

EMERGENCY INFORMATION

Allergies or Intolerances to food, medication, etc; action to take in case of emergency, signs and symptoms

Name of Child’s Physician

Phone

Names, Address and Phone Number of Two (2) People to Contact if Parents/Guardians **CANNOT** be reached

1. _____

2. _____

Person(s) Authorized to Pick Up Child

Person(s) **NOT Authorized to Pick Up Child**

**Appropriate paperwork such as divorce decree shall be attached if a parent is not allowed to pick up the child.

CARE INFORMATION

Child’s Likes and Dislikes

Date Child Care Needed

Number of Days

Full Time

Part Time: A.M./P.M.

Class



MONTESSORI CHILDREN'S CENTER

Child Emergency Medical Authorization Form

Name of Child _____ Date of Birth _____

Name of Parent(s) or Guardian _____

Home Address _____ Telephone _____

Place of Mother's Employment _____ Telephone _____

Address _____ Telephone _____

Place of Fathers Employment _____ Telephone _____

Address _____ Telephone _____

The parent(s) or guardian authorizes Montessori Children's Center (Name of Licensed Provider) to obtain immediate care and consents to the hospitalization and/or the performance of necessary diagnostic tests upon, the use of surgery on, and/or the administration of drugs to, his/her child if an emergency occurs when he/she cannot be located immediately.

It is also understood that this agreement covers only those situations which are true emergencies and only when he/she cannot be reached. Otherwise he/she expects to be notified immediately.

1. I/we will be responsible for medical care expenses

2. Medical treatment costs are covered by:

A. Blue Cross-Blue Shield Policy No. _____

B. Medicaid Coverage No. _____

C. Other Medical Insurance:

a. Name of Insurance Company _____

b. Policy Number _____

D. No Insurance Coverage _____

Child's Physician or Clinic _____ Telephone _____

Address _____

Signature of Parent (s) or Guardian

Date

AGREEMENTS

Please read, and initial the following agreements.

1. ___MCC agrees to notify the parent/guardian if child becomes ill while at center. Parent/guardian herein agrees to pick-up or arrange pickup of child within 1 hour- if so requested by MCC staff.

2. ___The parent/guardian authorizes this MCC center to obtain immediate medical care if any emergency occurs, and he/she cannot be located immediately. This authorization is not required by State Regulation if the parent raises and/or states an objection to provision of such care on religious or other such grounds.

3. ___Should Parent/Guardian elect to pay MCC tuition for an extended period of time, said Parent/Guardian recognizes and fully appreciates the fact that MCC policy provides, at the sole option of MCC Administration, for a maximum tuition refund of only 4 months.

4. ___The Parent/Guardian has read, understood, and agrees to be unconditionally bound by, and adhere to **ALL** terms and conditions set for in the 'Policies and Procedures Consent' document.

SIGNATURES

Parent(s) or Guardian(s)

Date

Administrator of Center

Date

****CENTER USE ONLY****

Place of Birth

Birth Date

Birth Certificate Number

Other Form of Proof

Location

Date Admitted

Date Withdrawn

Date Registration Paid

Date Materials Fee Paid

Security Deposit Amount and Date Paid

Other Remarks



2011/2012 Policies and Procedures Consent Form

Please read and review this document and then sign and return page 13 only to your MCC Center Director. Thank You.

1. "MCC" Defined

"MCC" is herein defined as a trade name. As referenced in this document "MCC" is intended to denote all the following: Montessori Children's Center Inc., AMZ Industries Inc., and Montessori Children's World Inc. Any references to "MCC" by this document are herein stated to have served as a blanket reference to the entities named in the preceding.

2. Admission Process

The first step in the admission process for a parent interested in enrolling their child with MCC is to schedule a tour of an MCC facility. Upon completion of the tour, parties who feel they would like to be a part of the MCC community may submit an *Application for Admission*. Once this document has been received, along with all requisite documentation and fees, MCC staff will review the application.

Upon a favorable review of application paperwork, the parents of an applicant will be informed. The next step in the admission process is the scheduling of a *Working Interview*. During this meeting, the prospective MCC student spends time in their age appropriate classroom, interacting with a senior MCC Faculty member. This opportunity allows MCC to conduct an evaluation of the prospective new student, and also allows the child to meet one of their new teachers as well as see and experience, for themselves, an MCC class. A prospective new student will be evaluated during this interview, as such a parent will not be permitted to enter the class with their child, or to observe. Parents are required to wait in a place as designated by the MCC Director/Administrator on duty.

