



2010-2011

Club Montessori

Before / After / Kinder / Intersession Care
Sign Up Sheet

Student Name: _____	Grade: _____	Age: _____
Student Name: _____	Grade: _____	Age: _____
Student Name: _____	Grade: _____	Age: _____
New Sign Up Date: _____	Change of Schedule Effective Date: _____	

For those who prefer to pay each monthly payment based on projected use, the following rates apply:

School Days					Intersession			Fee Calculations						
Month	Before School 7-8:30 AM	After School 3-6 PM	Before & After School 7am-6pm	Kindergarten Supplement (check for availability)	Weeks	School Day 8:30-3:00	Full Day 7am- 6pm	Monthly Total	Multiply by # enrolled	5% Discount on total (>1 child enrolled)	Materials Fee \$45 per child (X if paid)	Total Paid	Payment Method (cash/ check#)	Staff Initial
					June 21-25	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150							
July	n/a	n/a	n/a	n/a	June 28-July 2 July 5-9 July 12-16 July 19-23 Jul 26-30	<input type="checkbox"/> \$100 Closed <input type="checkbox"/> \$100 <input type="checkbox"/> \$100 <input type="checkbox"/> \$100	<input type="checkbox"/> \$150 Closed <input type="checkbox"/> \$150 <input type="checkbox"/> \$150 <input type="checkbox"/> \$150							
August	<input type="checkbox"/> \$40	<input type="checkbox"/> \$85	<input type="checkbox"/> \$105	<input type="checkbox"/> \$ 35	Aug 2-6 Aug 9-13 Aug 16-17	<input type="checkbox"/> \$100 <input type="checkbox"/> \$100 <input type="checkbox"/> \$40	<input type="checkbox"/> \$150 <input type="checkbox"/> \$150 <input type="checkbox"/> \$60							
September	<input type="checkbox"/> \$125	<input type="checkbox"/> \$250	<input type="checkbox"/> \$315	<input type="checkbox"/> \$105	n/a									
October	<input type="checkbox"/> \$125	<input type="checkbox"/> \$250	<input type="checkbox"/> \$315	<input type="checkbox"/> \$105	n/a									
November	<input type="checkbox"/> \$95	<input type="checkbox"/> \$190	<input type="checkbox"/> \$240	<input type="checkbox"/> \$80	Nov 22-23	<input type="checkbox"/> \$40	<input type="checkbox"/> \$60							
December	<input type="checkbox"/> \$80	<input type="checkbox"/> \$155	<input type="checkbox"/> \$195	<input type="checkbox"/> \$65	Dec 20-23 Dec 24-31	<input type="checkbox"/> \$80 Closed	<input type="checkbox"/> \$120 Closed							
January	<input type="checkbox"/> \$90	<input type="checkbox"/> \$180	<input type="checkbox"/> \$225	<input type="checkbox"/> \$75	Jan 3-7	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150							
February	<input type="checkbox"/> \$115	<input type="checkbox"/> \$230	<input type="checkbox"/> \$285	<input type="checkbox"/> \$95	n/a									
March	<input type="checkbox"/> \$140	<input type="checkbox"/> \$275	<input type="checkbox"/> \$345	<input type="checkbox"/> \$115	n/a									
April	<input type="checkbox"/> \$65	<input type="checkbox"/> \$130	<input type="checkbox"/> \$165	<input type="checkbox"/> \$55	Apr 18-22 Apr 25-29	Closed <input type="checkbox"/> \$100	Closed <input type="checkbox"/> \$150							
May	<input type="checkbox"/> \$125	<input type="checkbox"/> \$250	<input type="checkbox"/> \$315	<input type="checkbox"/> \$105	n/a									
June	<input type="checkbox"/> \$80	<input type="checkbox"/> \$155	<input type="checkbox"/> \$195	<input type="checkbox"/> \$65	See Summer 2011 Intersession Flyer									
Yrly Total	\$1080	\$2150	\$2700	\$900	Total	\$1060	\$1590							

For those who prefer to make 1 annual payment (a 5% discount is reflected in the total)

1 Annual Payment	<input type="checkbox"/> \$1026	<input type="checkbox"/> \$2042	<input type="checkbox"/> \$2565	<input type="checkbox"/> \$855	1 Payment	<input type="checkbox"/> \$1007	<input type="checkbox"/> \$1510							
---------------------	---------------------------------	---------------------------------	---------------------------------	--------------------------------	-----------	---------------------------------	---------------------------------	--	--	--	--	--	--	--

FOR OFFICE USE: Record payments made each month ****Remember to include the \$45 school year materials fee per child with first month's payment****

	July	August	September	October	November	December	January	February	March	April	May	June
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<input type="checkbox"/> Cash <input type="checkbox"/> Check #
\$Amount												
Initial												



CLUB MONTESSORI
CONTRACT TERMS & AGREEMENT

2010-2011

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 2010-2011 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: 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 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: 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 Hourly Program Info Sheet for more details). This materials fee cannot be pro-rated.

Discounts: 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. All bills paid annually in advance receive an additional 5% discount.

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 charged a \$10 per hour “drop in” rate.

I have read and agree to the terms and conditions stated in this contract.

(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 #