Monte Vista Children's Center
2026 – 2027 Admission Agreement

Katrinaw@montevistachapel.org

DATE_____

CHILD'S FULL NAME_____

CHILD'S DATE OF BIRTH_____

HOME ADDRESS_____

CITY/ZIP_____

SCHOOL LAST ATTENDED_____

MOTHER'S NAME_____

MOTHER'S OCCUPATION & EMPLOYER_____

MOTHER'S PHONE NUMBER
&EMAIL_____

MOTHER'S SOCIAL SECURITY / DRIVER'S LICENSE #_____

FATHER'S NAME_____

FATHER'S OCCUPATION & EMPLOYER_____

FATHER'S PHONE NUMBER
&EMAIL_____

FATHER'S SOCIAL SECURITY / DRIVER'S LICENSE #_____

LANGUAGE SPOKEN AT HOME_____

NAMES AND AGES OF BROTHERS AND SISTERS

_____ _____

_____ _____

PETS_____

ANY HOME CIRCUMSTANCES OF WHICH WE SHOULD BE AWARE:

_____

_____

_____

_____

ANY FOOD ALLERGIES/SENSITIVITIES OF WHICH WE SHOULD BE AWARE:

_____

Office Use Only

Teacher_____ **Registration Paid** ☐ **Check Number** _____

Monte Vista Children's Center

Preschool Program (2 years & entry into 1st grade)
Monthly Tuition Rates
Toilet Training Rates: Half day program $50 added a month; Full day program $100 added a month
Effective August 1, 2026
Annual Registration Fee - $100.00 (non-refundable)
Please Note: Admission forms must be submitted with a $100.00 registration fee to hold your child's spot in enrollment. Admission will not be granted without the $100.00 fee.

Typical Preschool Day Schedule:

7:00 am – 8:30 am Free Play
8:30 am – 12:00 noon Directed Learning Time
11:30 am Earliest Arrival for Transitional Kindergarten & Kindergarten
12:00 noon – 12:30 pm Lunch Time
12:30 pm – 2:30 pm Nap Time (Preschool)
2:30 pm - 6:00 pm Free Play

Plan 1 Half Day Morning Preschool Program, 2 years & toilet trained - entry into 1st grade, 1:12 adult-to-child ratio
Arrive as early as 7:00 am – Pick up as late as 12:30 pm.
Morning snack provided. Lunch must be brought from home.
Students and families must leave the facility by 12:30 pm.
One dollar per minute for after 12:30pm pick up.

A. 5 Days (M-F)	$630.00
B. 3 Days (MWF)	$450.00
C. 2 Days (TTh)	$320.00

Plan 2 Full Day Program Preschool Program, 2 years & toilet trained - entry into 1st grade, 1:12 adult-to-child ratio
Arrive as early as 7:00 am – Pick up as late as 6:00 pm
Morning and afternoon snacks provided.
Lunch must be brought from home.
Students and families must leave the facility by 6:00 pm.
One dollar per minute for after 6:00pm pick up.

A. 5 Days (M-F)	$910.00
B. 3 Days (MWF)	$660.00
C. 2 Days (TTh)	$515.00

Plan 3 Before School Care Program for Children Enrolled in Transitional Kindergarten & Kindergarten, 1:12 adult-to-child ratio
AM Care:
Arrive as early as 7:00 am – Pick up as late as 12:30 pm.
Morning snack provided. Lunch must be brought from home.
Students and families must leave the facility by 12:30 pm.
One dollar per minute for after 12:30pm pick up.

A. 5 Days (M-F)	$630.00
B. 3 Days (MWF)	$450.00
C. 2 Days (TTh)	$320.00

Plan 4 After School Care Program for Children Enrolled in Transitional Kindergarten & Kindergarten, 1:12 adult-to-child ratio
PM Care:
Arrive as early as 11:30 am – Pick up as late as 6:00 pm
Lunch must be brought from home.
Students and families must leave the facility by 6:00 pm.
One dollar per minute for after 6:00 pm pick up.

A. 5 Days (M-F)	$630.00
B. 3 Days (MWF)	$450.00
C. 2 Days (TTh)	$320.00

Operation costs and tuition rates will be evaluated annually with the potential for adjustment.

Parents will be notified of any potential rate adjustments no later than April 30 of each year.

Plan and Tuition Choice

Admission and Attendance Policy

The days parents choose for their child's Plan and Tuition Choice are the days they will be charged for each month. **Even if the child is not in attendance on any of those days the parents are still responsible for payment.**
If we receive payment for the child by a grant or other tuition assistance program the parents will be responsible for the difference between what the grant / program pays and the charges for the month.
A child may attend on days other than their usual days if there is room available, however parents will be charged for an extra day. **Trade for absent days will not be permitted.** Parents must confirm availability with the facility's director, assistant director, and/or teacher if they desire to have their child attend for any extra days.
An Extra Days/Extra Hours form must be submitted. If parents have any questions, please call or contact us.

TODAY'S DATE:_____

CHILD'S NAME:_____

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

PLAN:_____ LETTER:_____

DESIRED FIRST DATE OF ATTENDANCE:_____

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

Please note the following planned closure dates:
Labor Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
Winter Break
New Year's Eve
New Year's Day
Martin Luther King Jr Day
President's Day
Good Friday (Teacher Inservice)
Memorial Day
Independence Day
Annually determined Teacher Inservice Days - please refer to annual school calendar for more information

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.

PARENT'S SIGNATURE:_____DATE:_____

Monte Vista Children's Center

Basic Services
* Monte Vista Children's Center provides care for children ages 2 through entry into first grade.
* Our facility is open Monday through Friday, 7:00 am to 6:00 pm.
* 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.

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

Reimbursement Policy
* Registration fees and tuition funds are nonrefundable.
* If the facility must institute unplanned closure dates due to an outbreak of contagious illness, tuition will not be reimbursed for these dates.

Tuition Adjustment
*All tuition adjustment / vacation time must be used prior to your last month of attendance. Refunds will not be given based on vacation time.

Immunization Requirements
*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 which will be submitted to the Community Care Licensing Division and the Department of Public Health 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.

Discipline Procedures
* No corporal punishment or violation of your child's rights shall be broken in any way.
* Time outs will be used when addressing challenging behavior 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 behavior difficulties the parent will be called and asked to pick the child up as soon as possible.
* If the difficulties persist, a meeting will be called with the parents, teacher, and director.
* If the behavior is still evident, the parents will be asked to withdraw the child from the program.

Modification of Tuition Requirements
* MVCC will notify parents 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. Judgment 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 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 without prior consent. The licensee shall ensure that provisions are made for private interviews with any children or staff members.
* The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).
* The licensee shall ensure that provisions are made 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.

* By signing this document, I give my permission for my child to go on supervised 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 produce videos to highlight programs offered in our school.

- **If you do not want your child included in a publicity photo or a video, please check this box and have a verbal conversation about this matter with your child's teacher and the facility's Director.**

I have read, understood and agreed to the above policies.

Parent Signature_____ Date_____

Director's Signature_____ Date_____

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73,1596.81, 1596.852 and 1596.853, Health and Safety Code.