

Mesa Verde Preschool & Infant Center
3013 Deodar Ave, Costa Mesa, CA 92626
PH: (714) 513-1686

Admission Agreement

This Agreement is made as of the _____ day of _____, 20__ at Costa Mesa, California, between Mesa Verde Preschool and _____
(mother's name)

and _____ collectively referred to as ("Parents") for the purpose
(father's name)

of admitting _____ as student in Mesa Verde Preschool
(child's name)

and Infant Center.

I have enrolled my child in the following Program:

Full Time _____ Part Time _____

Attendance Schedule: (Circle) Mon. Tues. Wed. Thurs. Fri.

From _____ am to _____ pm

The current tuition rate for the program(s) I have chosen is \$ _____ month.

I understand that rates are subject to change with reasonable notice as conditions require.

Child's Information

Date of Birth: _____ Age: _____ Boy _____ Girl _____

Address: _____

City: _____ Zip Code: _____

School last attended: _____

Phone #: _____

Email: _____

Child's Physician: _____ Phone #: _____

Any known allergies? _____

Mesa Verde Preschool & Infant Center
3013 Deodar Ave, Costa Mesa, CA 92626
PH: (714) 513-1686

Family Information

Father's Name: _____ Occupation: _____

Address: (If different than child) _____

Home/Cell Telephone #: _____ Work #: _____

E-mail: _____

Natural _____ Step-father _____ Guardian _____ Living with child? Yes / No

Driver's License #: _____ (For ID purposes)

Mother's Name: _____ Occupation: _____

Address: (If different than child) _____

Home/Cell Telephone #: _____ Work #: _____

E-mail: _____

Natural _____ Step-father _____ Guardian _____ Living with child? Yes / No

Driver's License #: _____ (For ID purposes)

Siblings? Yes / No Living with the child? Yes / No

Names & Ages: _____

Are there any court orders, restraining orders re: the child/family in place? Yes / No

If yes, please provide a copy for your child's file.

Mesa Verde Preschool & Infant Center
3013 Deodar Ave, Costa Mesa, CA 92626
PH: (714) 513-1686

Registration Fee: I understand a non-refundable registration fee of \$100 shall be paid in advance to enroll my child. For those enrolling for the summer months only, a non-refundable registration fee of \$50 shall be paid at the time of registration. In instances of agency reimbursement, the registration fee is my responsibility.

Payment of Tuition: I understand that tuition is due in full, and payable, on or before the first schedule day of each month. If payment is not received when due, I agree to pay a late fee of \$40 after the tenth of the month. If my account is delinquent for more than three weeks, I must withdraw my child until my account is brought current. Once enrolled, weekly and monthly tuition rates are due regardless of attendance. **We require a 2-week written notice of withdrawal or enrollment changes. Otherwise, there is a 2-week obligation of the current tuition. Enrollment is acceptance of our school policies.** *(This does not apply to subsidized programs).*

Vacation: There is no credit for vacation time. If your child will not be attending due to a vacation you must still pay the full tuition to hold the child's spot in the preschool.

NSF Check: I understand that a processing fee of \$35.00 will be charged to my account for all checks written or drawn on insufficient funds and that this is in addition to any charges that my bank or financial institution may charge me. I understand that any non-sufficient funds check will be automatically resubmitted up to 2 times. I understand that once a check has been processed electronically, the check is no longer negotiable and will not be returned. If more than 2 checks are returned within one calendar year, I will be required to pay cash or money order.

Satisfaction Guarantee: I understand that a satisfaction guarantee applies to my **child's first calendar week** of attendance as a new enrollee. If I should have any concerns that cannot be resolved to my satisfaction during my child's first week of attendance, Mesa Verde Preschool will honor my written refund request and notice of withdrawal. I understand, however, that the non-refundable registration fee will not be refunded.

Family Discount: A ten percent (10%) tuition discount is offered to me for each additional child from the immediate family enrolled in the center. The discount is applied to the lowest tuition rate. Family discounts are not applicable to Registration Fees, Re-Enrollment Fees, Agency Co-Pays, special programs or for any other fees or services, and cannot be combined with any other discount or promotion. These discounts are available only to those clients who pay in advance for services rendered.

Agency Reimbursement: I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement. I also understand that I am solely responsible for promptly communicating any changes in my status that would affect my agency reimbursement, and that I am solely responsible for payment of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes.

