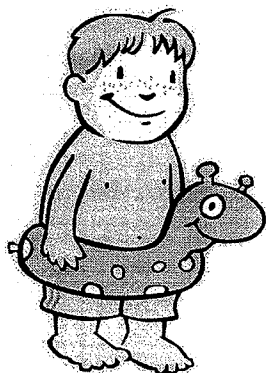


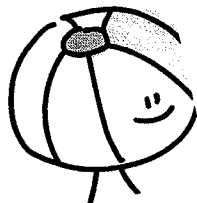
Club M Summer Packet



Please fill out enclosed Forms to sign your student up for summer Club M! One packet per student please :)

**Field Trip Permission slips will be available the First day of Club M along with Summer Activity Schedule*

Please Turn In Packets to any Club M Staff Member by June 13th to reserve your students spot.



Please check all of the days your child will participate in the Club M program for the 2011 summer intersession. The information you provide will be used by Club M staff to plan appropriate teacher to student ratio and to verify your child's attendance. Be sure to notify the staff of any changes in writing as soon as possible.

Dates to Remember:

- June 22nd – First day of summer intersession
- July 4th – July 8th – Club M is closed
- August 11th – August 12th – Club M is closed
- August 16th – Last Day of Summer Intersession
- August 17th – First Day of school

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 Last day of school	18	19
20 Club M closed	21 Club M closed	22 First day of intersession	23	24	25	26
27	28	29	30			

June

2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
	Club M closed all week					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July

2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11 club M closed	12	13	14
15	16	17 First day of school	18	19	20	21
22	23	24	25	26	27	29
29	30	31				

August

2011



CLUB MONTESSORI

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 5th 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 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. 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.

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 7- 8:30am	After School 3-6 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
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- * 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	School Day 8:30- 3:00	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
April 9-13	\$100	\$150

Total: \$980 \$1,470

PrePay Annual 5% Discount	\$931	\$1396
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- * Additional \$5/week material fee for summer intersession

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: _____

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 #

**SUMMER CLUB M CALIFORNIA MONTESSORI PROJECT CHARTER SCHOOL
MEDICAL AND EMERGENCY INFORMATION AND CONSENT**

Student Name:	Date of Birth:	Sex: M <input type="checkbox"/> F <input type="checkbox"/>	For Office Use Only: Grade: _____ Class: _____
Name of parent/guardian student resides with during school week:			
Address:			
Home Phone #:			
	Cell Phone #:		

1 st Contact Parent (and allowed to transport student)		2 nd Contact Parent (and allowed to transport student)	
Name:	Physical Address	Name:	Physical Address
City/Zip	Home Phone #:	City/Zip	Home Phone #:
Home Phone #:	Email:	Cell Phone #:	Email:
Business Name:	Business Name:	Business Name:	Business Name:
Business Address:	Business Address:	Business Address:	Business Address:
Business Phone #:	Business Phone #:	Business Phone #:	Business Phone #:
Additional Person who may be called and who may transport student:		Additional Person who may be called and who may transport student:	
Name:	Relationship:	Name:	Relationship:
Address		Address	
City/Zip		City/Zip	
Home Phone #:		Home Phone #:	
Business Phone #:		Business Phone #:	
Cell Phone #:		Cell Phone #:	

Any Legal Special Custody Arrangements: Please note below and provide a copy of legal court order.

PLEASE COMPLETE INFORMATION ON REVERSE SIDE

HEALTH INFORMATION

Please list any known health problems: _____

Specify symptoms which occur: _____

List any medications being taken by your child: _____

Does your child take medications prior to arriving at school? Yes No Name of Medication: _____

List known allergies: _____

Does your child wear: Glasses? Yes No Contacts? Yes No Hearing Aid? Yes No
 Requires Medication: Yes No

Please circle if your child has any of the following: Asthma Diabetes Dizziness Fainting Heart Disease
 Heart Murmur Muscle, Bone, or Joint Injuries Epilepsy/Seizures

Does your child use an inhaler? Yes No

Does your child require Assistive Devices (wheel chair, etc.)? Yes No What type? _____

IN CASE OF ACCIDENT OR OTHER EMERGENCY, I HEREBY AUTHORIZE A REPRESENTATIVE OF THE SCHOOL AND/OR CLUB MONTESSORI TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S) OR HOSPITAL CARE, INCLUDING NECESSARY TRANSPORTATION OF MY CHILD. UNDER SUCH CIRCUMSTANCES, I FURTHER AUTHORIZE SUCH CARE AND TREATMENT TO BE PERFORMED BY ANY LICENSED PHYSICIAN OR SURGEON. THIS CARE MAY BE GIVEN UNDER WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL-BEING OF THE CHILD NAMED ABOVE. The undersigned hereby agrees to bear all costs incurred as a result of the foregoing. This authorization will remain in effect until revoked by the undersigned.

Medical Insurance Carrier & Policy # _____

Family Physician: _____ If unavailable, alternative? _____

Address: _____ Phone _____

Family Dentist: _____ If unavailable, alternative? _____

Address: _____ Phone _____

Hospital of choice when possible: _____

Parent/Guardian Signature _____ Date _____ 3/2/04 Imrc

Sunscreen Permission Slip

I give my son/daughter permission to apply sunscreen that he/she brings to school. I understand that my child's teacher may assist my child in applying sunscreen to his/her head, face, neck, ears, arms and legs.

It is my responsibility to provide sunscreen with a SPF of 15 or higher. It is my responsibility to provide sunscreen labeled with my child's name. I understand it is my responsibility to apply sunscreen to my child every morning before attending Club M.

Student Name: _____

Date: _____

Parent/Guardian Signature

Photo/Video Release Form

- Yes, I hereby give permission for images of my child to be captured during Club M's 2011 summer intersession through photo and video. I understand the captured images will be used solely for the purposes of Club M activities such as performing arts projects, digital scrapbooks, photo albums, and promotional material and publications.

Student Name: _____ Age: _____

Parent/Guardian Signature: _____ Date: _____

Name of Parent/Guardian (please print): _____

- No, I do not grant permission for my child to be photographed or video taped for any reason while attending Club M's 2011 summer intersession.

Student Name: _____ Age: _____

Parent/Guardian Signature: _____ Date: _____

Name of Parent/Guardian (please print): _____