



**2010/2011 Academic Year
Application Form**

Student Name: _____

Grade in 2010/2011 Academic Year: _____

Date: _____



Miraloma Educational Enrichment Program

175 Omar Way, San Francisco, CA. 94127
415-584-7080 415-469-4069 fax www.meepinc.com meepgo@msn.com

2010/2011 Academic Year Application Form

Full time status (5 days a week) _____

Part time status (3 days a week) _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

CHILD'S INFORMATION (Please Print)

First Name: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip _____

Home Phone: _____ Birthday: _____ Grade in 2010: _____

Teacher (& School if not Miraloma): _____

SIBLING INFORMATION (Please print)

First Name: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Birthday: _____ Grade in 2010: _____

Teacher (& school if not Miraloma): _____

PARENT/GUARDIAN INFORMATION (Please Print)

First Name: _____ Last Name: _____ Relationship to child: _____

Home Address: _____ City: _____ State: _____ Zip _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Company Name: _____ Work Phone: _____

Work Address: _____ City: _____ State: _____ Zip: _____

PARENT/GUARDIAN INFORMATION CONTINUED (Please Print)

First Name: _____ Last Name: _____ Relationship to child: _____

Home Address: _____ City: _____ State: _____ Zip _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Company Name: _____ Work Phone: _____

Work Address: _____ City: _____ State: _____ Zip: _____

MEDICAL INSURANCE

Insurance Carrier: _____ Insurance #: _____

Doctor's Name: _____ Contact #: _____

Allergies: _____

Medications: _____

ADULTS WHO MAY PICK UP CHILD / EMERGENCY CONTACT

The following adults have **MY AUTHORIZATION** to pick up my child. (Must present photo ID):

THE MEEP TEACHERS AND STAFF WILL NOT RELEASE A STUDENT FROM OUR PROGRAM IF THE AUTORIZED INDIVIDUAL IS NOT ON THIS LIST

#1 First Name: Last Name: _____
Relationship to child: Phone: _____ (h) _____ (c)

#2 First Name: Last Name: _____
Relationship to child: Phone: _____ (h) _____ (c)

#3 First Name: Last Name: _____
Relationship to child: Phone: _____ (h) _____ (c)

#4 First Name: Last Name: _____
Relationship to child: Phone: _____ (h) _____ (c)

#5 First Name: Last Name: _____
Relationship to child: Phone: _____ (h) _____ (c)

_____ **I have included a \$35.00 application fee at time of submission. Application fee is applicable to new student enrollment!**



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2010/2011 Academic Year Policies & Procedures Contract Agreement

1. **HOURS:** MEEP's hours of operation are 1:50 p.m. until 6:30 p.m. (8:30 a.m. until 5:30 p.m. on Professional Development Days; 12:50pm – 6:30pm during Parent Teacher Conference Weeks.)

The first day of school is Monday, August 16, 2010. The last day of school is Friday, May 27, 2011. MEEP will not be in session during federal and school holidays.

2. **TUITION:** The monthly tuition sheet is located on the following pages. There, we have made a list of dates that we will accept payment for tuition, before charging a \$35 late fee. Monthly tuition is based on an average of our nine-month operating costs from September 2010 through May 2011. MEEP charges \$210.00 from August 14-30th. Parents have the option of doing a weekly enrollment for August the fees are as follows

August 16-20th \$105.00

August 23-27th \$105.00

August 30-31 \$42.00

PLEASE NOTE; PARENTS HAVING THEIR CHILDREN ENROLLED FOR THE ENTIRE MONTH OF AUGUST 8/16-8/30 WILL BE ONLY CHARGED A FEE OF \$210.00 WHICH IS A SAVINGS OF \$42.00. TUITION COVERS THE ENTIRE MONTH OF AUGUST. THERE ARE NO PRO-RATED RATES, DISCOUNTS AND WEEKS CANNOT BE DIVIDED INTO DAILY RATES. FOR DROP IN RATES PLEASE REFER TO OUR RATE SHEET!

Full tuition is due for all nine months MEEP is in operation. Tuition covers the entire month; there are no pro-rated rates or discounts during the months in which Spring break and Winter break fall. Tuition is non-refundable and cannot be pro-rated, divided into weekly or daily rates, credited or refunded.