MCC is a private school. As such, MCC herein states that it fully reserves the right to deny *Applications for Admission*. Students will be evaluated by MCC staff on the basis of a variety of factors; educational, social, emotional, behavioral, and other factors. MCC also herein states that it will not provide any conclusive reason or justifications for the denial of an *Application for Admission*.

Application and Registration- Further Details

There is a non-refundable Application Fee due per child at the time of submission of an *Application for Admission*. This fee will remain 100% non-refundable regardless of whether the child attends MCC. The fee will in no way guarantee admission or a passing mark on the Working Interview. MCC reserves the right to deny admission to a prospective student. A denial of admission by MCC will be a final decision with no appeal process. If your child is granted admission to MCC, this fee will guarantee your child's enrollment for up to two weeks. If you wish to guarantee your child's enrollment for longer than the two week period, the first month's tuition must also be paid at the time of registration. After the first month's tuition has been paid, MCC will guarantee your child space for enrollment for up to one month. This fee will also satisfy the rental costs for two electronic keys. Electronic door keys remain the property of MCC, and must be returned with 4 days of a child no longer attending MCC. Failure to return keys may result in a charge of \$75 per key, being applied to a student's account.

3. Tuition

Tuition is due in by the 1st of each month. The only accepted method of payment at MCC is check. There will be a late fee of 10% of the monthly tuition, applied to payments received after the 5th of the month. Tuition received after the 10th of the month will be subject to a penalty of 14% of monthly tuition. Parents who have their children enrolled in a 5 FULL DAY PROGRAM ONLY, may elect to split their tuition

payment in two equal parts. Tuition will be due on the first and fifteenth day of each month. If a holiday or vacation period causes the center to be closed on the first or fifteenth day of a month, then payment will be due BEFORE the aforementioned holiday or vacation period. There will be no grace period for persons paying under this option. Payments received after the first or fifteenth of the month are herein understood to be late. As such, they will be subject to penalty equal to 8% of the partial tuition payment. Tuition for each month is the same regardless of the number of school days in the month. MCC offers a 5% discount in tuition for families who have multiple children enrolled in a Center, for whom tuition is paid by a maximum of one payment per month. The 5% discount will be applied to the tuition of the oldest child. This discount is not permitted to be applied in conjunction with any promotional offer.

4. Materials Fee

A Materials Fee is due once each School Year, per child. The deadline for this fee is August 15. This fee is 100% non refundable. This fee will not be pro-rated.

5. Summer

A Summer Activity fee is due once each Summer Session, per child. The deadline for this fee is May 15. This fee will remain fixed, regardless of the class a child is enrolled in, and/or the program the child is enrolled in. This fee is 100% non refundable. This fee will not be pro-rated.

6. Security Deposit

One month's security deposit of tuition is due at the time of enrollment at an MCC Center. MCC does not permit the use of this fee in lieu of tuition payments. The remaining portion of this amount will be returned to parents within 20 working days of their child no longer being enrolled in MCC. The remaining portion will be tabulated after MCC has determined that all applicable fees and payments have been satisfied. If necessary, this amount can be paid in three equal consecutive monthly installments- to begin on the first month a student is enrolled in MCC. If an MCC Center is not given 30 days notice of a student's withdrawal, or if parents no longer choose to send their child to the Center-with no notice-, this security deposit will automatically become fully non-refundable.

7. Promotional Rates

On occasion, MCC may choose to offer parents promotional tuition offers. Such offers are calculated on the basis of parents keeping their children at MCC for an extended period of time, no less than one calendar year. Once the promotional rate expires, tuition will re-set to the normal tuition rate for the class in which the student is enrolled. The "normal" tuition rate will be determined by the current standard rate at which MCC charges tuition for the class in which the child is enrolled. If a child moves classes during the promotional rate period, the tuition fee will not change.

8. Absences

Please inform MCC Administration if your child will be absent on any particular day. Such notice may be provided via phone or email. MCC policy does not allow for any deductions or refunds in tuition or fees due to absence, for any reason. Tuition is paid at a set monthly rate for all children enrolled on a full-time or part-time basis. Please understand that there are no tuition deductions due to illness, vacation or holidays.

9. Operating Calendar

Every MCC Center operates on a publicly advertised yearly schedule. The schedule of holidays is made available to parents and other interested parties. In addition, parents who seek admission to an MCC Center are herein presumed to have read, reviewed and accepted MCC Center's hours of operation, holiday schedules, and vacation periods.

