are not permitted. Sheets must fit the School's cots properly.

Bedding will be sent home **every Friday for laundering, or sooner if soiled**, and must be returned clean for the child's next scheduled day of attendance.

ILLNESS OF CHILD

To protect the health and well-being of all children and staff, children may not attend Mesa Verde Preschool & Infant Center when they exhibit symptoms of illness or a communicable condition that meets the School's exclusion criteria.

If a child becomes ill while at school, the Parent/Guardian or authorized emergency contact will be notified and may be required to pick up the child promptly.

Children may return to school when they meet the return-to-care requirements outlined in the **Mesa Verde Preschool & Infant Center Health & Illness Policy**. Depending on the illness, symptoms, or circumstances, medical clearance from a licensed healthcare provider may be required before the child returns.

Parents/Guardians are responsible for informing the School of any diagnosed communicable illness or other health condition that may affect the health and safety of the child, other children, or staff.

The complete Health & Illness Policy is included in the Parent Handbook. The Parent Handbook is available on the Mesa Verde Preschool & Infant Center website at www.MesaVerdePreschool.com under the “Enrollment” section. Parents/Guardians are responsible for reviewing and following the current Health & Illness Policy.

DAILY SIGN-IN & SIGN-OUT

Parents/Guardians or other authorized adults are required to properly **sign their child in upon arrival and sign their child out at departure each day**, in accordance with California Community Care Licensing requirements.

The person signing the child in or out must use the School's designated sign-in/sign-out system and provide all required information. Parents/Guardians are responsible for ensuring that their child's attendance record is complete and accurate each day.

Children will only be released to a Parent/Guardian or other individual authorized to pick up the child. Mesa Verde Preschool & Infant Center may require photo identification before releasing a child to an individual whose identity is not known to staff.

Parents/Guardians are responsible for ensuring that **all individuals who drop off or pick up their child** understand and follow the School's sign-in and sign-out procedures.

Sign-in/sign-out records are **official School and licensing records** and must not be altered, defaced, drawn on, removed, or otherwise damaged. Children may not write or draw on these records.

Failure to properly complete or protect the required sign-in/sign-out records may result in a fee of up to \$250 when the School incurs a licensing penalty, administrative cost, or is required to reconstruct or replace an official attendance record.

CHILD RECORDS

Mesa Verde Preschool & Infant Center maintains records for each enrolled child in accordance with applicable licensing requirements and School policies.

Parents/Guardians are responsible for notifying the School promptly of any changes to information contained in their child's file, including **home address, telephone numbers, emergency contacts, authorized pick-up persons, custody information, and other information necessary to keep the child's records current and accurate.**

Parents/Guardians may request to review their child's records in accordance with applicable law and licensing requirements.

INCORPORATION OF SCHOOL POLICIES

The **Parent Handbook and applicable School policies** are incorporated by reference into this Admission Agreement and are considered part of the terms of enrollment.

The current Parent Handbook is available on the Mesa Verde Preschool & Infant Center website at www.MesaVerdePreschool.com under the **Enrollment** section.

Certain permissions and authorizations, including but not limited to **photo/social media authorization, medication and topical product authorization, and other child-specific permissions**, are addressed on separate forms. **Signing this Admission Agreement does not, by itself, grant consent for any authorization that requires separate Parent/Guardian approval.**

Parents/Guardians are responsible for reviewing and complying with the Parent Handbook and applicable School policies throughout their child's enrollment.

WITHDRAWAL BY PARENT/GUARDIAN

Parents/Guardians who wish to withdraw their child from Mesa Verde Preschool & Infant Center must provide at least **two (2) weeks' written notice**.

Tuition remains due through the required two-week notice period, regardless of whether the child attends during that time. If the required notice is not provided, the Parent/Guardian remains responsible for tuition through the two-week notice period.

Withdrawal ends the child's current enrollment and does not guarantee future availability. If the family wishes to return at a later date, re-enrollment is subject to space availability and the School's enrollment requirements and fees in effect at that time.

TERMINATION BY THE SCHOOL

Mesa Verde Preschool & Infant Center reserves the right to terminate a child's enrollment when continued enrollment is no longer appropriate or feasible. Reasons may include, but are not limited to, **nonpayment of tuition or fees, repeated failure to follow School policies, failure to maintain required enrollment documentation, behavior or circumstances that create an**

ongoing safety concern, or the School's inability to reasonably meet the needs of the child.

