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A MULTIPLE INTELLIGENCE LEARNING EXPERIENCE

## **ADMISSION AGREEMENT**

### Our Mission Statement

MILE Preschool will provide safe opportunities for children to learn through their strengths & weaknesses through the multiple intelligences.

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our school. We are always open to suggestions and feel communication is a very important part of a quality school. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for everyone will be scheduled, as the other children still need our attention during business hours.

Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe. So, welcome to the MILE Preschool family and thank you for entrusting us with your child. We look forward to learning from your child as much as your child will learn from us.

### Communication:

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our school. We are always open to suggestions and feel communication is a very important part of a quality school. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for everyone will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe. So welcome to the MILE Preschool family. Thank you for entrusting us with your child. We look forward to learning from your child as much as your child will learn from us.

Communication between MILE and parent will be posted at the entrance of each classroom on the parent board; featuring the daily activities, daily reminders, and menu. All other correspondence will be posted in the lobby by the main entrance of the school. Monthly newsletters will be posted on the 1st of every month @milepreschool.com and in the lobby. The newsletter will pertain to all activities revolving around that month. In addition, weekly reminders will be emailed when

necessary to ensure clear communication. Please remember to update all emails and other contact information in a timely fashion so we can keep the lines of communication open at all times.

### **Admission Policies**

There are several forms that must be completed and returned before your child enters the program. This is to ensure that your child will get the very best of care from us. All forms are subject to yearly renewal and must be kept up to date. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Personal information about your child and their families is strictly confidential.

We are required to maintain up-to-date immunization records and your child must have a physical before he/she can enter our program.

At the time of enrollment, the director will conduct an interview with the parents and child to determine the best placement for him/her. Our goal is to place your child in the appropriate emotional/social/age appropriate environment.

Before any modifications to our policy (including but not limited to), tuition, dates of closure, field trips, parents will receive a 30 day written notice.

All children enter the program on a two-week trial basis (payment is required on the first of the month for the entire month). If your child does not continue in the program the remaining tuition (two weeks) will be refunded. At the end of this period we will talk about how your child has adjusted or not adjusted to the new setting.

An enrollment fee of \$50.00 is required at the time of registration for all programs. This amount is non-refundable. If your child will attend more than one program the registration fee will need to be paid for each program.

A material fee is due upon enrollment and yearly, of \$75.00 to help provide new materials for your child's classroom to keep our materials up-to-date and to provide a state of the art education.

A one hour transition visit before the start date is recommended. This is a great opportunity for you to see your child in action at MILE and for them to get to know the teachers and classmates. During this time we will review all enrollment paperwork and prepare for your child's upcoming enrollment. They will see their cubby and we will receive them with enthusiasm.

## **Reporting's**

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

The rights of the Community Care Licensing Department are as follows: a program analyst has the right to inspect the center in an unannounced visit, interview all staff in private, interview all students without parent permission, and requires a Director's signature at the end of the visit.

## **Release of Child(ren)**

Your child will be released only to the parent, a legal guardian, and to those persons whose names I have listed on my child's Emergency Information Form. If someone other than my child's parents/guardians is to pick-up my child on a specific day, I must notify MILE, even if they are listed on the Emergency Information Form. The designated person will be required to show a picture ID.

All parents must sign in their children for drop-offs and sign out for pick up each day. We must receive your full signature, not initials on both our in and out sheets.

## **Emergencies**

In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- A phone call to 911 is made
- Aid will be administered
- Child's parents (or emergency contacts) are called
- Child is separated from the other children and appropriately cared for until medical personnel arrives
- Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Emergency information is kept on file at the school. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at school, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he/she needs. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

## **Evacuation Procedures**

There will be fire drills practiced so the children will have a sense of what will happen if there is a fire. They will be taught where to go and how to properly do it. In doing this, it gives us the security that the children know the sound of an alarm and what to do. MILE will post fire drill times and dates in the monthly newsletter and on the parent board by each classroom so you will be able to prepare your child ahead of time.

MILE Preschool has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the school. In the unlikely event, the children will be evacuated to an emergency location and you will be notified as soon as possible. Our emergency location of choice is Sam's Club and Country Side Park both locations are across the street from the center.

### **School closure dates**

Specific dates will be given in our monthly theme calendar for each school year.

➤ Independence Day	July
➤ Labor Day	September
➤ Veteran's Day	November
➤ Thanksgiving Break	November (Thursday and Friday)
➤ Christmas Eve	December (1/2 day)
➤ Christmas	December
➤ New Year's Eve	January (1/2 day)
➤ New Year's Day	January
➤ Martin Luther	January
➤ Lincoln's B-day	February
➤ President's Day	February
➤ Staff In-service	March (end)
➤ Spring Break	April (one week)
➤ Memorial Day	May
➤ Last day of school	June

### **Absences**

I understand that on a day that my child is unable to attend, it is my responsibility to notify MILE Preschool. There will be no refunds or adjustments made for missed days by the child, due to illness, holidays, or days off. If for some reason our school must be closed and it is not specified in our agreement, you will receive a make-up day. If there is not a make-up day available for your child, a credit on your next month's tuition will be issued. This will be determined by the director.

### **Sessions and Tuition**

The ages of the children in our programs are: Junior Preschool 2 – 3, Preschool 3 - 4 and Pre-Kindergarten 4 - 5 year old. Classroom transition at the discretion of MILE and may not occur on their birth date. Your child must be 4 by September 2<sup>nd</sup> to make the cut off for our Pre-Kindergarten program.

Hours of operation are 7:30 to 5:30 Monday – Friday. We offer full time and part time preschool/daycare with different sessions to choose from.

