

\_\_\_\_\_  
Last Name of Child

\_\_\_\_\_  
First Name of Child

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
Completed



## MURRIETA UNIVERSITY

39840 Los Alamos Rd, Murrieta, CA 92562

(951) 698-5480

murrietauniversity.com

Lic # 334844364

### Hours of Operation

Monday–Friday 6:30am to 6:00pm

### Half Day Program

8:30am to 12:30pm

# Enrollment Agreement

## Enrollment Policy

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initials

- I understand that Murrieta University accepts children ages 24 months to 6 years old, not in Kindergarten.
- I understand that Murrieta University admits students without discrimination according to race, sex, gender, color, nationality, religion, ethnic origin, or other status.
- I understand that, upon accepting the completed enrollment packet, the administrators of Murrieta University will review the information provided and discuss the appropriate placement for my child.
- I understand that, upon enrollment, I will be required to complete a form entitled Identification and Emergency Information (LIC 700). I understand that Community Care Licensing requires that this form be filled out completely and as accurately as possible. I will remember to keep this form updated. I understand that any person picking up a child must be listed on this form, and must present a current picture ID to the center administrator at the time of pick up, without exception.
- I understand that there will be a 30-day transition period, during which Murrieta University staff will evaluate our ability to provide appropriate services for your child. After 30 days, Murrieta University will reevaluate the child's enrollment. (See Withdrawal Policy)

## Definition of "Full Days" and "Half Days"

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- I understand that any child enrolled up to, but not more than, four hours a day is considered a "half day" student.
- I understand that any child enrolled more than four hours a day is considered a "full day" student.
- I understand that Murrieta University's Half Day Program is delivered from 8:30am to 12:30pm, Monday through Friday.
- I understand that Murrieta University's Full Day Program is offered during the center's regular operating hours between 6:30am and 6:00pm, Monday through Friday.
- I understand that unexpected, late-morning and afternoon drop-offs are disruptive to MU's students and their daily schedules. I will drop my child(ren) off no later than 9:00 am.
- I understand that dropping off after 9:00 am may result in decline access to the school and forfeit my child's spot for the day.
  - No make-up days will be given as a result of missing a scheduled day.

## Pick Up and Late Pick Up Policy

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initials

- I understand that my child will not be released to anyone who is not listed on Form LIC 700 (or in ProCare) as a person authorized to take the child from the facility.
- I understand that the center's operating hours are from 6:30am-6:00pm, Monday through Friday.
- I understand that a late fee of \$1.00 per minute will be assessed for any child left in the center's care after 6:00pm, regardless of the situation. The late fee should be included in the following month's tuition.
- I understand that after the 3rd late pick-up my child may be dismissed from the center.
- I understand that legal authorities will be contacted if a child is left at the center for more than one hour after closing time.

## Withdrawal Policy

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initials

- I agree to give the center's management a two-week written notice prior to withdrawing from the center. If I do not give proper notice, I agree to pay any outstanding tuition charges and fees as a result.
- If I withdraw from the center with a balance owed, I understand that my account is subject to being turned over to a collection agency and being reported to credit bureaus.
- I understand that my child may be dismissed by the center's management without notice if it is in the best interest of the child or the center to do so. (See Discipline Policy)
- I understand that Murrieta University has the right to revoke the enrollment of a child from the center in the event of tuition nonpayment, nonpayment of registration or material fees, returned or stopped checks, or other account balance discrepancies accrued during the duration of my child's attendance.
- I understand that Murrieta University has the right to revoke a child's enrollment from the center immediately, without notice, in the event of a parent's verbal or physical abuse towards any child or staff member at the center.

## Food Service Policy

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initials

- I understand that the center provides a morning snack for both full day and half day students, as well as an afternoon snack for its full day students.
- I understand that it is my responsibility to inform my child's teacher(s) as well as Murrieta University's management of any food allergies my child may have. If my child develops a food allergy after the start of enrollment, it is my responsibility to inform the child's teacher and center administration.
- I understand that it is my responsibility to provide a nutritionally adequate lunch. This lunch will include three food groups and a drink. Example: protein, dairy, fruit or veggie
- I understand that the center may reheat food that has already been prepared, but will not cook food. I will not send items that need to be cooked or that require more than a simple warm-up in the microwave, such as:
  - Cup O'Noodles or Top Ramen
  - Easy Mac
  - Canned items
  - Frozen meals
- I understand that the center will not serve the children any candy, soda, or diet-type bars, even if placed in lunch.
- I understand that the center will not tell children to eat their food in a specific order.
- I understand that I may bring my child's breakfast to school if we arrive before 8:15am, and that I

will be responsible for the set-up and heating of breakfast. I will not bring breakfast after 8:30am, as this is a disruption of classroom time.

