



# Admission Agreement

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**Please read and sign the following policies for the 2024-2025 school year:**

## **Basic Services:**

- Monarch Academy provides preschool services to children who are 2 to 5 years of age at the time of enrollment.
- Monarch Academy is open from 7:30 am to 5:30 pm daily, Monday through Friday. Programs are offered on a year-round basis with traditional breaks in the winter, spring, and summer. A calendar will be provided for the current school year.
- Monarch Academy offers a weekly summer program. Registration is available in the spring. Summer tuition due dates are posted on the application and paid in full at the time of enrollment. **Summer tuition is non-refundable after the posted due date.**
- Monarch Academy follows Reggio Emilia / Emergent curriculum model and provides the following activities for each program, session, and schedule:
  - ✓ Group Circle Activities
  - ✓ Child-Directed Free Play
  - ✓ Hygiene & Bathroom Breaks
  - ✓ Healthy Snacks
  - ✓ Active Play
  - ✓ Teacher-Directed Activities
  - ✓ Enrichment Activities
  - ✓ Academic Readiness Activities
- Admissions to Monarch Academy follows this priority basis:
  - ✓ Re-enrollment of current students (first come, first served beginning at the date of annual enrollment)
  - ✓ Siblings of current students
  - ✓ New Enrollments

## **Developmental Services and Policies**

- Please indicate upon enrollment if your child receives developmental services and/or has an IEP
- Students who exhibit developmental behavior or delay atypical for their age will be provided a referral for developmental assessment.
- Following assessment, Monarch Academy may require one-to-one assistance for a child while they are attending the program.

## **Snack & Lunch:**

- Monarch Academy provides a healthy snack in AM & PM sessions and lunch.
- Snack and lunch menus can be found in weekly emails and posted in classrooms.
- Dietary substitutions are the responsibility of parents.
- Monarch is a peanut/tree nut-free school.

### **Tuition & Payment Provisions:**

- I have received the attached current tuition schedule and I, the authorized representative, understand that tuition is based on 4-weeks of curriculum and is due monthly. Tuition is due during the first week of the calendar month. **Returned payments will be charged the current standard returned check fee.**
- I understand that tuition is based on services provided throughout the school year (10.5 equal payments paid monthly for 42 weeks of curriculum). Missed days, holidays, breaks, and days missed due to illness will not be credited. **Missed days may not be made-up or rescheduled.**
- I understand that I will have the opportunity to register for the weekly summer session (July and August) and that monthly tuition will be based on weekly attendance. **Summer tuition is collected at the time of registration and will be non-refundable after the due date.**
- I understand that the annual registration fees are due at the time of enrollment and in the spring of every subsequent school year. **The annual registration fees are non-refundable.**
- I understand that the curriculum & classroom materials fee is due at the start of the school year. **The curriculum fee is non-refundable.**
- Monarch Academy offers a Sibling Discount to families with more than one child concurrently enrolled. A 10% discount will be applied to the younger sibling's monthly tuition.
- I understand that a 10% reduction in tuition will be credited one time per year (September – June) for vacation time given **30 days prior notice**. Vacation time taken during school breaks will not be credited.
- I understand a 4% fee will be added for all credit card transactions.

### **Withdrawal & Refund Policies**

- I understand that I must provide **30 days written notice** upon withdrawal from Monarch Academy. Annual fees and any unused portion of monthly tuition are non-refundable. Monarch Academy has the right to collect any remaining tuition at the date of withdrawal.
- I understand that if my child does not attend class for more than one week without notice, Monarch Academy will consider the child as un-enrolled, and they will be removed from the program roster. Re-enrollment fees may apply.

### **Modification Conditions**

- Monarch Academy will provide 30-day advanced written notice of any changes in tuition rates or fees.

### **Rights of the Licensing Agency (CCR) Title 22, sect. 101200):**

- The Department of Social Services Community Care Licensing has the authority to interview children or staff without prior consent. The Department has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business hours. Records may be removed, if necessary, for copying. The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

### **Personnel Policies**

- Monarch Academy personnel are required by law to report suspected child abuse.
- All Monarch employees are screened and have received a criminal record clearance.
- All Monarch employees are required to have a physical examination and have a clear TB test within 1 year.
- All Monarch Master teachers exceed the minimum requirement of 12 Early Childhood Education Credential Units required by state licensing.

### **Illness Policy**

- To maintain a healthy learning environment for our students and staff, we ask that you keep your child

home if they are ill. Children should not attend school if they are exhibiting the following:

**-A fever within the past 24 hours (100.4+)**

**-A seasonal vaccine within the past 24 hours**

**-Vomit**

**-Diarrhea**

**-Undiagnosed rash**

**-Communicable disease (such as, but not limited to flu, covid, chicken pox, measles, strep throat, thrush, hand foot and mouth, etc.)**

**-Severe nasal discharge or eye mucus**

**-Lice**

**-Severe & Persistent Cough**

**Reasons for Termination:**

- Monarch Academy for Young Children reserves the right to require that you un-enroll your child at any time if this action is deemed necessary by the director of the program. Reasons to be excluded from Monarch Academy include but are not limited to failure to follow program rules, failure to pay tuition, consistently late pick-up of a child, or staff determination that your child's needs cannot be met by this program.

**Photography**

- Photos will be taken regularly as part of the classroom curriculum, school newsletters, and developmental portfolio. Monarch Academy may use these photos in advertising, social media, and/or on our website ([www.monarch-academy.com](http://www.monarch-academy.com)). You have the right to request in writing that your child's photo not be taken or to be used for any promotional materials.

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Student Name

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Parent Name

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Signature of Parent/Authorized Representative

Date

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Signature of Licensee

Date