



## CLUB M SUMMER INTERSESSION CONTRACT TERMS & AGREEMENT

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 their student in **upon arrival and out upon departure every day** the student attends Club M.

**Summer Contract Period & Fees:** This contract is for the **2022 Summer Intersession** period. Club M charges a **non-refundable \$25 Registration fee per participating child**. This is a one-time fee and must be paid at the time of initial summer registration. This registration fee cannot be pro-rated. Club M reserves the right to change fees with a 30-day written notice.

**Payment of Fees:** Payment of fees must be paid a minimum of **ten business days** prior to services being rendered. The exceptions to this are as follows:

- Due to our closure for the 4th of July break, Tuesday, June 28th - Tuesday, July 5th), in order to confirm sign up for the weeks of July 6th - 8th and July 11th - 15th, payment is due by Friday, June 24th.
- Payment for the week of July 18th - 22nd will be due by Thursday, July 7th, the day after Club M is open again after the closure for our 4th of July break.

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. In order to attend intersession, parents must reserve a spot in advance and **pre-pay in the office or online through Parent Square**.

**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.

**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.

**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.

**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. Intersession fees are non-refundable.

**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 Club M Summer Intersession Rates

Registration Fee - \$25 per child enrolled due at sign-up.

<u>Intersession Dates</u>	<u>School Hours Plan: 8:30am – 3:00pm</u>	<u>Full Hours Plan: 7am – 6pm</u>
May 31 - June 3rd	\$130	\$220
June 6th - 10th	\$163	\$275
June 13th - 17th	\$163	\$275
June 21st - 24th	\$130	\$220
June 27th	\$32.50	\$55
July 6th - 8th	\$97.50	\$165
July 11th - 15th	\$163	\$275
July 18th - 22nd	\$163	\$275
July 25 - 29th	\$163	\$275

<u>Enrolled Student(s)</u>	<u>Grade In Fall</u>	<u>Week Attending</u>	<u>School Hours Plan OR Full Hours Plan</u>	<u>Cost</u>
		May 31st - June 3rd		
		June 6th - 10th		
		June 13th - 17th		
		June 21st - 24th		
		June 27th		
		July 6th - 8th		
		July 11th - 15th		
		July 18th - 22nd		
		July 25th - 29th		
<b>Total Due:</b>				
<b>Reminder: Payment of fees are due 10 business days prior to services being rendered. ParentSquare Payment Date:</b>				

**I have read and I agree to the above terms and conditions for the Club M Summer Intersession 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 #