Mesa Verde Preschool & Infant Center
3013 Deodar Ave, Costa Mesa, CA 92626
PH: (714) 513-1686

Illness of child: The Child shall not be admitted to Mesa Verde Preschool and Infant Center on any day when the child exhibits obvious symptoms of illness such as a fever or vomiting. Mesa Verde Preschool may reasonably deny admission of the child believed to have been exposed to a contagious disease. If throat appears red or inflamed, we will not allow the child to attend school until cleared by a physician. If the child is sent home due to illness, child will not be re-admitted until 24 hours symptom free and/or has a “cleared to return to school” note from a doctor.
(Please read the Mesa Verde Preschool Health Policy)

Sign-In and Sign-Out: I agree to sign my children in and out every day on the Daily Sign-In/Out Sheet. I understand that my child is not permitted to sign him/herself in or out. I understand that I am required to come into the pre-school to drop off and pick-up my children, and that I must escort my children to and from the designated classroom each day.

THIS IS A LAW REQUIREMENT

Academic Records: All of the Child’s academic records are the property of Mesa Verde Preschool is under no obligation to release any such academic records, copies thereof, to any person or entity at any time when parent is in breach of this agreement. In the absence of any such breach, Mesa Verde Preschool agrees to forward copies of all such academic records to any person entity authorized by parent within thirty (30) days of receipt of a written request signed by parent.

Incorporation By Reference: The Mesa Verde Preschool Parent and Student Handbook, the Child’s Pre-Admission Health History-Parents Report, the Report of Health Check-up for school Entry, the California School Immunization Record, the Identification and Emergency Information Sheet, the Teacher Information Sheet and Parental Consent to Treatment of Minor are by this reference incorporated herein as if full set forth. Parent warrants that all information provided in such reports, records and sheets is true, accurate and correct as of the date of this Agreement.

Withdraw and Termination from the Program: I understand that I must provide two (2) weeks written notice of withdrawal from the program. If this notification is not provided, I agree to pay all the tuition and fees for two (2) weeks. Whether or not my child attends, I understand that when my child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to pay a new non-refundable Registration Fee. If when I withdrew my child, I left owing any tuition or fees, I will be required to bring my account current prior to making a re-enrollment application. This agreement may be immediately terminated by Mesa Verde Preschool if in the exercise of reasonable discretion by the school administration it is determined the child’s or parent’s needs cannot be met by Mesa Verde Preschool.

Mesa Verde Preschool & Infant Center
3013 Deodar Ave, Costa Mesa, CA 92626
PH: (714) 513-1686

Rules of Discipline: Our staff will never use corporal punishment, humiliation or frightening techniques; nor is disciplining or punishment ever associated with food, rest or toilet training. Problems with discipline are usually prevented or lessened by:

- Not expecting more than the child is able to do
- Giving the child recognition for achievement
- Redirecting before a crisis develops
- Making sure the child knows what behavior is expected.

Therefore, the child will be told what is expected of him/her and what the limits are. If the child chooses to cross over the defined boundaries, he/she will be taken aside by the teacher, and encouraged to improve his/her behavior. If need be, the child will be set apart in a designated area for a brief period of time in order to let the child calm down.

If the child continues to be willfully disobedient (repeatedly going against clear directions of a teacher) it will then be necessary to:

- Send the child to the Director to talk about the situation
- Contact the parent/guardian in an effort to resolve the problem
- Ask the parent/guardian to remove the child from the school until the behavior is corrected
- Parental support in discipline is essential and mandatory!

Child Custody: Both parents have legal access to the child unless a restraining order or sole custody order is on file with Mesa Verde Preschool.

Late pick-up: Any parent picking up their child after one o'clock p.m. (1:00) half day or five thirty p.m. (5:30) full day, will be charged late fees. A late fee of one dollar (\$1.00) per minute or portion thereof will be paid directly to the teacher on duty that evening.

Mesa Verde Preschool & Infant Center
3013 Deodar Ave, Costa Mesa, CA 92626
PH: (714) 513-1686

Parental Authorization to Consent to Treatment of Minor

I, the undersigned, Parent of _____, a minor do hereby authorize any employee of Mesa Verde Preschool, as agent for the undersigned to consent to any x-ray examination, anesthetic, medical, or surgical diagnosis, or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of, any physician and surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required but is given to provide authority and power on the part of any employee of Mesa Verde Preschool to give specific consent to any and all such diagnosis, treatment or hospital care which a physician, in the exercise of his or her best judgment, may deem advisable. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. I hereby authorize any hospital that has provided treatment to the above-named minor pursuant to the provisions of Section 25.8 of the Civil Code of California to surrender physical custody of such minor to any employee of Mesa Verde Preschool upon the completion of treatment. This authorization is given pursuant to Section 1283 of the Health and Safety Code of California. Those authorizations shall remain effective until revoked in writing delivered to Mesa Verde Preschool.

HOLD HARMLESS AGREEMENT

I _____ (please print name), the parent/guardian of _____ agree to release and hold harmless Mesa Verde Preschool & Infant Center and its employees, from any accident or harm that may occur should I retain the services of any Mesa Verde Preschool employee for the care of my child(ren) outside the child care center. I understand that Mesa Verde Preschool does not condone or encourage its employees to baby sit for parents of enrolled children outside of the child care center. If I retain the services of any Mesa Verde preschool employee in such capacity, Mesa Verde preschool has no responsibility and is held harmless from any incident which may occur.

