

## MIRA MESA PRESBYTERIAN PRESCHOOL ADMISSION AGREEMENT

I/We understand that our child has been enrolled in MMPP for the **2023-2024** School Year. The terms of enrollment are, as follows:

### SCHOOL SCHEDULE OPTIONS ARE: (Please check your child's specific schedule)

<input type="checkbox"/>	2-Day TTH	\$350 per month	8:30 am – 12:30 pm	September 5, 2023 – June 6, 2024
<input type="checkbox"/>	3-Day MWF	\$480 per month	8:30 am – 12:30 pm	September 6, 2023 – June 7, 2024
<input type="checkbox"/>	5-Day M-F	\$780 per month	8:30 am – 12:30 pm	September 5, 2023 – June 7, 2024
<input type="checkbox"/>	Diapering Fee	Tuesday/Thursday \$20 per month / Monday/Wednesday/Friday \$30 per month / Monday - Friday \$50 per month		

### TUITION POLICY

- **All tuition payments are due on the 1<sup>st</sup> of each month (Oct. – May), whether or not your child is present at school; this includes holidays, sick days, and emergency unexpected closures.** Payments may be made by check, cash, QuickBooks online, or Zelle.
- Your tuition will be past due if not paid by the 10<sup>th</sup> of each month. A late fee of \$25 will be assessed.
- Any check returned to the school for insufficient funds will be served with a \$25 fee in addition to any bank fees.
- Multiple instances of returned checks could result in the Preschool requiring payment by money order or cash.
- Late payments can result in suspended care from the school.
- **Annual fees are nonrefundable and payable by check, cash, or Zelle. To secure placement for the 2023 – 2024 school year, the following fees must be received: registration (\$100), supply fee (\$150), and 1 month tuition, due by June 1, 2023.**

### ENROLLMENT TERMINATION OR DECREASING DAYS BY CHANGING SCHEDULE

The Preschool may terminate this Admission Agreement if the parents fail to comply with any of its policies or if the school is unable to meet the needs of the child. If a parent wishes to withdraw a child from the school or decrease days by changing schedule, **a 30-DAY advance written notice is required.** Withdrawal and schedule change forms are available in the office.

### VACATION POLICY

In order to retain your child's place in a classroom, full tuition must be paid during all vacations. If you wish to withdraw your child from the school, his/her name will be placed on our waiting list. Please contact the office when you return, to check re-enrollment status.

### ACCIDENTS AND INJURY

Every effort is made to ensure safety for all children. In consideration of the risks involved to participate at MMPP, all parties agree to hold harmless. All injuries are attended to, cleaned, and ice applied when necessary. Our staff are instructed to send an "Ouch Report" home if any accident requires first aid. Staff will take any or all of the following steps in the event of an accident or illness to obtain emergency medical care if warranted.

1. Attempt to contact a parent or guardian
2. Attempt to contact parent through any of the persons listed on the emergency information form you have completed for us.
3. If we are unable to contact you, we will:
  - A. Call 911.
  - B. Have child taken to an emergency hospital in the company of a staff member.

### HANDBOOK

The Preschool Handbook is available at [mmpreschool.org](http://mmpreschool.org) to explain all school policies and procedures. An acknowledgement receipt is required.

### MEDICATION

Mira Mesa Presbyterian Preschool does NOT dispense medication. However, we will keep medication on site for emergency allergic reactions and asthma. Additional paperwork is required for the use of emergency medication.

### LICENSING

State Licensing has the authority to inspect the facility and interview children in our care.

### SCHOOL ARRIVAL/DISMISSAL PROCEDURES

Please be prompt in bringing your child to school (8:30 am) and picking up at the end of the session (12:30 pm). Parents/Guardians are responsible for signing in/out each day with full legal signature. Children arriving after 8:45 am must enter the school through the front office. A late fee will be charged for children consistently picked up after 12:30 pm. The late fee is \$10 for the first 15 minutes (or any portion thereof) and \$1 per minute thereafter. A child who is routinely picked up late gives MMPP the option to suspend care.

### SCHOOL HOLIDAYS

The Preschool will observe the following holidays: Veterans Day, Thanksgiving (5 days), Christmas Break (12 days), Martin Luther King Day, Lincoln and Washington's Birthdays (2 days), Spring Break (5 days), Good Friday and Memorial Day. Twice each year the Preschool will be closed to provide time for parent-teacher conferences. The Preschool will also be closed for staff professional growth (2 days).

STUDENT'S NAME \_\_\_\_\_

*I, the undersigned, acknowledge that I have received, read, and understood my copy of the Admission Agreement of Mira Mesa Presbyterian Preschool.*

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_