



MOUNTAIN SHADOWS
EXCEPTIONAL KIDS

Admission Agreement

Mountain Shadows Exceptional Kids (MSEK) is an inclusive child development center. MSEK will provide your child with safe, loving child care and offer early childhood experiences that will enrich your child’s developmental process. We are licensed to care for children between the ages of 2 years to 5 years of age. The following is an agreement of responsibilities that need to be adhered to during your child’s enrollment. Through working together and honoring this agreement and the Parent Handbook of MSEK, we can both achieve our goal of providing your child with an enriching early childhood education experience.

Licensing Agency Rights – MSEK is licensed through the Department of Social Services Community Care Licensing division and follow Title 22, local, city, and county fire and health regulations. The Department of Social Services Community Care Licensing reserves the right to enter the facility unannounced and do a complete inspection of the center, interview the staff and the children without prior consent from child’s parents and/or legal guardians.

Initial: _____

Basic Services and Policies – MSEK is a year-round 5 days a week child education and development center that provides a safe, healthy and learning environment for toddlers and children ages 2 years to 5 years. We accept children who are not yet potty trained and we work with the parents to potty train those children. Parents whose children are still in diapers are charged extra (please review rates sheet) and are responsible for providing their child’s diapers and wipes as needed. We are open Monday through Friday from 6:00 AM to 6:00 PM with the exception of the following holidays: New Year’s Eve, New Year’s Day, Martin Luther King Jr Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day & the day after, and Christmas Eve & Christmas Day. In addition, further reminders of school closures as well as other changes will be posted on the parent information board in advance. Parents need to contact the school and notify their child’s teacher or administrator about their child’s absence.

Initial: _____

Payment Provisions –

Registration Fee: Parent shall pay to Mountain Shadows a non-refundable registration fee of 100.00 per child or \$75.00 per returning child for registration at the time or enrollment. This payment is due upon date of enrollment agreement.

This fee will be collected on an annual basis.

Basic Rates: Parent shall pay to Mountain Shadows the rate agreed upon in the Child Class Tuition Rate Schedule for the basic services. There are two options for tuition payment: monthly, or weekly. If paying monthly, tuition is due on the first of every month. If paying weekly, tuition is due on the Friday before the week of attendance or may be paid the subsequent Monday with no penalty but is considered delinquent on Tuesday. There is a \$10.00 per day late charge for payment not received on the due date. Further late tuitions will also result in termination and/or your child will lose his/her space in the program. Prior to any rate change parents or guardians will be notified 30 days in advanced.

Payment Options: Monthly Weekly

Method of Payment: Unless otherwise expressly provided in this Agreement, any payment to be made by parent or guardian to MSEK under this Agreement or otherwise may be made by cash, check or money order made payable to Mountain Shadows. If any payment by check is returned unpaid, Parent shall pay MSEK a service charge of \$25.00. Should this occur more than one time future, payments must be made by cash or money order. All payments must be made directly to the Administrator at MSEK.

Initial: _____

Late Pick Up – If a parent picks up their child after 6:00pm the following will occur:

1st Offense: Written warning

2nd Offense: A charge of \$1.00 per minute for the 1st 15 minutes. After the 1st 15 minutes, a charge of \$5.00 per minute thereafter.

3rd Offense: A charge of \$5.00 per minute for every minute until pick up.



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These fees can be paid by check, cash or money order. Three violations may result in immediate termination of child care services from the program. Failure to pay late fees may result in termination from the program. Should this happen, the closing staff will present you with a receipt showing the actual minutes you are responsible for and these charges will be added to your statement.

Initial: _____

Health Policy – Daily health inspection will take place where a staff member will observe a child for any illnesses before they are allowed to sign in by parent. Children who are sick or show sign of illness will be sent home. Children who have a fever, loose bowel movements, heavy nasal discharge, and/or cough will be sent home, and must remain home for 24 hours symptom free.

Initial: _____

Emergencies – MSEK staff will administer first aid for minor injuries, cuts, bruises, and scrapes that occur during program times. In cases of more serious injuries, parents will be notified and the parent will decide on a course of action they want MSEK to take. In a case where parent cannot be reached the Director will decide on course of action.

Initial: _____

Medication Administration – MSEK staff will administer medication to children with parent/guardian and physician approval and signature. Parents are required to fill out the Medication Administration Form and give to the child's teacher with physical instruction on how and when to administer the prescribed medication to the child. Physician approval must include a date of when to start and stop the medication.

Initial: _____

Absence Policy – Parent shall pay in full to MSEK the tuition rate fee for the child enrolled regardless of whether the child is absent for any reason, including but not limited to illness or vacation. In the case of a protracted illness of more than 1 month, fees will be excused after the first week with a note from the doctor stating that the child may not return for an extended period of time due to accident or illness. Parents shall notify MSEK by 9 AM if child is absent. Parent shall provide MSEK with a one week notice if a child is to be absent for vacation or other planned absence.

Initial: _____

Withdrawal of Child by Parent – Parent may withdraw Child from MSEK any time provided Parent gives two weeks written notice of intent to withdraw child. Failure to give two weeks notice shall result in charges for two weeks of care in lieu of notice.

Initial: _____

Food Services – MSEK provides healthy and nutritious lunch as well as two snacks to help children build healthy eating habits. Weekly menu is posted on the parent information board and a copy of the monthly menu will be provided upon parent / guardian's request.

Initial: _____

Termination Policy: We would not want to dismiss any child/family from our center, but to ensure the health and safety of others we reserve the right to terminate a child from the program. A child or any member of the child's family can cause termination if they are disruptive, abusive, unruly or uncooperative to the extent that their participation in the program will seriously impair our ability to provide services to other children who are attending our center. Other grounds for dismissal are as follows:

- 1) Disruptive or Aggressive Behavior: In the judgment of the MSEK Director that a child's behavior threatens the physical or mental health or well being of one or more of the other children at MSEK.
- 2) Child is emotionally and physically unable to adjust in the school environment.
- 3) Parent fails to pay the fees on a timely basis and or check for payment is returned uncollected on continuous basis.
- 4) Continuous late pick ups. This includes parents who fail to pick up child promptly when notified child is ill.

Initial: _____



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I have read the Parent Handbook for additional responsibilities and obligations.

Initial: _____

I, _____ - have read and understand the Mountain Shadows Exceptional Kids Admission Agreement on school policies and, regulations and I agree to all terms and conditions stated on this Agreement. I also have received a copy of the MSEK Parent Handbook which include additional responsibilities and obligations.

Signature: _____ **Relation to Child:** _____ **Date:** _____

Director Signature: _____ **Date:** _____