10. School Year and Summer Session Defined

The dates defining the start and end of the MCC School Year and MCC Summer Session will be established by the school specific School Year Calendar and Summer Session Calendar published by each MCC Center.

11. Withdrawals

If you need to withdraw your child, MCC Centers must be provided 30 days notice. If a student enrolled at MCC is withdrawn without notice, tuition will be due for the month following the withdrawal.

12. Expulsion

Though not frequent, MCC does reserve the right to provide parents notice for permanent and immediate withdrawal of their child from MCC. By signing below, parent/guardian is herein understood to unequivocally accept expulsion upon notice, and immediately cease bringing their child to MCC. There will be no appeals process for an expulsion. MCC will, within five business days, return the remainder of any tuition paid for the month of expulsion. Security Deposit funds will be returned as per normal policy- see item 6. Any and all other fees paid to MCC are wholly and fully non refundable.

13. Legal Fees/ Collection Costs

In the event that MCC determines a student's account owing in fees/tuition, and this debt goes unsettled for a period of 30 calendar days, MCC will pursue any and all legal remedies to secure payment of funds owed it. MCC may also elect to take on the services of a collection company and or legal counsel, to secure repayment. In the event that any of the above mentioned means become necessary, parent and/or the undersigned herein accepts full and unequivocal responsibility for any costs associated with such. Liability will extend to all costs in addition to fees and tuition owed MCC.

14. Door Key

The electronic keys to the Center function only during peak hours. The door bell must be used at all other times. Please also note that if a key is misplaced, it is imperative that MCC Staff is informed, so that the key can be de-activated. It is MCC policy that all families **MUST** have at least one key. Re-placement or extra keys may be purchased from Center offices. **PLEASE DO NOT HOLD THE DOOR OPEN FOR ANY OTHER PARENTS/INDIVIDUALS AS SUCH CONDUCT PRESENTS A SECURITY ISSUE. MCC DOES NOT WANT UNAUTHORIZED PERSONS ENTERING OUR FACILITIES.** If a parent has neglected to bring their key on any given day, they need to ring the facility bell, and wait until an authorized Staff member can come to the door. It should be understood that wait time may be significant, as Staff are generally engaged in the class.

15. Arrivals/Departures

When children are brought to school, please accompany them to their classroom. Do not allow your child to get out of the car and enter the school alone. Parents must escort children all the way to their class, and then sign their children in on the classroom roster sheet. Please have your children at the Center by 9:00 a.m. Upon picking up children from MCC, parents must sign their child out on the classroom roster. The signing in and out of children from their class, is a procedure mandated by the Commonwealth of Virginia. Once parents have arrived in the classroom of their child, MCC herein states that it will no longer accept responsibility for that parent's child. Parents are responsible for ensuring that their child behaves in a safe and appropriate manner as they leave their class, the playground, and more generally the entire MCC campus. Furthermore, parents are herein explicitly warned that they are not permitted to touch, handle, or interact with any child other their own. Should a parent engage in such inappropriate and disallowed conduct, they will expose themselves to the full penalty of Commonwealth of Virginia Law.

16. Breakfast

MCC does not serve breakfast. Children who come to school at or before 8:15 a.m. may bring a healthy breakfast to be eaten at school. No breakfast is permitted to be brought to MCC facilities after 8:15 a.m.

17. Late Arrival

If bringing a student to school late, after 9:00 a.m., please make sure to drop them off quickly and unobtrusively. The class is in session and this late drop off is an interruption. Speaking to student's classroom Lead Teacher is not appropriate at this time, as they will be occupied conducting the class. Parents may however, call and leave a message for the teacher to contact them at a more convenient time. Even though a teacher may not be directly interacting with a child or another adult, they are occupied in the task of managing the entire class.

18. Authorization to Pick-Up

If a parent wishes MCC to release their child to an *Emergency Contact Person* or *Emergency Authorized Pick-Up Person*, the parent must notify the Center's office in writing. The authorized person must also present valid government issued picture identification for release of the child. If picture identification is not available, and/or consent from parent is not either, MCC will not release the student. In such cases, parents will need to arrange an alternative before the MCC Center closes for the day.