- I understand that Murrieta University will never serve the children food that presents a choking hazard. All hotdogs, grapes and cherry tomatoes will be cut horizontally, and the center will never serve the children chewing gum, popcorn, or hard candy.

## Toileting Policy

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initials

- I understand that Murrieta University defines "potty trained" as:
  - Having no more than two accident per month
  - Having the ability to wipe and pull up clothing on his/her own
  - Having the ability to communicate bathroom needs
- I understand that, should my child begin enrollment at the center under the presumption that they are fully potty trained, and the center finds my child is not in compliance with this requirement; my child may be moved to the potty training classroom (if availability permits) or enrollment may be terminated by the school.

## Clothing Policy

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initials

- I understand that preschool is a place for investigating and learning, and acknowledge that this may create a messy or wet environment.
- I understand that Murrieta University is not responsible for the care of my child's clothing. I will send my child to school in clothing that is appropriate for preschool play.
- I understand that all shoes must have backs, and that flip flops are not allowed at school.
- I understand that no shoes with heels are allowed at school.
- I understand that jackets need to be labeled with my child's full name.
- I understand that Murrieta University will not reimburse nor replace any clothing damaged or lost by preschool play.

## Naptime Policy

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initials

- I understand that Murrieta University is required to offer the children a rest period. This rest period is from 1:00pm to 3:00pm, and all children must rest during this period.
- I understand that I am required to provide a crib sheet and small blanket (labeled with my child's full name) for rest time. No pillows are allowed.
- If crib sheet is not provided, families will be charged \$1.00 a day.
- I understand that all bedding must be taken home and laundered at the last day of the child's week.

## Toys and Personal Items from Home Policy

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initials

- I understand that personal items from home often cause unnecessary problems, and that the center requests that toys from home not be brought to the center.
- I understand that If a toy is brought from home, it will remain in the child's cubby until the end of the day.
- I understand that the center is not responsible for lost or damaged toys or personal items.

## Vacation, Sick Days, and Holidays Policy

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initials

- I understand that there are no rate reductions or make-up days for absences or holidays.
- I understand that I am responsible for my full contracted tuition, which includes sick days.
- I understand that the center is closed for the following Holidays
  - New Years Eve at Noon
  - New Years Day
  - Martin Luther King Jr. Day
  - Presidents Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veteran Days
  - Thanksgiving Day and the following Friday
  - Christmas Eve & Christmas Day
  - Professional Development Days (August 16th, 2024 | April 4th, 2025 | August 15th, 2025)
- I understand that, should a Holiday fall on a weekend, the center's management will determine an alternative day to observe the holiday.
- I understand that I will be given a discount of 50% off my contracted tuition for 2 weeks per year and the weeks of Thanksgiving and Christmas should I be absent for the entire week. The year will begin on the anniversary date of enrollment. \_\_\_\_/\_\_\_\_/\_\_\_\_
- I understand that after my 4 weeks' of vacation discount, I am responsible for the full contracted tuition, even if my child does not attend school.
- I understand that if my child is absent for two weeks consecutively without notice to the director, I have forfeited my child's space at the center.

## Illness Policy

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initials

- I understand that Murrieta University is not responsible for my child becoming ill.
- I understand that there will be no discounts or refunds due to illness.
- I understand that my child will be sent home if they exhibit the following symptoms:
  - Fever of 100.4 degrees or higher
  - Heavy or excessive coughing
  - Discharge from the nose that is colored, excessive, or uncontrolled
  - Vomiting (for any reason)
  - Diarrhea (2 or more)
  - Any unusual rash
- I understand that the center also reserves the right to send children home for symptoms of illnesses that are highly contagious including, but not limited to:
  - Chickenpox
  - Conjunctivitis (pink eye)
  - Hand, foot, and mouth disease
  - Head lice
  - Impetigo
  - Ringworm
  - Roseola
  - Scabies
  - Strep throat
- I understand that my child is required to stay home for a 24-hour "Get Well" period, and I acknowledge that my child may not return to school prior to the 24-hour period even with a doctor's note.

