



# Monte Vista Children's Center 2024 – 2025 Admissions Agreement

DATE \_\_\_\_\_

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

HOME ADDRESS \_\_\_\_\_

CITY/ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SCHOOL LAST ATTENDED \_\_\_\_\_

CELL PHONE NUMBER FOR AUTOMATED NOTIFICATIONS: \_\_\_\_\_ AND \_\_\_\_\_

EMAIL ADDRESSES \_\_\_\_\_

ATTENDS WHAT CHURCH \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_

OCCUPATION & EMPLOYER \_\_\_\_\_

PHONE # \_\_\_\_\_

FATHER'S SOCIAL SECURITY # \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_

OCCUPATION & EMPLOYER \_\_\_\_\_

PHONE # \_\_\_\_\_

MOTHER'S SOCIAL SECURITY# \_\_\_\_\_

LANGUAGE SPOKEN AT HOME \_\_\_\_\_

NAMES AND AGES OF BROTHERS AND SISTERS

\_\_\_\_\_

\_\_\_\_\_

PETS \_\_\_\_\_

ANY HOME CIRCUMSTANCES OF WHICH WE SHOULD BE AWARE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Office Use Only

Teacher \_\_\_\_\_

Registration Paid

Check Number \_\_\_\_\_

*Monte Vista Children's Center*  
**Monthly Tuition Rates**  
**Effective August 1, 2024**  
 Annual Registration Fee - \$100.00 (non-refundable)

**Please Note: Admission forms must be turned in with a \$100.00 registration fee to hold your spot.**  
**No admission will be accepted without the \$100.00 fee.**

## Typical day Schedule:

7:00 am – 8:30 am	Free Play
8:30 am – 12:00 noon	Directed Learning Time
12:00 noon – 12:30 pm	Lunch Time
12:30 pm – 2:30 pm	Nap Time
2:30 pm - 6:00 pm	Free Play

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Plan 1                      Half Day Program.                      Drop off as early as 7:00 am – Pick up as late as 12:30 pm. Morning snack provided. Eat lunch brought from home. Must leave by 12:30 pm. One dollar per minute for after 12:30pm pick up.

A.	5 Days	\$550.00
B.	4 Days	\$490.00
C.	3 Days	\$385.00
D.	2 Days	\$265.00

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Plan 2                      Kindergarten - After School / Full Days -When Elementary School Is Not In Session

Arrive no earlier than 11:30 am. Eat lunch brought from home. Must leave by 6:00 pm. Full Days: 7:00 am – 6:00 pm will incur additional charges. One dollar per minute for after 6:00 pm pick up.

		11:30 am - 6:00 pm	Full days 7:00 am – 6:00 pm
A.	5 Days	\$490.00	\$795.00
B.	4 Days	\$415.00	\$695.00
C.	3 Days	\$330.00	\$560.00
D.	2 Days	\$245.00	\$425.00

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Plan 3                      Full Day Program                      Arrive no earlier than 7:00 am. Eat lunch brought from home. Morning and afternoon snack provided. Must leave by 6:00 pm. One dollar per minute for after 6:00 pm pick up.

A.	5 Days	\$795.00
B.	4 Days	\$695.00
C.	3 Days	\$560.00
D.	2 Days	\$425.00

# *Plan and Tuition Choice*

## **Attendance and Admissions Policy**

The days you choose on your Plan and Tuition Choice are the days you will be charged for each month. Even if your child is **NOT** in attendance on any of those days you are still responsible for payment of those days. If we are receiving payment for your child by a grant or other state fund you will be responsible for the difference between what the grant pays and what your charges are for the month. A child may come in on days other than their usual days if there is room available, however you will be charged for an extra day. There is no trading for missed days. Please be sure to check with us before coming in any extra days. If you have any questions please call or contact us.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

MY CHILD WILL ATTEND MONTE VISTA CHILDREN'S  
CENTER UNDER THE FOLLOWING PLAN:

PLAN: \_\_\_\_\_ LETTER: \_\_\_\_\_

M: \_\_\_ T: \_\_\_ W: \_\_\_ TH: \_\_\_ F: \_\_\_

BEGINNING DATE: \_\_\_\_\_

**Please Note:**  
**Two Day Schedules Must Be TTh**  
**Three Day Schedules Must Be MWF**

ACCORDING TO THE CURRENT RATES, I AGREE TO PAY MY TUITION ON THE FIRST OF EACH MONTH. PAYMENTS RECEIVED AFTER THE 5TH WILL BE CHARGED A LATE FEE OF 10% OF THAT MONTHS BILLING.

**Please Note the days we are closed for holidays:**

Labor Day  
Veterans Day  
Thanksgiving Day & Day After Thanksgiving  
Christmas Eve & Christmas Day  
New Year Eve 1:00pm Close  
New Years Day  
Martin Luther King Jr Birthday  
President's Day  
Good Friday  
Memorial Day  
Independence Day

PARENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Monte Vista Children's Center

## Basic Services

- \* Monte Vista Children's Center provides care for children ages 2-Kindergarten.
- \* We are open Monday through Friday, 7:00 am to 6:00 pm.
- \* We are closed 12.5 days out of the year, a calendar is provided to help in planning for these days.
- \* We are a year around school (August 1 to July 31) and uninterrupted attendance is required.
- \* Morning and afternoon snacks will be provided.

## Payment Procedures

- \* All billing statements will be out at the end of the month for the following month.
- \* If payment is 30 days delinquent your child will be withdrawn from the program.

## Please Note:

- \* All vacation time must be used prior to your last month of attendance. No refunds will be given based on vacation time.
- \* All children attending Monte Vista Children's Center must be fully immunized as required by SB 277. If your child is unimmunized due to medical reasons, please provide us with documentation that will be submitted to Community Care Licensing for their approval.

## Custody Issues

- \* Regarding custody issues of your children or other legal matters, our policy is to remain neutral. Please do not ask our staff for written or verbal statements about these issues. Custody court documents should be given to our director.

## Withdrawal

- \* A written thirty-day notice must accompany a withdrawal.

## Discipline Procedures

- \* No corporal punishment or violation of you child's rights shall be broken in any way.
- \* Time outs will be used when dealing with a problem in the classroom. The amount of time used in a time out will be based on the child's age. One minute for every year not to exceed 5 minutes.
- \* If a child is having severe discipline problems the parent will be called and asked to pick the child up.
- \* If the problem persists, a meeting will be called with the parents, teacher, and director.
- \* If the behavior is still evident, the child will be asked to withdraw from the program.

## Modification of Tuition Requirements

- \* The preschool will notify you in writing at least 30 days prior to any change in fees.

## Binding Arbitration

- \* Any claim or dispute arising from or related to any child's attendance at Monte Vista Children's Center shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker ® Ministries. Judgement upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in and civil court against one another for such disputes, except to enforce an arbitration decision.

## Rights of the Licensing Agency

- \* The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent.
- \* The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center.
- \* The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

I give my permission for my child to go on walks/outings on the Monte Vista Chapel campus.

## Photos / Videos At School

- \* During the school year, Monte Vista Children's Center may take photographs and/or produces videos to highlight programs offered in our school.
- \* **If you do not want your child included in a publicity photo or a video, please contact our Director.**

I have read, understand and agree to the above policies.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_