19. Late Pick Up

If a child is not picked up by 6:00 p.m. (Falls Church, Herndon, Centreville) or 6:30 p.m. (South Riding), a late charge of \$30.00 per child should be paid to MCC for every 30 minutes or fraction thereof. This fee will be due immediately upon picking up the child. Only authorized persons may pick up a child; those who are "authorized" will be determined based on information provided on the *Application for Admission*, completed when the student was initially enrolled at MCC- or that which has been updated thereafter. In cases where children are not picked up within one hour of an MCC Centers closing, the local police department and/or Child Protective Services Department (CPS) will be contacted to take custody of the child.

20. Unanticipated Center Closings

Before coming to the MCC on inclement weather days, please make sure to check the announcements page of MCC's website (www.montessoricc.org), for the most updated information regarding MCC hours of operation. Parents should also sign up for the school listserv mailing list to receive emails containing the most current information. MCC will make public, via our website, listserv and recorded phone message (when available), any un-anticipated changes to Center hours of operation. If MCC plans to close a facility for the day, or delay its opening, parents will be informed of such no less than one hour before said Centers normal opening time. If MCC plans to close a facility early, MCC will provide parents with as much notice as MCC deems possible.

21. Additional or Supplemental Care

On days where an MCC Center is open, and a parent would like to request that a Center provide hours of care for a student which MCC normally does not, a *Daily Care Agreement* must be completed. This form documents that a student is at MCC for a defined time period. In addition, this form serves the purpose of informing parents of the additional sum a parent will owe MCC for child care services. This sum will take in to account the normal tuition rate a student's account is charged, and will be assessed in excess of this sum. By signing the agreement, a parent will agree wholly to the terms set forth in such, and agree to pay MCC the extra sum detailed within 48 hours.

22. Emergency

If parents and/or an emergency contact person(s) cannot be reached by 6:15 P.M. (Falls Church, Herndon, Centreville) and 6:45 P.M (South Riding), MCC will contact appropriate law enforcement officials, in addition to Child Protective Services, to take custody of the child. On days an MCC Center closes early, if a parent or emergency contact person cannot be reached within 30 minutes of an MCC Center closing, MCC will follow the above referenced procedure to secure care for students left in its custody.

23. Clothing

Children should be able to get in and out of their clothing, unassisted for the most part. Coveralls, belts, back buttons and snaps discourage a child's independence, whereas elastic waistbands in pants and skirts, pullover tops and front buttons help children dress themselves. Children should not wear flip-flops or high heel shoes to school. All clothes should be labeled for identification. Parents should provide a spare set of clothing to be kept at the Center for children; this clothing should be replaced as needed- and as the weather changes. Accidents can happen at any age. As such, there should **always** be a parent supplied spare set of clothes for children left with the Center. MCC herein states that it accepts no responsibility for theft, loss or damage to such items.

24. Toys

Please do not allow your child to bring toys of any kind to school. Additionally, please do not let your child bring jewelry or money to school. Students are however permitted to bring articles of general interest, such as collections, pictures and books. Any items students bring to MCC, are brought at the risk of possible loss or misplacement. MCC does not accept responsibility for loss or damage to such items.

25. Outside Playground

Outside playground time is often one of the most popular activities of the day. Children enjoy taking a break from the indoors, and experiencing the refreshing outside air. A reality of the Northern Virginia area, is our dramatic seasonal temperature changes. MCC will **not** take children outdoors if the temperature in the Center's locality is below 45 degrees Fahrenheit or above 97 degrees Fahrenheit. If a parent would rather their child stay indoors on any given day, they should state the same in a written and signed note, and place this notice on record with the Center office. An operational reality of MCC Center dynamics makes verbal only notice by a parent insufficient to guarantee that a child stay indoors on any given day.

26. Birthdays

Student birthdays will be a special classroom occasion. Parents may provide a special treat for their child's classmates. Birthday parties are to be held during the afternoon snack period, approximately 3:15 p.m. Due to privacy concerns, pictures or the use of other video or photographic devices is not permitted during these events. This rule is to apply, even if the focus of such is a parent's own child. Please notify the classroom Lead Teacher at least 5 days in advance of plans to have an in-class celebration. It is of paramount importance that foods served at such events take in to account allergic and dietary restrictions of students in the class. Parents should work with Center Staff to ensure these guidelines are followed. In-class celebrations sponsored by parents, must provide ample supply for ALL students in the class to participate.