### **Preschool Age 2 - 3 year old and 3 - 4 year old**

#### Full Time Care 7:30am – 5:30pm

5 days a week \$710/month

3 days a week \$585/month

2 days a week \$390/month

Tuition includes: morning snack, lunch, and afternoon snack  
(Breakfast from 7:30am – 8:00am for additional \$1 per day)

#### Morning Program 8:30am – 11:30am

5 days a week \$585/month

3 days a week \$455/month

2 days a week \$305/month

Tuition includes: morning snack  
(Early drop off @ 7:30am additional \$40/month)

### **Pre-Kindergarten Age 4 – 5 year old**

#### Full Time Care 7:30am – 5:30pm

5 days a week \$695/month

3 days a week \$565/month 2 days a week \$375/month

Tuition includes: morning snack, lunch, and afternoon snack  
(Breakfast from 7:30am – 8:00am for additional \$1 per day)

#### Morning 8:30am – 11:30am OR Afternoon 11:30am – 2:30pm

5 days a week \$560/month

3 days a week \$460/month

2 days a week \$295/month

Tuition includes morning snack  
(Early drop off @ 7:30am additional \$30/month)

### **Payment Procedures**

Monthly payments are due on the 1<sup>st</sup> of each month. Payments received after the 3<sup>rd</sup> of each month will have a \$20.00 late charge added per day. To continue enrollment, tuition and late payments must be received by the 7th of each month or your child's space will be offered to the next child on our waiting list.

If your child needs to be absent from school for a month, payment of ½ of the tuition can be paid to hold your child's space.

Payment is based on contract, not attendance.

### **Return Checks**

If a check is returned for non-sufficient funds you will be required to pay all fees that we incur as a result of the return check, plus an additional \$25.00. Sessions will be immediately halted until full payment of tuition and NSF charges have been made. After the second incident of a return check, we will only accept cash, money order, or cashiers check from that point forward.

### **Late Pick Up Charge**

Time is of the essence and your child has had a long day, so we ask that you are prompt in picking up your child at the end of the session. Please call MILE and inform us if you will be late. A \$2.00 charge will be added per minute, after the first 5 minutes you are late when picking up your child. This is due before your child can enter the program for their next session. This policy will be strictly enforced and habitual tardiness may result in termination of services.

### **Withdrawal**

If you decide to withdraw your child from the program a two-week written notice is required (if a two week written notice is not received your tuition cannot be refunded) unless you are still in your trial period. If your tuition is already paid for the month and then you decide your child will not be attending our program (once the two week trial period is over) your money cannot be refunded. The funds will have already been distributed to the upkeep of the program. If you give your two-week notice at the beginning of the month then you will only be required to pay for the two weeks your child is in our program.

We reserve the right to terminate for the following reasons (but not limited to): failure to pay, failure to complete the required forms, lack of parental cooperation, child does not adjust to the preschool after a reasonable amount of time, physical or verbal abuse of any person or property, our inability to meet the child's needs, lack of compliance with handbook regulations, or serious illness of child or teacher.

Children benefit most when the program and the home have a similar philosophy of teaching and discipline. Should the time arise when either MILE Preschool or the parent feels that the child is not benefiting from the program, either party may request withdrawal without prejudice with a two week written notice.

## **Illness**

We are a “well-child” preschool. At no time do we provide sick care for children. If your child is ill during the evening, morning, or weekend before returning to the program please give us a call and we can discuss if your child should attend.

If you are notified that your child is ill please pick him/her up within the hour. If the parent cannot be reached or has not arrived within the hour, the alternate emergency contact person will be called. MILE requests three emergency contacts to be current and on file at all times. Your child will not be permitted back into the program for a minimum of 24 hours. On the day your child is ill, MILE will provide you with a May return to school slip, that explains our sick policy.

If your child happens to become ill at preschool, we will have them sit or lay down in an area designated for children that do not feel well, until you arrive to pick them up. They will not be placed in a room alone. Your child will be in the direct sight and in the care of a teacher at all times.

If your child becomes ill or is injured at the program and you cannot be reached, the physician on the Medical Treatment Authorization form may be contacted or the next emergency contact person on the list to care for your child will be called.

## **Medication**

If your child needs prescribed medication to be administered by our staff at the center, you must fill out the “permission to give medication” form. This form includes days, times, doses your child should be given. All medication must be brought to the center in its original container with prescription label and/or dosage instructions attached along with your child’s name must be on the medication. All medications are kept in a locked cabinet. NO medication is allowed in the child’s cubby or backpack at any time.

We require written clearance, signed by a physician, to administer all medications (even over the counter medications). Over the counter drugs can be administered as needed by parents during operating hours, however staff must be notified if when a child is medicated, so we can watch for any adverse reactions. Staff may apply skin care products, such as sunscreen supplied by parents and shall be used in accordance with the manufacturer’s recommendations. We will not administer any medications that have been expired.

## **Napping**

Our napping schedule is between 1:00pm and 3:00pm each day. The State of California requires that all children under the age of five have at least a two hour rest period every day. We require that no child be dropped off during our napping period.

Our goal is to have all children on the same nap schedule. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mat during this time. Each child will have their own designated mat that will be placed in a designated area of the school.

**Conditions for Termination**

MILE Preschool has the right to terminate this agreement and ask a parent to withdraw enrollment, if any of the following (but not limited to) occur: failure to pay, failure to complete the required forms, lack of parental cooperation, child does not adjust to the preschool after a reasonable amount of time, physical or verbal abuse of any person or property, our inability to meet the child's needs, lack of compliance with handbook regulations, or serious illness of child or teacher.

I have read, understand, and will comply with the policies and procedures included in the Admission Agreement and in the MILE Preschool Parent Handbook that I received.

Print Parent/Guardian Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Child's name: \_\_\_\_\_

Date: \_\_\_\_\_

MILE Preschool LLC

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_