Parent/Guardian Signature

Date

Mesa Verde Preschool & Infant Center
3013 Deodar Ave, Costa Mesa, CA 92626
PH: (714) 513-1686

I have read the Admission Agreement and have agreed to fulfill my responsibilities.

Parent Signature

Date

Parent Signature

Date

Mesa Verde Preschool (Administrator)

Date

Mesa Verde Preschool & Infant Center

School Clothes Policy

As part of the regular daily activities, the children at Mesa Verde Preschool engage in many activities such as painting, playing in the sand, coloring with crayons and markers, working with food coloring and other water activities. In this regard, we ask that you dress them appropriately for these kinds of activities. We believe that children should have fun in school, and this means allowing them to climb on the playground equipment or play in the sand without having to worry about their clothes getting stained or dirty. **DO NOT** dress your child in “brand name” clothes if you would be upset if they got damaged etc....

As a safety precaution and in compliance with Fire Department Regulations, children **MUST** wear socks at all times, even with sandals. Please refrain from allowing your child to wear open-toe shoes, or boots that do not support their feet properly. This will prevent tripping or tumbling. Flip flops are **NEVER** allowed.

Lastly, children’s clothes need to be comfortable enough for playing and should allow for easy bathroom manageability.

Parent Signature

Date

PARENT HANDBOOK

I/We have reviewed the Mesa Verde Preschool & Infant Center Parent Handbook and I/We agree to abide by the policies and guidelines stated therein.

Parent Signature

Date

PARENT DIRECTORY & E-MAIL

We e-mail parents with news and up-coming events etc.... we will not give this email address to anyone, other than in the parent directory with your permission.

_____ Yes, please include my name & email in the parent directory.

_____ No, please do not include my name & email in the parent directory.

E-Mail Address _____
(For school use only, unless otherwise directed by the parent)

Mesa Verde Preschool & Infant Center

Health Policy

Our center operates for well-being of children and staff. Children who are mildly ill (e.g., minor cold symptoms) may remain at the center. Children should be fully able to participate in all activities, including outdoor play. This is for the protection of your child as well as other children and staff.

Children with symptoms of communicable diseases need to be picked up from school immediately. We make every effort to reach parents when a child is ill, but after 30 minutes we will contact emergency contacts indicated by the parents. If a child is sent home sick, they may not return until after 24 hours. Below is a list of guidelines.

Symptoms that may exclude a child from school or requires that the child be picked up are:

- A fever of 101 or above
- A fever over 100.3, if combined with any other signs of illness.
- A skin rash not identified by a phone call or in written by a physician
- Two episodes of diarrhea
- Vomiting
- Evidence of head lice or other parasites
- Sever cough
- Rapid or difficult breathing
- Conjunctivitis
- Sore throat or difficulty swallowing
- Pain of which the child complains and interferes with normal activities
- Evidence of infection
- Excessive fatigue

Children may be readmitted when:

- a. A physician has given a signed and written statement that the child is free from communicable disease, and that returning poses no risk to the child or other.
- b. He or she is visibly free from any communicable diseases, fever free without the need of fever reducing medications for 24 hours and free of vomiting/diarrhea for 24 hours while on a normal diet.

MEDICATION GUIDELINES AND AGREEMENT

1. Medication must be in original container with child's name on the prescription. Prescription must be current. Please give this to the teacher on duty. **DO NOT** leave in child's lunch box or cubby etc.
2. Authorization to dispense the medication must be given on the medication release form. This form must be signed daily for the duration of the medication needing to be given. Medication Release Forms can be found inside the sign in folders. Please sign and give to the teacher.
3. Medication will only be dispensed **ONCE** during the day at approximately 12 noon. **NO EXCEPTIONS.** Please adjust your child's medication times accordingly. If this poses a problem, please consult your child's doctor. Our staff are **NOT** medical staff and do not have the qualifications or training to deal with medical issues.
4. We will not give your child cough medicine, Tylenol etc... only prescribed medication will be administered. In the event your child becomes ill during the day, we will call you and request that he/she be picked up promptly. Please find the quickest means to have your child picked up from school for your child's and the other children's health and safety. Ideally your child needs to be picked up no later than 30 minutes after you have been informed of the need to do so.
5. If you leave medication at the school and forget to sign in on the medication release form, we are not permitted by State law to dispense it. You may fax a written consent form; a telephone authorization will not be honored.

We strictly enforce these medication rules for the protection and safety of your child. Please sign and detach the bottom part of this form and return it with the enrollment packet.

I/We parent/guardian of _____

Have read, understood and agree to comply with the medication guidelines of Mesa Verde Preschool and Infant Center.

Parent/Guardian Name

Signature

Date