



Miraloma Educational Enrichment Program

PARENT HANDBOOK
2010/2011

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STATEMENT OF PURPOSE

The purpose of Miraloma Educational Enrichment Program Inc. (MEEP, Inc.) is to serve the Miraloma School and the community population by providing quality educational, tutorial, and enrichment programs for all students at Miraloma Elementary School. The safety and security of children during the after school hours is a primary purpose of the program. MEEP strives to enrich the lives of all children who participate in the program

PROGRAM GOALS

- To provide a structured and safe environment which stresses responsible behavior, respect for others, and positive attitudes for all students.
- To provide opportunities that encourage social, emotional, intellectual, and physical growth.
- To provide quality after school, age-appropriate academic and enrichment activities.
- To provide a caring staff who will interact with the students in-group and individual situations.
- To provide communication with parents regarding their children's general well being.

REGISTRATION and ENROLLMENT

In order to have your child enrolled with us we will need the following:

- A completed registration and emergency form.
- First month's tuition and a non refundable deposit/material fee are due on the first day of school.

A student(s) who is enrolled at MEEP Inc. but are removed from the program for any reason (voluntary, disciplinary, late fee payment, etc.); will not be guaranteed re-enrollment in the program. In this case, parents may request their children's names be placed on a waiting list.

If a student(s) is out of school for any reason and the parents wish for their child to remain in the program, tuition must be paid for the days the child is not in attendance.

MEEP, Inc. does not have access to Miraloma Elementary School's attendance records, absences should be reported by parent or legal guardian to MEEP staff.

TUITION

The monthly tuition is due on the first of each month unless otherwise noted. Monthly tuition is based on an average of our nine-month operating costs from September/2010 to May/2011. Full tuition is due for all nine months MEEP is in operation. There are no pro-rated rates or discounts during the months which Spring break and Winter break fall. Tuition covers the entire month and reserves your space in the program. Tuition is non-refundable and cannot be pro-rated, divided into weekly or daily rates, credited or refunded. *****In the event tuition is not paid for any reason, MEEP reserves the right to suspend services until payment is received in full.**

Tuition and Fees 2010-2011 ACADEMIC YEAR AUGUST/2010 – MAY/2011

- ✓ \$215 snack and material fee (one time annual fee- *(This amount also serves as a non refundable deposit to guarantee the student's spot in our program)*)
- ✓ \$420 a month Full Time (5 days a week)
- ✓ \$295 a month Part Time (3 days a week)
- ✓ \$210 from August 16-31st (Optional two weeks)
 - ✓ \$576 a month Part Time 5% sibling discount included (The discount applies to only one sibling)
- ✓ \$798.00 Full Time 10% sibling discount included (The discount applies to only one sibling)
- ✓ \$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)

Drop in for Furlough Days (tentatively: 11/1/10,2/4/11,3/25/11,4/25/11) is as follows:
8:30am-1:50pm: \$50 then from 1:50pm-5:30pm: free with MEEP enrollment

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!

FEE 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 16th -31st)
- 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
- March 1, 2011 – March 3,2011

- April 1, 2011 – April 4, 2011
- May 2, 2011 – May 4, 2011

****** Please Note: A \$35.00 LATE FEE WILL BE ASSESSED IF TUITION IS RECIVED AFTER THE SCHEDULED DATE OF PAYMENT!**

FEDERAL IDENTIFICATION NUMBER

The Miraloma Educational Enrichment Program Inc.'s Federal Identification number is 94-2867473.

LATE PICK-UP AND PAYMENTS OF TUITION FEES

Late pick-up charges (after 6:30 p.m.) are billed \$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 parent or legal guardian, we are required to contact Child Protective Services (CPS). **Please note that even if we hear from the parent who is going to arrive late for pick-up all fees will still apply.**

RETURNED CHECK

Returned checks will result in a \$35.00 fee in **addition** to the \$35.00 late fee. If a second check is returned during a school year, then only a cashier's check or money order will be accepted. If a parent has any outstanding financial obligation to MEEP Inc., which is not satisfactorily cleared within a 15-day period, suspension of services until the obligation is completely resolved. Balances on any account that is not completely resolved will be referred to our legal department.

