

Maria Montessori Charter Academy Preschool

Admission Agreement 2025-26

Child's Name _____

Child's Date of Birth _____

Parents Names _____

*Note: If parents are divorced, the initials of each parent are required.

Parent Handbook

I have received a copy of the Maria Montessori Charter Academy (MMCA) Preschool Handbook. I have read and understand its policies and procedures, and agree to comply with the program rules and regulations.

(initials)

(initials)

Services Offered

MMCA Preschool is a licensed preschool providing an educationally based, hands-on curriculum for three, four and five year-olds. We strive to prepare children for kindergarten through active participation in all learning activities including: crafts, group time, center time, recess, story time, organized games, and songs. Our preschool is licensed for 36 children.

(initials)

(initials)

Admission Policies

Healthy children will be admitted and accorded equal treatment and access to services without regard to race, religion, color, national origin, or ancestry. MMCA Preschool is for children ages 3.5 to 5 years old. Enrollment preference will be given to "pre-kindergarten" aged children (eligible to enroll in Kindergarten for the 2025-2026 school year). **Children must be toilet trained by the day of entry.** Children must be ready for the type of group experiences offered and able to benefit from the program.

The following forms must be completed and turned in to MMCA Preschool **BEFORE** your preschooler may be admitted into the program: Enrollment Form, Emergency Card, Copy of Immunization Record, Signed Admissions Agreement, Birth Certificate, Acknowledgement of Notification of Personal Rights (LIC 613A), Acknowledgement of Notification of Parents' Rights (LIC 995), Child's Preadmission Health History-Parent's Report (LIC 702), Physician's Report-Child Care Centers (LIC 701)(*needed by the time school starts*), Consent for Emergency Medical Treatment (LIC 627), \$150 non-refundable registration fee - a \$50 credit from this registration fee will be applied towards first month's tuition payment, and a \$110 activity fee. **MMCA Preschool will not hold a spot for your child until all paperwork is completed.**

(initials)

(initials)

Immunization Requirements

Children must be immunized against Polio (3), Measles, Mumps, and Rubella (1), Diphtheria-Pertussis-Tetanus (DPT-4), Hib, Hepatitis B, and Varicella (or give date of the disease), or have a statement on file giving reason for exemption. Up-to-date immunization records must be presented at the time of enrollment.

(initials) (initials)

Days and Hours of Operation

MMCA Preschool is open from 8:15am-1:45pm Monday through Friday.

(initials) (initials)

After School Care

I understand that preschool is over at 1:45 pm. Arrangements can be made through Maria Montessori Charter Academy’s After School Care Program at an additional cost to care for my child after school hours and until 5:30pm.

(initials) (initials)

School Closings

I understand that MMCA Preschool will be closed on the following holidays and recesses per the school calendar:

- 1. 2025-2026 Calendar On School Website (attached to end of document)

(initials) (initials)

Absences

I understand that on a day that my child is unable to attend, it is my responsibility to notify MMCA Preschool as soon as possible, and that there will be no reduction in tuition fees for days missed.

(initials) (initials)

Illness

I understand that I will be contacted should my child become ill while at MMCA Preschool. I agree to pick up my child promptly upon such notification. I also understand that my child cannot attend MMCA Preschool on a day in which he or she is ill, as defined in the Parent Handbook.

(initials) (initials)

Communicable Disease

I understand that I must inform MMCA Preschool within 24 hours, or the next business day after my child or any member of our immediate family has developed any communicable disease. I also understand that life threatening diseases must be reported immediately.

(initials)

(initials)

Medications at School

I understand that if my child requires medication (either prescribed by a doctor or over-the-counter) during school hours, that it must be kept in the school office in the original packaging labeled with student’s name, and paperwork must be completed by parent and prescribing physician

(initials)

(initials)

Sign In / Sign Out

California law requires Sign-In/Sign-Out sheets. We use Brightwheel to sign your child in and out. We become responsible when you clock your child in, and you resume responsibility when you clock him or her out. **You, as the adult, must sign your child in and out. You must use your full signature and not just initials.**

Chronic indifference to this responsibility jeopardizes your child’s continued enrollment. After signing out, your child should remain with you.

(initials)

(initials)

Release of Children

I understand that my child will be released only to myself, a legal guardian, the other parent (except where prohibited by court order), and to those persons whose names I have listed on my child’s Emergency Card. I understand that if someone other than my child’s parents/guardians is to pick-up my child on a specific day, I must notify MMCA Preschool, even if they are listed on the Emergency Card. The designated person will be required to show a picture ID.