- I understand that Murrieta University may require a doctor's visit with a medical release before returning to school.
- I understand that, should my child become sick at school, I (or an alternative pick-up person on the emergency release form) will be contacted by Murrieta University management.
- I understand that, should I be contacted because my child is being excluded due to illness, I must have my child picked up within one hour or the center will be forced to call 911.

## Medication Policy

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initials

- I understand that Murrieta University may administer prescription medications to children at the center, so long as written consent is provided on the *Parent Consent for Administration of Medications and Medication Chart (Form LIC 9221)*, and that each medication is listed on the same form.
- I understand that Murrieta University will store all prescription and nonprescription medications in accordance with all regulations outlined in Division 12, Chapter 1, Article 6, Sections 101226(e)(1) and 101226(e)(2) of the California Code of Regulations, Title 22:
  - Medications shall be kept in a safe place inaccessible to children.
  - Each container will have an unaltered label.
  - A refrigerator will be used to store any medication that requires refrigeration.
  - All prescription and nonprescription medications shall be maintained with the child's name and shall be dated
- I understand that Murrieta University will not administer over-the-counter medications, except for diaper rash cream ointment and Benadryl, only with written consent from the parent or guardian.
- I understand that prescription medications will be administered in accordance with the label directions as prescribed by the child's physician.

## Injuries, Accidents, and Emergency Care Policy

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initials

- I understand that every effort is made to provide a safe environment for my child; however, unintentional accidents sometimes still occur.
- I understand that, in the event of an accident resulting in injury, first aid will be administered.
  - I understand that all teachers are CPR and first aid certified.
  - I understand that I will be contacted by telephone if an incident is deemed serious and might require further care. This includes head injuries.
- I understand that I (or another designated emergency contact) will be asked to transport the child in a less serious situation. Should I (or another designated emergency contact) be unable to transport the child, an emergency vehicle will be called.
- I understand that under no circumstance will a representative of Murrieta University transport a child.
- I understand that, in any serious emergency situation— including seizures—911 will be called.
- I understand that an electronic incident report through ProCare will be completed by the staff member that witnessed the incident. Signatures from the teacher, parent, and director are required.
- Biting incidents will be documented through ProCare to both parties with signatures from the teacher, parent, and director are required and in the child's file.

## Medical Assessment and Physical Examination Requirements

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initials

- I understand that it is required for all children entering preschool or child care for the first time to have the necessary immunizations required by the State of California.
  - I understand that I am required to provide a copy of the child's yellow California Immunization card to Murrieta University
  - I understand that each child's immunization record must be updated in compliance with the state law, and that the center has the right to place a temporary hold on a child's enrollment for failure to do so.
- I understand that I am required to complete a Child's Preadmission Health History—Parent's Report (LIC 702) at the time of enrollment.
- I understand that a Physician's Report—Child Care Centers (LIC 701) is required for each child at the time of enrollment. This form documents any problems that the center should be aware of prior to enrollment, discloses TB risk factors, and documents the date of the child's most recent physical exam or well child visit. This form is to be signed by a doctor and is a one-time requirement for each child (unless withdrawn from the center for more than a year).

## COVID-19 Policy

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initials

- I understand that, should a staff member, parent, or child be diagnosed with COVID-19, Murrieta University will notify the CDC, Riverside County Department of Public Health, Community Care Licensing Division, and all enrolled parents immediately.
  - Murrieta University will ask that all parents and staff monitor for symptoms.
- I understand that Murrieta University may close for a period of 48 hours to clean and disinfect the center, and that this period could be extended depending upon the health and safety of the children, staff, and parents at Murrieta University—and by the recommendation of the above-mentioned agencies.
- I understand that, should a child exhibit symptoms while at school, I will be notified immediately, and my child will be in isolation in the director office.
- I understand that parents or guardians are required to pick up their child within 1/2 hour of being called for symptoms of COVID-19.

