



# CLUB MONTESSORI – AMERICAN RIVER

## CONTRACT TERMS & AGREEMENT

2011-2012

The following provisions are the terms and conditions of your financial 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 student in **upon arrival and out upon departure every day** the student attends Club M.

**Contract Period & Fee Rates:** This contract is for the 2011-2012 school year and all related intersession periods. 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. CMP may change the Club M schedule and/or location of service with 15 days written notice.

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

**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.

**Materials Fee (Regular Plans):** Club M charges a \$45 School Year Materials Fee per participating child. This is a one time annual fee and must be paid at time of initial registration or the adjusted portion of the fee with the purchase of each Hourly Punch Card. (See "Materials Fees (Punch Card)" below for more details). This materials fee cannot be pro-rated.

**Discounts (Regular Plans):** Kindergarten Supplement fees are discounted 50% if purchased in combination with Before and/or After School Care. Families with multiple children will receive a 5% discount on their entire bill, excluding Kindergarten Supplement. All bills paid annually in advance receive an additional 5% discount.

**Payment of Fees (Punch Cards):** Payment for punch cards is due prior to use and Club M care is limited to the number of hours purchased. It is the parent's responsibility to pre-purchase additional punch cards, if needed. Hours used in excess of your current punch card will be billed at the \$10 hourly drop-in rate.

**Materials Fee (Punch Cards):** A Materials Fee is due with the purchase of every Punch Card as follows: 20 hour card - \$10 materials fee; 40 hour card - \$20 materials fee.

### **Additional Punch Card Policies:**

- For hourly care, families may purchase a Club M "Punch Card" in increments of 20 hours or 40 hours (See Rates Sheets for cost). Any portion of an hour will be charged in 30 minute increments.
- Families may purchase a maximum of 80 hours per school year for each enrolled CMP student. After that time, a family should register for a Club M program which will best suit their needs for the remainder of the school year. Please check with campus Club M Coordinator for specifics.
- Punch Cards will be kept in the Club M files to be punched by Club M staff whenever a family needs hourly care for their child(ren).
- Space for hourly care is **NOT GUARANTEED** and is only available on a space available basis. **Hourly Care must be arranged at least 24 hours in advance** and only to families who have already purchased a Punch Card.
- Families who use hourly care during the regular school year are welcome to sign up for intersession care (additional cost) during school vacations. Punch Cards are not valid on intersession days.
- Punch card hours may be carried over to the next school year.
- Punch Cards are **non-transferable** and **no reimbursement** will be given for unused hours.

**Payment of Fees (Intersession):** In order to attend intersession, parents must reserve a spot in advance and pre-pay in the office.

**Materials Fees (Intersession):** An additional \$5.00 materials fees per week is due with the purchase of summer intersession only.

**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 may 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, 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. After that, payments will be determined each month.

Family Name: \_\_\_\_\_

**Refund Policy:** The Club M program incurs fixed costs and cannot give credits for early pickups, late drop offs, absences, illnesses, holidays, vacations or emergency closures. Students disenrolling 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 the Club M is optional. CMP and Club M reserve the right to refuse service to anyone at its sole and absolute discretion.

**Drop-in Fees:** Families who do not enroll in Club M or pre-purchase a Club M “Punch Card” will be billed a \$10 per hour “drop in” rate charged in hourly increments.

## 2011-2012 Club Montessori Rates

### REGULAR PLANS

Month	Before School 7am- 8:30am	After School 3pm- 6 pm	Before & After 7am - 6pm	Kindie Supplement (check for availability)
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*Material Fee - \$45 per child enrolled due at sign-up.*

July	N/A	N/A	N/A	N/A
August	\$65	\$130	\$165	\$55
September	\$125	\$250	\$315	\$105
October	\$120	\$240	\$300	\$100
November	\$95	\$190	\$240	\$80
December	\$70	\$145	\$180	\$60
January	\$95	\$190	\$240	\$80
February	\$115	\$230	\$285	\$95
March	\$120	\$240	\$300	\$100
April	\$65	\$130	\$165	\$55
May	\$130	\$265	\$330	\$110
June	\$55	\$110	\$135	\$45

Total:	\$1055	\$2120	\$2655	\$885
PrePay Annual 5 % Discount	\$1002	\$2014	\$2522	\$841

- One-time \$45 school-year material fee per child due at enrollment
- 5 % discount on total for families with >1 child enrolled in a plan
- 50% off Kindie Supplement with purchase of any other plan

### INTERSESSION PLANS

Intersession Dates (check for availability)	School Day 8:30am- 3:00pm	Full Day 7am - 6pm
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June 22-24	\$60	\$90
Jun 27-Jul 1	\$100	\$150
July 11-15	\$100	\$150
July 18-22	\$100	\$150
July 25-29	\$100	\$150
Aug 1-5	\$100	\$150
Aug 8-10	\$60	\$90
Aug 15-16	\$40	\$60
Nov 21-22	\$40	\$60
Dec 19-23	\$100	\$150
Jan 3-6	\$80	\$120
Feb 17	\$20	\$30
April 9-13	\$100	\$150
Total	\$1,000	\$1,500
PrePay Annual 5 % Discount	\$950	\$1425

- Additional \$5/week material fee

### PUNCH CARDS

Type	Cost	Mat'l Fee	Total
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20 hr	\$120	\$ 10	\$130
40 hr	\$240	\$ 20	\$260

- Punch cards not valid for intersession

Notes: \_\_\_\_\_  
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Enrolled Students	Grade/Teacher	Age	Sign-up Date	Plan Type

**I have read and agree to the above terms and conditions and I have received a copy of the CMP calendar for the current school year and the Club Montessori Contract and Agreement.**

(If more than one parent is financially responsible, both parents are required to sign this contract.)

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