A \$215.00 snack/materials fee is due with your registration paperwork. This fee also guarantees your spot in our program and it is non-refundable.

In the event tuition is not paid for any reason, MEEP reserves the right to suspend services until payment is received in full.

3. ADDITIONAL FEES:

- a. Late pick up charges (after 6:30 p.m.) are billed at \$10.00 per minute for the first ten minutes. After 6:40 p.m. it will be \$15.00 per minute until 7:00 p.m. After 7:00 p.m., if we have not heard from a parent or guardian, we are required by law to contact Child Protective Services (CPS). **Please note charges will continue to apply even after MEEP office receives your phone call.**
- b. Late tuition payments will be assessed a \$35.00 late fee if not paid on time.
- c. Returned checks fees are \$35.00.

4. **SCHOOL YEAR CANCELLATION:** This agreement commits you to the program for the entire school year. A 60 day written notice is required if your child will no longer be attending MEEP for any reason.

5. **MEEP CLASSES:** All students enrolled in MEEP are encouraged to participate in all classes and field trips. We strongly encourage all students to be involved in all aspects of our program. **Students are required to complete their homework in a timely fashion Monday-Thursday.**

6. STUDENT BEHAVIOR: Minor disciplinary action requiring parent/guardian assistance will be accompanied with a written notice and a 10 day probation period. If the problem continues, a conference will be scheduled. If the problem persists, discharge may be necessary. Students are required to act respectfully and obey teachers and safety rules at all times. Failure in this may result in immediate suspension or expulsion from MEEP afterschool program.

Misconduct at MEEP such as striking classmates or teachers, refusal to follow directions, inappropriate language, displaying hate symbols or comments, racial slurs, and failure to comply with classroom rules will may result in immediate dismissal, without any probationary period. Please take a few minutes to review our classroom rules with your child prior to the beginning of the school year.

7. SCHOOL SUSPENSION: If your child is suspended from Miraloma Elementary or any other school, it is the parent's responsibility to notify MEEP as soon as the suspension is in effect. MEEP afterschool program must be notified as to the nature and length of the suspension. **The suspended student is not allowed to attend MEEP on the days of his/her suspension.**

8. UNEXCUSED ABSENCES: If your child will not be attending MEEP for any reason, i.e. doctor/dentist appointment, sports practice, vacation, early pick up, play dates etc., a parent/guardian must contact MEEP afterschool program and inform them of the upcoming absence.

Notice of upcoming absence may be left in the following forms:

- You may send notice via email at meepgo@msn.com or meepoffice@gmail.com before noon on day of absence.
- A written note prior to date of absence may also be left in the MEEP afterschool mailbox outside of room 111.
- Sign out your student from MEEP is required during pick-up. Failure to sign out in a legible manner will result in a \$5.00 fee each time. Initials will not suffice. Please take a few minutes to sign-out.

9. EMERGENCY/MEDICAL: Up to date information about special diet/health needs, Emergency numbers, name of adults authorized to pick up children, etc. is the responsibility of parent/guardian and must be provided in writing. **MEEP afterschool teachers and staff are prohibited from administering any type of medication.**

10. SUBSIDIZED TUITION PAYMENTS: Subsidized tuition payments are welcome. Please contact Children's Council of San Francisco (CCSF) at 415-276-2900 for more information.

11. DISCOUNTS: A 10% sibling discount is offered to the second child attending MEEP. A 10% discount is also given if the entire nine-month tuition is paid by September 1, 2010. **Please note that only one of these options is available should you choose to take advantage of it. You will only be allowed a maximum of 10% discount.**

12. PARENT INVOLVEMENT: Parents are encouraged to volunteer ten hours of their time during the school year.

_____ **I have received, read, acknowledge, and will abide by the preceding agreement.**

Parent Signature

Date

Armen Dilanchian, MFA
MEEP Inc. Chief Administrative Director

Date



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Tuition and Fees 2010-2011 ACADEMIC YEAR SEPTEMBER – MAY

