



**MEEEP**

Miraloma Educational Enrichment Program

**PARENT HANDBOOK**  
**2011/2012**

175 Omar Way, Room 111  
San Francisco, California 94127  
415-859-9605  
E-mail: [meepoffice@gmail.com](mailto:meepoffice@gmail.com)  
[www.Meepinc.com](http://www.Meepinc.com)

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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. The 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 encourages 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 upon registration.

A student(s) who are 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. Monthly tuition is based on an average of our nine-month operating costs from September/2011 to May/2012. 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

#### 2011-2012 ACADEMIC YEAR: AUGUST – MAY

\$436 a month Full Time (5 days a week)  
\$306 a month Part Time (3 days a week)  
\$215 snack and material fee (one time annual fee)  
\$283 from August 15-31<sup>st</sup> (Optional two and a half weeks)  
\$828--10% sibling discount included for full time enrollment (The discount applies to only one sibling)  
\$596--5% sibling discount included for part time enrollment (The discount applies to only one sibling)  
\$35 registration fee for new parents to MEEP (**This is a one time fee for new parents at MEEP**)  
Drop in from 1:50 p.m. to 6:30 p.m.: \$65.00 or \$15 per hour  
Should we have any furlough days the cost will be \$55 from 8:30am-5:30pm. (MEEP's regular tuition covers half of the day).  
Should we have any early release days, MEEP will cover the extra hour from 11:20am-5:30pm.

### SCHEDULE

#### Payment and Fee Dates Per Month

- Material Fee** to Reserve Spot accompanied with your application \$215.00
- August 15, 2010** \$283.00 (August 15-31<sup>st</sup>)
- September 1, 2011**-September 6, 2011 \$436.00 full time, \$306 part time
- October 1, 2011**-October 4, 2011 \$436.00 full time, \$306 part time
- November 1, 2011** – November 4, 2011 \$436.00 full time, \$306 part time
- December 1, 2011** –December 6, 2011 \$436.00 full time, \$306 part time
- January 1, 2012** – January 4, 2012 \$436.00 full time, \$306 part time
- February 1, 2012** – February 6, 2012 \$436.00 full time, \$306 part time
- March 1, 2012** – March 6, 2012 \$436.00 full time, \$306 part time
- April 1, 2012** – April 4, 2012 \$436.00 full time, \$306 part time
- May 1, 2012** – May 4, 2012 \$436.00 full time, \$306 part time

**\*\*\*\* Please Note: A \$45.00 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 \$45.00 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 are not completely resolved will be referent to our accountant and legal.

## HOURS OF OPERATIONS, HOLIDAYS, FURLOUGH DAYS, EARLY DISMISSAL DAYS

The regular hours of 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.**

### **MEEP will be closed:**

Labor Day: September 5<sup>th</sup>, 2011  
Columbus Day: October 10<sup>th</sup>, 2011  
Veteran's Day: November 11<sup>th</sup>, 2011  
Thanksgiving Holiday: November 23<sup>rd</sup>-November 25<sup>th</sup>  
Winter Break: December 16<sup>th</sup>, 2011-January 2<sup>nd</sup>, 2012  
Martin Luther King Day: January 16<sup>th</sup>, 2012  
President's Day: February 20<sup>th</sup>, 2012  
Spring Break: March 26<sup>th</sup>-29<sup>th</sup>, 2012  
Cesar Chavez Day: March 30<sup>th</sup>, 2012

### **MEEP will be open for Lunar New Year and Professional Development Days from 8:30am-5:30pm. These days are included in MEEP tuition.:**

Lunar New Year: January 23<sup>rd</sup>, 2012  
Professional Development Day: April 23<sup>rd</sup>, 2012

**MEEP will be open from 8:30am-5:30pm on furlough days for an extra charge of \$55 for MEEP families to compensate for our extended hours. Please note: We must have at least 15 children signed up for each furlough day in order to be open. To obtain a registration form, please go to our website: [www.meepinc.com](http://www.meepinc.com).**

Furlough Day: February 17<sup>th</sup>, 2012

Furlough Day: March 16<sup>th</sup>, 2012

Furlough Day: April 6<sup>th</sup>, 2012

**Early Dismissal Day hours are 11:20am-5:30pm. Please refer to the school calendar after the start of the school year to obtain dates.**

### **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, a consent form is required stating the name and telephone number of the person who will pick up the student. You can find this form on our website: [www.meepinc.com](http://www.meepinc.com). The form must be turned in prior to the person picking up your child(ren). **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. **To meet health requirements and to ensure compliance with Ca. Social Services, we ask parents to keep their child home when your child has a fever, heavy nasal discharge, consistent cough, cannot hold down food, or is taking antibiotics to break his/her fever. Please note: your child's temperature must be normal for 24 hours before returning to our program. Should there be a communicable disease our office must be notified immediately.**

### **SNACKS**

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

Milk, Juice (water day twice a week)

Pretzels

Bagels  
Cereal (Only Cheerios)  
Crackers  
Organic Vegetables (Carrots, Celeries)  
Cheese  
Yogurt  
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 <sup>st</sup> 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	Executive 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	Executive 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

Executive 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 berate, 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, Pamela Robinson. All parents, should follow the established chain of command as follows:

- Executive Director: Armen Dilanchian
- Board of Directors

### **SCHEDULES**

Refer to [www.meepinc.com](http://www.meepinc.com) under the Daily Schedules tab. Schedules will also be posted outside the MEEP office (Room 111).

### **STUDENT EVALUATION**

Parents will receive two student evaluations for the academic year (one in December and one in May). Please keep in mind these are not academic evaluations. They are simply giving you information on how your student is doing at MEEP—socially, emotionally, etc.