



Cari Marquez
President, Board of Directors

Melanie R. Santana
Executive Director

ADMISSION AGREEMENT INITIAL ENROLLMENT INFORMATION

After reading agency regulations numbers 1 through 11, I have agreed and understand to follow the Mission Child Care Consortium, Inc. Admission Agreement as explained to me on my initial interview.

1. _____ Recertification-verification of employment, school and/or vocational training will be verified at the time of initial enrollment, updates, and recertification's. The MCCC has authorization to request employment verification form from an employer to meet Eligibility and Need Regulations set forth by the California Department of Education Early Education Support Division. Updates will be given as necessary per request by parent to comply with California Department of Education; EESD and San Francisco County Pilot Subsidy Program. Families may voluntarily report changes in order to:

1. Reduce Family fees
2. Reduce services schedule
3. Increase services schedule

When the initial certification is complete, families will be required to recertify their services once every 24 months. On the basis of need in seeking employment, family is required to recertify in the 12 months within the 24 month period. I understand I must comply with the re-certification process by providing the updated need documentation required to authorize further services.

2. _____ I must report any change of home address and phone numbers to the Receptionist at the Front Office of the agency for my child's emergency card.
3. _____ Child Absences/Excused and Unexcused – Child will be granted an excused absence up to 10 days in a fiscal year in the Best Interest of the Child. (BIC)

Best Interest is defined as follows:

- a. Child needs to spend time with parent.
- b. Parent needs time to spend with their child.
- c. Parent and child need to be away for not more than 10 days a year.
- d. Visit with Grandparents.

Parents must not use sick days for absences on constant basis. Unless the child is really sick. Excessive sick days will closely be monitored by the agency. Should a family exceed the number of unexcused absences or excessive use of sick days could result in termination of services from the agency. The agency will require a doctor's note after 5 absences before the child can return to the center. All absences of 5 days or more is required a Doctor's Note for contagious diseases such as hands, foot, mouth disease, Strep Throat, Pink Eye, Flu, etc.... An Absentee form is ONLY to be filled if the child's physician gave you a telephone appointment or physician informed the parent the child does not to be seen at the clinic (Over the counter medication is prescribed) *With this completed form the absence will be excused.

4. _____ Please **DO NOT** send food, money or toys from home to school with your child. Breakfast, lunch, and snack are served at the school. Toys brought from home often cause problems. The center cannot be responsible for money or jewelry that your child brings to school. We encourage **NOT** to send your children to the center in expensive clothes, as there is no way we can guarantee that they will not get soiled or lost.



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5. _____ Contract Hours/ Sign in & out Sheets: I must follow the contract hours given to me at initial certification based on need. I must **Print** my complete full name – First Name and Last Name on the Sign In & out Sheets daily that matches the full name on the signature section of the CD9600 application. The Administrative Eligibility Manager, and the Enrollment & Eligibility Specialist are the only ones that can change my contract hours. The agency monitors the Sign-in and out Sheets / Contract Hours of drop-off and pick-up to comply with teacher-child ratio and contract hours.

6. _____ I will participate with Parent Activities, Parent Workshops, and Parent Meetings for I will receive upcoming information of events, field trips, graduations, and educational handout material to support my child’s educational needs.

7. _____ The center opens exactly at 7:00 A.M. **NO CHILD** should be left **alone in the halls.** Please drop-off your child to staff. The center will be closed **at exactly 5:30 P.M.** Any child left after 5:30 P.M. the Police Department will be called to pick up the child only after several attempts calling authorized members of the family and friends on the child’s emergency card

Children must be **PICKED UP NO LATER THAN 5:30 P.M. LATE FIVE (5) TIMES WILL LEAD TO TERMINATION. A NOTICE OF ACTION FOR TERMINATION** will be given.
The parent will be billed a \$5.00 late fee for every late pick-up.

8. _____ If you send someone other than listed on the emergency card; please call MCCC and inform the Receptionist. **NO ONE UNDER** 18 years of age cannot be allowed to drop-off or pick-up a child. All persons picking up children must have a valid Identification with photo to verify who they are before the child can be released from the center.

9. _____ Department of Social Services, CPS, Community Care Licensing Division has the right to come unannounced at any time to interview your child or children’s record and document with pictures etc. anything regarding your child or children. (DSS #101195 (b) (c)). The agency is required to report any form of child abuse to Child Protected Services without notifying the Parent and/or Legal Guardian. All staff of MCCC are Mandated Reporters.

10. _____ I have received, read, and understand the Mission Child Care Consortium, Inc. Parent Handbook and the Parent Appeal Information Pamphlet.

11. _____ I have received, read, and understand the Annual Notice/Uniform Complaint Procedures of the Mission Child Care Consortium, Inc. (Title 5 – Section 4622).

Enrollment & Eligibility Specialist

Parent/Guardian Signature

Date

Date