## Event of Force Majeure Policy

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initials

- I understand that neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement when such failure or delay is caused by or results from causes beyond the reasonable control of the affected party, including but not limited to:
  - Natural disasters (including, but not limited to, fires, floods, earthquakes, droughts, tidal waves, and explosions)
  - Utility disruptions or failure (including, but not limited to, electrical outages, gas leaks, and water shut-offs)
  - Plague, epidemic, pandemic, outbreaks of infectious diseases any other public health crises, including quarantine or other employee restrictions
  - Acts of war, rebellion, revolution, insurrection, riots, or other acts of threats or terrorism
  - Strikes, lockouts, or other labor disturbances
- I understand that either party shall provide the other party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure.
- I understand that in the event that Murrieta University is required to close for any of the reasons

stated above, the following tuition and attendance policies will be implemented:

- Should Murrieta University be required to close for up to 2 weeks, parents or guardians will be required to pay 1/2 week of contracted tuition for the 2-week period.
- Should Murrieta University be required to close beyond a 2-week period, parents or guardians will not be required to pay tuition after the first 2 weeks of closure, but will be required to re-pay registration fee upon returning to school, should space be available.
- Should Murrieta University be required to close beyond a 2-week period, parents or guardians may pay the registration fee prior to closure to guarantee a space upon reopening.
- Should Murrieta University be required to close for a period less than a week parents or guardians will be required to pay their full contracted tuition.

## Adult Etiquette and Responsibility Policy

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initials

- I understand that Murrieta University is not responsible for any actions that take place in the parking lot or street between adults. This includes but is not limited to car accidents, verbal altercations, and damages to vehicles. Should an altercation arise, the management will contact the authorities to handle the situation.
- I understand that adults may not use foul language in front of the children.
- I understand that parents or other adults are prohibited from disciplining a child at the center that is not their child, or intervening with other students interacting in the classroom.
- I understand that no parent or guardian may ever spank or strike his or her child inside the center.
- I understand that parents or other adults may never verbally abuse or attack the staff.
- I understand that parents may only initiate physical contact (including hugs, handshakes, or high-fives) with their own children, and are prohibited from unsolicited physical contact with other children.
- I understand that I must walk my child(ren) to their classroom. I will not leave them in an empty classroom, in a hallway, bathroom(s), or in the courtyard at any time. I am responsible for walking my child(ren) to their teacher.

## Tuition Policy

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initials

- I understand that tuition may be paid by check, cash, EFT, Venmo, or PayPal (located on our website)
- I agree to pay the registration fee at the time of enrollment. This fee is non-refundable.
- If at any time I decide to re-enroll my child at the center, I agree to pay the registration fee at the time of re-enrollment.
- I agree to pay my child's weekly tuition as stated on the first day that my child attends the center each week. I understand that this is a contracted rate and that I will not be given a weekly bill.
- I agree to pay a \$10.00 per week late fee if my child's tuition is not paid prior to the close of business on the first day of attendance for the week. The late fee is to be included in the same week's tuition.
- I understand that if tuition becomes two weeks past due, my child will no longer be able to attend the center until the balance is paid in full and providing there is still a space available.
- I agree to pay a fee of \$20.00 for any checks returned. This includes, stop payment, frozen accounts, or closed accounts.
- I understand that after two checks have been returned, Murrieta University will then require that tuition be paid in cash, cashiers check or money order.

## Tuition and Fees Calculator

Contracted Days/Week	2	3	4	5
Weekly Tuition	= \$ _____	- Prorate	\$ _____	= \$ _____
Registration Fee	\$150 for single child, \$200 for families			= \$ _____
Materials Fee	\$80/child			= \$ _____
<b>Total due on the first day</b>				= \$ _____
<b>Total due on the first day of each subsequent month</b>				= \$ _____

## Acknowledgment

This agreement, including tuition rates, is subject to change in whole or in part by Murrieta University, LLC with two (2) weeks' notice. Should any part of this agreement be breached, Murrieta University, LLC. reserves the right to refuse service.

I certify that I have received, read, and understand the information contained in this Enrollment Agreement/ Policies and Procedures. I agree to the financial terms, conditions and fees as listed above:

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Murrieta University Administrator

\_\_\_\_\_  
Signature of Murrieta University Administrator

\_\_\_\_\_  
Date