27. Open Door Policy

We encourage you to come in and observe your child. This is the best way to find out how they are doing in their class. Such visits must be scheduled at least 48 hours in advance, such that class events/activities can be planned accordingly. In-class visits are permitted to last no more than 30 minutes. Parents are advised that MCC fully reserves the right to ask a parent to observe from outside the classroom at anytime, via window or door. While a parent may choose to observe their child, through such an opportunity, the privacy of other children and families must also be respected and protected. In addition, MCC reserves the right to ask a parent to immediately cease their observation period, and exit the MCC facility. A parent may not conduct more than 1 observation period per week.

28. Progress Reports

The Montessori curriculum is an approach to teaching whose benefits are not best highlighted by snapshot assessments, but rather by a cumulative study, spanning significant time periods. Notwithstanding this reality, there are parents who wish to see a sampling of such snap shots, simply to gain a cursory understanding of what types of materials and lessons their child is working with at the present moment. To meet this request, MCC has in place a system for progress reports. MCC requires that there be at least 1 month in between consecutive reporting periods. Each reporting period will consist of a 30 day period, in which a report will be prepared bi-weekly. Requests for reports will be evaluated by Center Administrators, and if granted, will be delivered in the above described manner. Progress reports may only begin on the 1st or 15th of a month. As such, if a request is granted in between these dates, the requesting party will have to wait until the next reporting period.

29. Conferences

Parents may schedule a conference with MCC Staff by calling the Center's office and requesting the same. Parent requested conferences will be attended by teacher, parent(s), and a member of MCC Administration. Parents may choose to schedule a conference to discuss their child's progress in the classroom at a more detailed level than regular meetings. Additionally, if MCC staff deems it necessary, Center Administration has the right to schedule a conference with parent(s). Such conferences will require **MANDATORY** parent(s) attendance.

30. Discipline

Our policy on discipline is to distract, redirect, or reason out with the child.

31. Health

For the protection of all children, a student **CANNOT** attend an MCC Center if they exhibit any of the following symptoms:

- i. -a temperature of over 99 degrees Fahrenheit by mouth
- an intestinal disturbance with diarrhea or vomiting
- ii. -any undiagnosed rash
- iii. -sore or discharging eyes and/or ears
- iv. -significant nasal discharge
- v. -symptoms or signs of a contagious condition (i.e.: lice, pink eye)

**Please note that the listing provided above is in no way intended to be conclusive or final. MCC herein reserves the right to refuse custody of a student on any day, on the basis of health concerns.*

If a student exhibits any of these symptoms while at the school, they will be isolated from other students. Parents will then be contacted to come to the Center and pick up their child immediately. Parents are required to pick up their child within 20 minutes of MCC notifying them. If your child is not going to be coming to school due to a health condition, whether contagious or not, please inform the Center.

MCC reserves the right to, at its sole discretion, require a letter from a medical doctor, authorizing a child to return to the MCC school environment.

32. Communicable Diseases

Parents are to notify MCC within 24 hours if their child OR anyone in the family contracts any communicable diseases. Life threatening diseases are required to be reported to MCC immediately.

33. Child Abuse

If MCC Staff suspects that a child has been abused, the Center will report such to appropriate authorities. Center Staff may also report such suspicions to CPS-without notifying a parent of the same.

34. Food

If your child has any relevant allergies, parents will be responsible for providing lunch/snack and/or milk substitutes. For children enrolled at an MCC Center which does not provide lunch (MCC Falls Church) parents will be responsible for sending a pre-packaged lunch to school. This lunch **MUST be 'ready to eat'** and require **NO** warming, refrigeration, handling, or preparation of any kind by Center Staff. This requirement will be strictly enforced as per State regulatory law. Per Commonwealth of Virginia Health Department mandates, MCC is not permitted to store or preserve uneaten food. Any remaining food a student has not eaten from breakfast, snack, or lunch must be disposed of immediately. While MCC will work hard to adhere to the dietary and allergic diet restrictions of its students, MCC herein states that it will not be responsible for any adverse reactions whatsoever caused as a result of food or liquid ingestion.

For students enrolled at MCC Centers that offer catered lunch programs, parents wishing to sign-up for the service must file appropriate paperwork with the Center Office by the 1st of the upcoming month. For parents wishing to cease enrollment in this program, written notice articulating the same must be provided to MCC no later than the 20th of the current month, where the student is still receiving lunch.

The MCC Catered Lunch Program is a service offered to MCC students on a flat rate basis. The fee for the program is fixed at a monthly rate. MCC will not pro-rate the lunch fee for any reason. In addition, the fee for this program will remain fixed, without regard for the number of school days in any given month.