CLASS DIVISIONS

Students are to be divided according to appropriate grade levels and activities. For example, class divisions may be as follows:

Grades K, 1, 2 or Grades K, 1, 2, 3
Grades 3, 4, 5 Grades 4, 5

HOURS OF OPERATIONS AND HOLIDAYS

The hours of the MEEP are Monday through Friday, beginning at 1:50 P.M. and ending at 6:30 P.M. The program is not operated during weekends, school vacation and holiday periods. **When the school is closed due to inclement weather, or emergency purposes imposed by the County of San Francisco or California State, students should be picked up immediately.**

RELEASE OF CHILDREN

Students will be released **only** to persons who are authorized to pick them up as indicated on the enrollment contract. If someone other than the authorized persons will pick up a student, prior written permission is required stating the name and telephone number of the person who will pick up the student. **The authorized person will be required to show a picture ID and sign the student out on the appropriate sign-out sheet.** If no one comes to pick up the student from the MEEP Inc. by 6:30 P.M., parents will be called. If parents cannot be reached, other authorized persons listed on the registration form will be called. If no one can be reached to pick up the student by 7:00 P.M., the MEEP Inc. will call 911 for a police officer or Child Protective Services to pick up the student from school. Please note that late fees will be applied.

STUDENT ACCIDENTS OR INJURIES

Minor injuries will be addressed by the teachers and staff certified in first aid. CPR. If medical emergency attention is needed, 911 will be called for assistance. Parents will be informed of all injuries.

SNACKS

Light snacks will be provided each day. All snacks are accompanied with fruit or vegetables daily. Snack examples include:

Organic Milk, Juice (water day twice a week)
Pretzels
Bagels
Cereal (Only Cheerios)
Crackers
Organic Vegetables (Carrots, Celeries)
Cheese
Yougurt
Popcorn
Fruit (Organic fruit depended on the season)

Snacks have been approved by Jennifer Merinko dietician at Kaiser Permanente of San Francisco.

PERSONAL ARTICLES

Students are not allowed to bring toys, trading cards, sporting equipment, money, valuable items or pets. MEEP, Inc. will not be responsible for lost, stolen, or traded items.

DISCIPLINE POLICY

Regular school discipline policies are in effect for the elementary after School Enrichment Program. Please refer to MEEP student agreement in the enrollment

packet. If a student is disruptive or threatens another student in any way, it may affect his or her future participation in the program. Discipline problems will be handled using the following guidelines:

Depending on the severity of the offense, immediate dismissal from the program is a possibility. Parents will be notified immediately of this situation.

1 st wrongdoing	Director of operations and teacher talks to the student and notifies the parent in writing.
2nd wrongdoing	Director of operations and teacher talks to the student and notifies the parent in writing.
3rd wrongdoing	Chief Administrative Director and Director of operations and teacher talks to the student, notifies the parent in a conference and places student on a 30 day probation.
4th wrongdoing	Chief Administrative Director of operations and the teacher talks to the student notifies the parent in writing and the student is dismissed from the program for two weeks.
5th wrongdoing	Chief Administrative Director to the student, notifies the parent in writing and the student is withdrawn from the program for the remainder of the year.

PARENTS/LEGAL GUARDIAN

MEEP Inc. reserves the right to contact 911 if any persons, other than students, who insult or abuse school teachers in the presence of pupils. The individual will be asked to leave the premises immediately.

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, MEEP staff/teachers, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises immediately. If Parent guardian fails to comply with the request MEEP or school administrator will contact 911 for assistance

PARENTS CONCERNS (CHAIN OF COMMAND)

During MEEP hours the employee is under the supervision of the Director of Operations. All parents, staff and faculty at MEEP Inc. should follow the established chain of command as follows:

- Chief Administrative Director
- Board of Directors
- Board President

COMMUNICATION

MEEP will be primarily communicating to parents and families via email. Invoices, class registrations, newsletters and any important information regarding our program will be emailed. Our email address is: meepoffice@gmail.com

AUTHORIZED PICK UP

Should you need to add an authorized pick up person to your list, MEEP requires a note with a signature.