



# Miraloma Educational Enrichment Program

## 2009/2010 Contact Form

### CHILD'S INFORMATION (Please Print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Birthday: \_\_\_\_\_ Grade in 2009: \_\_\_\_\_

Teacher (& school if not Miraloma): \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Birthday: \_\_\_\_\_ Grade in 2009: \_\_\_\_\_

Teacher (& school if not Miraloma): \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION (Please Print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

*(continued next page)*

175 Omar Way, San Francisco, CA. 94127

415-584-7080

415-469-4069 fax

[www.meepinc.com](http://www.meepinc.com)

[meepgo@msn.com](mailto:meepgo@msn.com)



# Miraloma Educational Enrichment Program

## 2009/2010 Contact Form (*con't*)

### MEDICAL INSURANCE

Insurance Carrier: \_\_\_\_\_ Insurance #: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

### ADULTS WHO MAY PICK UP CHILD / EMERGENCY CONTACT

The following adults have the following permission to pick up my child. (Must present photo ID):

#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)

The above information is complete and accurate to the best of my knowledge. I have reviewed MEEP school policies and procedures. I have included a \$35.00† application fee at time of submission.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CA Driver License #

\_\_\_\_\_  
Armen Dilanchian, MFA  
Executive Director

\_\_\_\_\_  
Date

† Application fee is applicable to new student enrollment



# Miraloma Educational Enrichment Program

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## 2009/2010 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; 12:50 – 6:30 during Parent Teacher Conference Weeks). The first day of school is Monday, August 24, 2009. The last day of school is Friday, June 4th, 2010. 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 2009 through May 2010. 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 \$185.00 materials fee which goes towards snack, equipment, and other supply purchases and is due with your registration paperwork.** 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 \$5.00 per minute for the first ten minutes. After 6:40 p.m. it will be \$10.00 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 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. Your deposit is forfeited at time of cancellation.
5. **MEEP CLASSES:** All students enrolled in MEEP are required 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.**
6. **STUDENT BEHAVIOR:** Minor disciplinary action requiring parent/guardian assistance will be accompanied with a written notice and a 30 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. **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 result in immediate dismissal. Please take a few minutes to review our classroom rules with your child prior to the beginning of the school year.**

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# Miraloma Educational Enrichment Program

## 2009/2010 Academic Year Policies & Procedures Contract Agreement (*con't*)

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 must be notified as to the nature and length of the suspension. **The suspended child 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 and inform them of the upcoming absence. Notice of upcoming absence may be left in the following forms:
  - o You may send notice via email at [meepgo@msn.com](mailto:meepgo@msn.com) or [meepscreenplaygo@aol.com](mailto:meepscreenplaygo@aol.com) before noon on day of absence.
  - o A message may be left on our voicemail at 415-584-7080 before noon on day of absence.
  - o A written note prior to date of absence may also be left with MEEP.

This is necessary because MEEP does not have access to the school's attendance records.
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 cannot administer any type of medication unless the proper paperwork is filled out and only on an emergency basis.** The necessary forms can be obtained at MEEP, and must include a Doctor's note and directions for dosage.
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 Monday, September 14, 2009. **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.** No tuition assistance (scholarship) is currently available.
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/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Armen Dilanchian, MFA  
MEEP Executive Director

\_\_\_\_\_  
Date



# Miraloma Educational Enrichment Program

## Tuition and Fees 2009-2010

- \$410.00 Monthly Tuition: September – May (1 child)  
 \$260 Part-Time Tuition
- \$779.00 Sibling Monthly Tuition: September – May (siblings)  
 Includes 10% sibling discount on one child
- \$3,321.00 Nine Month Tuition: With 10% discount if paid by 9/14/09  
 Does not include material fee and August tuition
- \$185.00 Material Fee: One time fee for 2009-2010
- \$150.00 Optional August Tuition: Covers Aug 24<sup>th</sup> – 28<sup>th</sup> and should only be paid if your child attends MEEP during the first week of school.
- \$35.00 New Application Fee: Applies to *new* student applications  
 \$35.00 Late Payment Fee Applies to payments made outside of fee schedule.

FEE SCHEDULE		
Payment #	Dates	Fee
1	Material Fee to Reserve Spot	\$185
2	September 1st - 4th, 2009	Tuition
3	September 28th-October 2nd, 2009	Tuition
4	November 2nd-6th, 2009	Tuition
5	November 31st - December 4th, 2009	Tuition
6	January 4th-8th, 2010	Tuition
7	February 1st-5th, 2010	Tuition
8	March 1nd - 5th, 2010	Tuition
9	April 1st - 7th, 2010	Tuition
10	May 3rd - 7th, 2010	Tuition
11	June 1st, 2010	\$150.00

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Miraloma Educational Enrichment Program

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## Classroom Rules 2009-2010

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.

Homework: Work assigned in school to be completed at home.

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.

Parents Signature: \_\_\_\_\_ Child's Signature: \_\_\_\_\_



# Miraloma Educational Enrichment Program

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## Late Arrival Acknowledgment Form 2009-2010

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 \$5.00 a minute.
- After 6:40 p.m. (5:40 p.m. on Staff Development days) the late fee is \$10.00 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 of legal guardian.

Thank you,  
MEEP Staff

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Parent/Guardian Signature

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Armen Dilanchian, Executive Director