



Received: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
Applying for Scholarship: FRL/Foster/EL  
Staff Family: \_\_\_\_\_  
Confirmed Attending: \_\_\_\_\_

## 2022-2023 CLUB M SCHOOL YEAR CONTRACT AND AGREEMENT

The following provisions are the terms and conditions of your responsibilities with CMP and Club Montessori (Club M). Please read this contract carefully, complete the information requested at the bottom of this form, and return to the campus office at the time of enrollment.

**Sign In/Sign Out Procedure:** Parents are required to sign their student in upon arrival and out upon departure every day the student attends Club M.

**Contract Period & Registration Fees:** This contract is for the 2022-2023 school year and the October/November/December - January/April intersession periods. This contract does **not** include Summer Intersession. Club M charges a **non-refundable \$45 School-Year Registration Fee per participating child**. This is a one-time fee and must be paid at the time of initial registration. This registration fee cannot be pro-rated. Club M reserves the right to change fees with a 30-day written notice.

**School Schedule:** The school year schedule is set and published by the CMP Governing Board. Club M provides before and after school care each school day, and during intersession periods as noted on CMP's official school calendar.

**Care Service:** CMP may change the Club M schedule and/or location of service and may cancel service with 10-calendar days written notice, with the exception of emergency closure.

**Payment of Fees (Regular Plans):** Monthly fees are due on the **first** of the month that services are needed. Fees not paid by the 5<sup>th</sup> of the month will result in a "reminder" notice being mailed or emailed and incur a \$15 billing fee. Late fees must be brought current, including late billing fees, by the 10<sup>th</sup> of the month to continue care. Any remaining delinquencies after the 10<sup>th</sup> will result in termination of care until the account is brought current. Two delinquent terminations may result in disenrollment from Club M for the remainder of the school year. If parents in separate households are responsible for fees, each must sign the contract and work out the division of fees between themselves, not with CMP as the mediator.

**NEW - Scholarships:** As part of our Expanded Learning Opportunities Program, TK-6th grade families are able to apply for a scholarship for Club M. The scholarships will be made available to students who are classified as English Learners, eligible for Free and Reduced Lunch (based on household income) and/or foster youth. Families eligible for scholarship will need to provide documentation of eligibility and for childcare subsidies. If a family qualifies for a scholarship, all fees will be waived for the participating student. Scholarships may be limited and will be made available on a first come, first served basis. If at any point a qualifying family no longer qualifies for the scholarship, it will be canceled. Families will have the option of continuing Club M care by paying the regular rates or not using the Club M program.

**Program Hours & Late Pick up Fees:** For students enrolled in Club M, all CMP sites open at 7:00 am, Monday – Friday. Staff is not available prior to that time. All CMP sites close promptly at 6:00 pm, and you must be at the campus to pick up your child before 6:00 pm. Late pickups will be billed at a rate of \$1/minute per child. Repeated late pickups may result in suspension or disenrollment from Club M.

**Payment of Fees (Intersession):** In order to attend intersession, parents must reserve a spot in advance and pre-pay. Intersession fees are non-refundable. Payment is due 10 business days before intersession begins.

**Intersession Hours & Late Pick up Fees:** The Club M Intersession School Hours plan is 8:30 am to 3:00 pm and the Club M Full Hours Plan is 7:00 am to 6:00 pm. For those who are enrolled in the School Hours Plan and either drop their child off before 8:30 am or have not picked up their child by 3:00 pm, they will be charged \$1/minute per child. Staff is not available prior to 7:00 am and the CMP sites close promptly at 6:00 pm. You must be at the campus to pick up your child before 6:00 pm. Late pickups will be billed at a rate of \$1/minute per child. Repeated late pickups may result in suspension or disenrollment from Club M.

**Billing Fees & Returned Checks:** There will be a \$25 service charge on all returned checks, plus the late billing fee. After the second returned check, payments **must** be made by cash or money order only.

**Enrollment Space:** Enrollment in Club M is limited by availability of facilities and staff. Club M reserves the right to accept or deny enrollment in the program based on space/staff availability.

**Legal Fees:** If failure to adhere to all fee responsibilities listed above results in any costs incurred by Club M or CMP, including but not limited to legal fees and/or collection fees, these costs become the responsibility of the signatory of this contract. By signing this contract, the signatory agrees to have any issue or claim arising out of this contract or out of child's enrollment, attendance, or care in a Club M Program decided by neutral arbitration.

**Contract Termination & Schedule Changes:** A minimum 10-day written notice by the undersigned must be given for any changes or termination in any Club M Program. All changes take place on the first day of the contract month. The Annual Contract may be elected/declined/changed only once.

**Refund Policy:** The Club M program incurs fixed costs and cannot give credits for early pickups, late drop offs, absences, illnesses, holidays, or vacations. If Club M has an emergency closure, it will be at the discretion of CMP if there will be a credit/refund given. Students dis-enrolling from the program with a 30 day written notice may request a refund of any advance payments made for unused care past the date of disenrollment.

**Code of Conduct/ Right of Refusal of Service:** Students are required to abide by all CMP Policies and Procedures. Failure to abide by the rules of CMP and Club M will result in termination of the student's right to attend Club M. Student participation in Club M is optional. CMP and Club M reserve the right to refuse service to anyone at its sole and absolute discretion.

## 2022-2023 CLUB MONTESSORI PLANS

Registration Fee - \$45 per child enrolled due at sign-up.

**PLAN OPTIONS:**

Month	Before School Open: 7am	After School* 3pm - 6pm Early Release Days Included	Before & After* 7am - 6pm Early Release Days Included	TK/Kindie Supplement* 2pm - 3pm Early Release Days Included	Early Release Days Only 12-3pm
August	\$135	\$325	\$460	\$90	\$54
September	\$190	\$415	\$605	\$125	\$36
October	\$180	\$400	\$575	\$120	\$36
November	\$145	\$360	\$505	\$95	\$75
December	\$120	\$270	\$385	\$80	\$36
January	\$180	\$400	\$575	\$120	\$36
February	\$170	\$415	\$585	\$115	\$36
March	\$210	\$485	\$695	\$140	\$72
April	\$140	\$310	\$440	\$90	\$36
May	\$160	\$360	\$520	\$110	\$36
Pre-pay Annual 5% Discount	\$1549	\$3553	\$5078	\$1031	\$428

**INTERSESSION PLANS:** If you are **only** purchasing the intersession plans, you must still pay the one time \$45 per child registration fee.

Intersession Dates	School Hours Plan: 8:30am - 3:00pm	Full Hours Plan 7:00am - 6:00pm
Oct 14	\$40	\$65
Nov 21-22	\$80	\$130
Dec 19-23	\$200	\$325
Apr 10	\$40	\$65
Pre-pay Annual 5% Discount	\$300	\$500

**Tuition Note:** Please list all plans you would like to reserve for your child(ren). CMP staff will confirm space availability and will send an invoice for the requested plan(s). Enrollment will be confirmed after invoice is paid and Billing department has confirmed your child's space via email.

**Scholarship Note:** No Registration Fee or Monthly Tuition is due. However, requested plan(s) must be selected. CMP staff will confirm enrollment based on confirmation of scholarship eligibility and space availability via email.

Student Name(s)	Grade	Plan(s)	Scholarship Eligible?	Cost

**I have read and I agree to the above terms and conditions.** (If more than one parent is financially responsible, both parents must sign this contract.)

Parent Name (Please print)	Parent Signature	Date	Email Address	Daytime Phone #