(initials)

(initials)

Emergency Contacts

I understand that I am required to maintain at all times, at least one additional emergency contact other than myself, including full names, home, work, and cell phone numbers. I understand that in the event of an emergency for which I or my emergency contact cannot be reached, the staff may contact police or other emergency authorities.

(initials)

(initials)

Change of Information

I understand that it is my responsibility to inform MMCA Preschool of any changes to the information on the Emergency Card, as well as other forms in the registration packet, including, but not limited to: address, home phone number, parents’ work numbers, medical conditions, and pick-up authorizations.

(initials)

(initials)

In the Event of an Emergency

In the event of an emergency, if I cannot be reached, MMCA Preschool has my permission to contact the physician(s) listed on my child’s Emergency Card, or have my child transported to a local hospital for care. I will not hold MMCA Preschool or its’ employees liable. I understand that I am responsible for all expenses incurred.

(initials)

(initials)

Violent or Unsafe Behavior

I understand that I may be contacted should my child display violent, unsafe, or continually inappropriate behavior. I agree to pick up my child promptly upon such notification.

(initials)

(initials)

Volunteer Hours

I understand that each family at MMCA is requested to volunteer 40 hours helping the school community during the school year.

(initials)

(initials)

FINANCIAL POLICIES

Registration Fee

I understand that I must submit the one-time, non-refundable, non-transferable registration fee of \$150.00 before my child will be enrolled in the program. Fifty dollars (\$50) of this fee will be applied to my first month’s tuition payment.

(initials)

(initials)

Tuition

Monthly tuition is due on the 1st of each month beginning August 1, 2025 and continuing through May 1, 2026. A \$25.00 late fee per child will be imposed on all tuition received and receipted after 3:30pm of the due date. If the 1st of the month falls on a weekend, legal holiday, or school recess, the due date will then be the next school day. If tuition is not paid by 3:00pm on the 10th of the month, your child will not be allowed to attend Preschool. Failure to pay will result in your child’s account being sent to collections. Re-admittance to the program is on a space available basis only and will require payment of account balance in full plus an additional \$50.00 re-registration fee.

I understand MMCA Preschool’s Tuition policies outlined in the MMCA Preschool Parent Handbook.

(initials)

(initials)

Rates

Tuition Schedules are as follows:

Full Day (8:15am-1:45pm)/5 days per week \$765.00 per month

After School Care (ASC) is available from 1:45-5:30. ASC will be billed on or around the first of the month for the actual usage of the previous month. The following ASC rates apply:

If your child is picked up by:	You will be charged:
3:15	\$ 8/day
4:00	\$13/day
5:30	\$18/day

(initials)

(initials)

Returned Checks

Tuition checks returned by the bank are subject to a \$30.00 return check charge. If two checks are returned within a three month period, payment by cash or money order will be required.

(initials)

(initials)

Late Pick-Up Charge

Students not picked up on time will be enrolled in After School Care and charged (see fee schedule). After School Care is available until 5:30pm; student picked up from After School Care after 5:30pm will be charged \$1.00 per minute.

(initials)

(initials)

Withdrawal

Please notify the MMCA Business Manager by email at tfernandes@mmcharter.org with a two-week written notice as is required when removing your child from the program, or you will be charged for those two weeks. Notices for the two weeks begin the day they are date stamped and tuition will continue to be charged until the notice has been received.

(initials)

(initials)

Rights of the Licensing Agency

The Department of Social Services licensing department has the authority to inspect as specified in the Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535. They have the right to interview children attending MMCA Preschool or MMCA Preschool staff without prior consent. This authority includes the right to inspect, audit, and copy the child’s records upon demand during normal business hours.

(initials)

(initials)

Terms of this Admission Agreement

This Admission Agreement is valid for the 2025-2026 school year, or if the parents withdraw their child with two weeks written notice.

(initials)

(initials)

Conditions of Termination

As mentioned above, MMCA Preschool has the right to terminate this agreement and ask a parent to withdraw enrollment, if any of the following occurs:

- The child presents a health or safety threat
- Repeated discipline problems
- Lack of parental cooperation
- On-going late pick up
- Inappropriate parental behavior to children, teachers, or staff
- Chronic lack of payment

I have read, understand, and will comply with the policies and procedures included in the Admission Agreement and in the Maria Montessori Charter Academy Preschool Parent Handbook.

Parent’s Signature _____ Date _____

Parent’s Signature _____ Date _____