

CLUB MONTESSORI

Our policies have been established to ensure that sufficient Club M staff members are present for the safety of your child at all times and that the highest quality program is maintained. For this purpose we must know in advance how many students will be in Club M for scheduling and program planning.

As a reminder:

- **Drop in students are not allowed.** If you do not have a Club M Contract or Hourly Care(Punch Card) agreement, your child may not attend Club M.
- **Payment of Contract Fees:** Monthly fees are due on the fifth of the month that services are needed.
 - Fees not paid by the 5th of the month will result in a “reminder” notice being sent in the form of the following **and** incur a \$15 billing fee:
 - e-mail **and/or**
 - hard copy in Club M Sign In/Out Binder **and/or**
 - telephone call.
 - Balances must be brought current, including late billing fees, by the 10th of the month to continue care.
 - **Any remaining delinquencies after the 10th will result in termination of care until the account is brought current.** Special circumstances may be considered on a case by case basis and only with prior approval. Two delinquent terminations will result in disenrollment 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.
- **Club M Hourly Care:** Punch Cards are to be used for occasional use only. If you wish to use Club M on an occasional basis you may sign a Club M Hourly Care agreement and purchase a Punch Card.
 - **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 may purchase a maximum of 80 hours per school year for each enrolled CMP student. After that time, a family should register for the Club Montessori program which will best suit their needs for the remainder of the school year.
 - Any portion of an hour will be charged in 30 minute increments. To clarify, 30 or more minutes will be charged at the regular hourly rate.
- **Parent Responsibility and Requirement:** The safety of your child is important. Club M staff needs to be aware of how many children they have at all times. Therefore, parents or authorized adults from our “Pick-Up” list who are picking up a child from Club M must “sign out” the child. Signing out a child means writing the time the child was picked up **and** writing a full signature in the Sign In/Out binders provided in Club M. **No exceptions. Any child not signed out, (i.e., no time and/or signature written) may result in three (3) hours being charged to both Punch Card and Program users and/or termination of care.**

Thank you for your understanding and support of quality Club M programs.