35. Medications

A *Medication Authorization Form* (downloadable at www.montessoricc.org) should be filled out every time a child needs to be given medicine while he or she is at the Center. Please hand over the medicine to the Center Administrator on duty. Label the bottle with the child's name, dosage, and time at which the medicine is to be administered. Prescription medicine is to be brought in its original container, Medicine

that is to be kept at the Center permanently, ex. Epi-Pens, need to be accompanied by a *Physicians Medication Authorization Form*. Medications need to be taken home daily, with the exception of Epi-Pens. Failure to take medicines home daily, will require MCC to dispose of them- in accordance with Center for Disease Control mandates.

36. Sunscreen/ Diaper Ointment/Insect Repellent

If your child requires sun screen, diaper ointment, and/or insect repellent applied-please make sure to fill out the appropriate authorization forms. All lotions/sprays need to be in their original containers, and labeled with the student's name. Each child needs their own, sibling to sibling sharing is not permitted. During summer months please be aware that children will go outside earlier in the morning as the temperature is lower in those hours. Please be aware, that children are presumed to arrive at school with sunscreen already applied during the summer (June- August)

37. Waiver of Liability

During the course of both the School Year as well as the Summer Session, MCC will provide its facilities as a venue for outside vendors to conduct extracurricular activity programs; for instance soccer, martial arts, dance etc. If a parent chooses to enroll his child in a program of this type, they do so of their own free will, and at their own risk. By enrolling his/her child in an extracurricular activity, a parent will knowingly give up their right to hold Montessori Children's Center Inc., Centreville Road LLC, AMZ Industries, Montessori Children's World Inc., AMH Ventures LLC, Falls Church LLC, as well as all corporate Officers and Directors responsible for any injury, caused by such extracurricular activities.

38. Field Trip Waiver

During the course of both the School Year as well as the Summer Session, MCC may elect to take students on field trips. Such trips will take place under the supervision of MCC Staff and Faculty. MCC herein states that it will not be responsible for any injury or illness, whatsoever, caused by, or occurring during or in anticipation of a field trip. All parties understand that by signing below, they relinquish any and all possible legal rights to hold MCC liable in any manner or form.

39. General Waiver of Liability

During the course of a student's enrollment at MCC, children are herein understood to have parental consent to engage in outdoor and indoor play. It is herein also stated that students will from time to time participate in field trips and other 'extra' activities- such activities may include sports, martial arts, gardening etc. MCC herein states that such activities similar or the same as those mentioned in the preceding, carry with them inherent risks. These risks, regardless of precautions taken, are not wholly avoidable or preventable. As such, MCC herein states that it will not be responsible for injury or harm to children left in its care resulting from such activities.

40. Authorization to Drop-off and Pick-up

Parents who have enrolled their child in an MCC Program which requires drop-off and/or pick-up of their child herein authorizes MCC to do so. Pickup locations and specifics of the same are required to be recorded with MCC Center offices in order for such to take place. MCC herein accepts no responsibility or liability resulting from its acting on wrong or mistaken information it has been provided-either by institution or parent.

41. Drop-off and Pick-up Times

Parents who have enrolled their child in an MCC Program which requires drop-off and/or pick-up of their children must record on file with MCC the times and days their child will require pick-up and/or drop-off. MCC herein accepts no responsibility or liability resulting from its acting on wrong or mistaken information it has been provided-either by institution or parent.

42. Cancelling a Drop-off or Pick-up

Parents who have enrolled their child in an MCC Program which requires drop-off and/or pick-up of their children, must provide MCC with at least two hours notice of cancellation for any given day. The 2 hour cancellation period will be calculated on the basis of the scheduled pick-up and/or drop-off time. Failure to follow or adhere to the preceding cancellation policy will result in a \$50.00 penalty per occurrence.

EXAMPLE:

A parent wishing to cancel the pick-up of their child, scheduled for 2:30 p.m., must do so by 12:30 p.m. of the same day.



Please Sign and Return this page to your MCC Center Director. Thank You.

By signing below, I affirm that I have read and reviewed in its entirety the preceding **2011/2012 MCC Policies and Procedures** documentation, and agree to consent fully and wholly. I understand and appreciate the fact that I will be bound to follow and conduct myself by **ALL** the terms and conditions put forth in the preceding.

Signature of Parent (s) / Guardian(s)

Date