Whenever reasonably appropriate, the School will communicate concerns with the Parent/Guardian and make reasonable efforts to resolve the matter before terminating enrollment.

The School reserves the right to terminate enrollment immediately when circumstances present a serious or immediate concern involving the **health, safety, or welfare of children, families, or staff.**

GUIDANCE & DISCIPLINE

Mesa Verde Preschool & Infant Center uses **positive, age-appropriate guidance and redirection** to help children develop self-regulation, problem-solving skills, and appropriate social behaviors.

Staff may use strategies including redirection, clear and consistent expectations, positive reinforcement, modeling appropriate behavior, offering choices, and providing a child with a safe and supervised space to calm and regulate when needed.

Mesa Verde Preschool & Infant Center does not use **corporal punishment, humiliation, intimidation, frightening or degrading techniques, or the withholding of food, rest, toileting, or other basic needs as a form of discipline.**

When a child's behavior becomes an ongoing concern, School staff will communicate with the Parent/Guardian and work together to identify appropriate strategies and support the child.

If a child's behavior presents an immediate safety concern, the Parent/Guardian may be contacted and required to pick up the child. Repeated or serious behavioral concerns may require a meeting with School administration and the development of a plan to support the child's continued enrollment.

If, after reasonable efforts and communication with the family, the School determines that it cannot safely or appropriately meet the child's needs within the program, continued enrollment may be reconsidered.

CHILD CUSTODY & COURT ORDERS

Mesa Verde Preschool & Infant Center will follow all applicable custody and visitation rights concerning an enrolled child.

Parents/Guardians are responsible for informing the School of any **custody order, restraining order, protective order, or other court order** that affects access to, contact with, or release of the child. A current copy of any applicable court order must be provided to the School and maintained in the child's file.

Unless the School has been provided with a valid court order that limits a parent's legal rights or access to the child, the School will not independently restrict a parent's access based solely on a request from the other parent or guardian.

Parents/Guardians must promptly provide the School with any updates or changes to court orders affecting the child.

LATE PICK-UP

Children must be picked up no later than the end of their enrolled program:

Half Day: 12:30 PM

Full Day: 5:30 PM

A late pick-up fee of **\$1.00 per minute, per child** will be assessed beginning immediately after the child's program ends. For example, a Full Day child picked up at **5:31 PM will incur a \$1.00 late fee, 5:32 PM will incur a \$2.00 late fee, and so on.** The same calculation applies to Half Day beginning at 12:31 PM.

Parents/Guardians are responsible for making arrangements to ensure their child is picked up on time. If a Parent/Guardian anticipates being late, the School should be contacted as soon as possible and arrangements should be made for an authorized individual to pick up the child.

If a child has not been picked up and the School is unable to reach the Parent/Guardian, staff will make reasonable attempts to contact the individuals listed as **emergency contacts and/or persons authorized to pick up the child.**

If the School is unable to reach a Parent/Guardian, emergency contact, or other authorized individual and the child remains in care for an extended period after closing, the School may contact **law enforcement, Child Protective Services, or another appropriate authority** to ensure the child's safety.

Repeated late pick-ups may result in a meeting with School administration and may affect the child's continued enrollment.

PARENT/GUARDIAN ACKNOWLEDGMENT & AGREEMENT

I/We acknowledge that I/We have read and understand this Admission Agreement and agree to comply with the terms, policies, procedures, and financial obligations described herein.

I/We understand that the **Mesa Verde Preschool & Infant Center Parent Handbook and applicable School policies are incorporated into this Agreement** and are considered part of the terms of my/our child's enrollment.

I/We understand that it is my/our responsibility to keep the School informed of changes to information concerning my/our child, including contact information, emergency contacts, authorized pick-up persons, custody information, and other information necessary to maintain accurate and current enrollment records.

I/We understand that separate permissions and authorizations may be required for certain services or activities and that signing this Admission Agreement does not replace any separately required Parent/Guardian authorization.

By signing below, I/We acknowledge that I/We have had the opportunity to review this Agreement, ask questions regarding its terms, and agree to fulfill the responsibilities applicable to my/our child's enrollment at Mesa Verde Preschool & Infant Center.

Child's Full Name: _____

Parent/Guardian 1 Name: _____

Parent/Guardian 1 Signature: _____

Date: _____

Parent/Guardian 2 Name: _____

Parent/Guardian 2 Signature: _____

Date: _____

SCHOOL ACCEPTANCE

School Representative Name/Title: _____

Signature: _____

Date: _____