- \$215 snack and material fee (one time annual fee)
- \$420 a month Full Time (5 days a week)
- \$295 a month Part Time (3 days a week)
- \$798.00 a month Full Time 10% sibling discount included (The discount applies to only one sibling)
- \$576 a month Part Time 5% sibling discount included (The discount applies to only one sibling)
- \$210 from August 14-30th (Optional two weeks)
- \$3,402 paying in advance for the entire 9 month period by September 1st. (10% discount included savings of \$378.00)
- June 2011 costs will depend on how many weeks the school will be in session TBA
- \$35 registration fee for new parents to MEEP (This is one time fee for new parents to MEEP)
- **Drop in from 1:50 p.m. to 6:30 p.m. \$65.00**

**Drop in on Teacher Development Days from 8:30 a.m. to 5:30 p.m. \$95.00
(FREE FOR MEEP STUDENTS WHO ARE ENROLLED IN OUR PROGRAM)**

For 2010/2011 academic year MEEP will require one week notice for any kind of drop ins. We are unable to offer any kind of hourly rates or last minute drop ins !

SCHEDULE

**Payment and Fee Dates Per Month for Part time and Full time students at MEEP
Part Time \$295.00 Full Time \$420.00**

- **Material Fee** to Reserve Spot accompanied with your application \$215.00
- **August 16,2010** \$210.00 (August 16-30th)
- **September 1, 2010**-September 3,2010
- **October 4, 2010**-October 7, 2010
- **November 1,2010** – November 4, 2010
- **December 1,2010** –December 3, 2010
- **January 3, 2011** – January 6,2011
- **February 1, 2011** – February 3, 2011 **MEEP will be in operation on Lunar New year from 8:30-5:30p.m.**
- **March 1, 2011** – March 3,2011
- **April 1, 2011** – April 4,2011
- **May 2,2011** – May 4, 2011
-

Please Note: A late fee will be assessed if payment for tuition is not within these dates.

Parent Signature: _____ Date: _____



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MEEP Afterschool Classroom and Playground Rules 2010-2011 Academic Year

We would appreciate it if you could spend a few minutes going over these rules with your child before the first day of school.

1. Say Hello to your teachers when you enter the classroom.
Salutation: greeting, acknowledgment
2. Hang your things neatly in your cubby.
Neatly: orderly, timely, and efficiently
3. Get ready for group time by sitting on the carpet.
Group Time: Time spent together each day.
4. If you have any questions, please raise your hand.
Question: Inquiry, a sentence that asks something
5. Listen to directions.
Directions: Instructions: "follow the directions carefully."
6. If you are in a bad mood, please speak to a teacher right away.
Bad mood: grumpy, cranky, or angry.
7. Do your Homework/MEEP packets neatly and in a timely fashion.
8. Respect your classmates, teachers, and most of all yourself.
Respect: To have a high opinion of yourself and others. "Respect is earned."
9. Keep your voices down in the hallways.
Talking quietly: Not talking loud during quiet times. "We all spoke in quiet voices."
10. Play fair.
Sportsmanship: Fair and reasonable behavior, especially when playing a sport. "The baseball player displayed great sportsmanship."
11. Remember your social skills.
Polite: Having good manners, being well behaved and courteous to others.
12. Have fun.
Fun: A good time.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____



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Late Arrival Acknowledgment Form 2010-2011 Academic Year

Dear Parents,

Please remember that there is a late fee for children picked up after 6:30 p.m. On Staff Development days late fees occur after 5:30 p.m. and follow the same late fee charges as regular school days.

The late fees are as follows:

- For the first ten minutes after 6:30 p.m. or 5:30 p.m. on Staff Development days (until 6:40 or 5:40 p.m.) the late fee is **\$10.00 a minute.**
- After 6:40 p.m. (5:40 p.m. on Staff Development days) the **late fee is \$15.00 per minute until 7:00 p.m.**
- After 7:00 p.m. (6:00 p.m. on Staff Development days) MEEP is required by law to contact Child Protective Services (CPS) if we have not heard for a parent or legal guardian.

LATE ARRIVAL FEES ARE STILL APPLICABLE DISPUTE CALL INS!
(We recommend to contact individuals on your pick-up list in case you're unable to arrive at 6:30 p.m.)

Parent/Guardian Signature

Date: _____

Armen Dilanchian, MFA
MEEP Chief Administrative Director

Date: _____