

## UC Merced Early Childhood Education Center Admission Agreement

I understand the UC Merced Early Childhood Education Center (ECEC) is funded through Tuition Fees. I further understand that my child's **regular** attendance is important. The ECEC provides developmentally appropriate activities, nutrition services and child care as outlined in the UC Merced Early Childhood Education Center Family Handbook. The ECEC follows the guidelines mandated by Community Care Licensing, criteria of the National Accreditation Commission for Early Care and Education Programs (NAC) and the ECEC policies, philosophies and procedures.

I hereby agree to comply to the rules and regulations of the UC Merced Early Childhood Education Center Program regarding fees, attendance, health, parent education, child's behavior, contracted hours, extra clothing and other items in the Family Handbook. I understand that non-compliance with center regulations may result in suspension and/or termination of services. I understand, accept and will follow all written and verbal policies of the UC Merced Early Childhood Education Center.

Upon enrollment, I understand I am responsible for the following tuition payment policies:

- Payments are due on a monthly basis as outlined in the Family Handbook and are due by the 5<sup>th</sup> of the month. If payment is received between the 5<sup>th</sup> and the 10<sup>th</sup> of the month, there is a late fee of \$25, which will be posted to your next month's tuition. If payment has not been received in full by the 10<sup>th</sup>, a letter will be issued informing you of your termination for failure to pay.
- Bi-weekly (following UC Merced bi-weekly pay schedule) payments are due within two business days (the following Friday) of the pay date. A late fee of \$25 will be assessed if tuition is paid after midnight on the Friday, which will be posted to your next month's tuition. If payment has not been received in full by the end of business Monday, a letter will be issued informing you of your termination for failure to pay.
- Late payment will only be accepted three times, the fourth will result in the loss of services.

Should the tuition rates or the admission agreement change, I understand that the UC Merced Early Childhood Education Center will provide advance notification of this change in writing a minimum of 30 days prior to implementation. Refunds, in the event of overpayment, are issued only when you provide your intent to leave the program in writing one month (30 days minimum) prior to your last day. If you do not provide the intent to leave in writing you will be responsible for fees for the month.

Reasons for termination from the UC Merced Early Childhood Education Center Program, for all families:

- Delinquent fees.
- Not providing required documentation and paperwork to the Center for enrollment/recertification.
- Inappropriate adult behavior (see Staff Rights).
- Inappropriate child behavior (see Children's Personal Rights and Staff Rights).
- Domestic problems, which interfere with the Center's operations.
- Inability to locate the parent while the child is in care.

I further understand that the State of California Licensing Agency (*Child Protective Services (CPS) has the same authority*) has the following authority:

1. To interview children or staff and to inspect child or facility records without prior consent.
2. To observe the physical condition of the child or children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

---

Parent/Guardian Signature

---

Date

---

Staff Signature

I understand that my child is eligible for placement in the Toddler Option Classroom, which serves children ages 18 months-30 months. I freely authorize the ECEC program to place my child in that classroom while my child is of the ages of 18-30 months.

---

Parent/Guardian Signature

---

Date

---

Staff Initial