



**CLUB MONTESSORI**  
**School Year**  
**CONTRACT TERMS & AGREEMENT**

**2021-2022**

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 2021-2022 school year and November/December intersession periods. This contract does *not* include Summer Intersession. 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 10-calendar days written notice, with the exception of emergency closure.

**Program Hours & Late Pick up Fees:** For students enrolled in Club M, all CMP sites open at 7:00 am, Monday – Friday. Staff is not available prior to that time. CMP sites close promptly at 6:00 pm, and 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.

**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.

**Registration Fee (Regular Plans):** Club M charges a non-refundable \$45 School-Year Registration Fee per participating child. This is a onetime fee and must be paid at the time of initial registration and does *not* include the summer intersession. This registration fee cannot be pro-rated.

**Discounts (Regular Plans):** All bills paid annually in advance receive an additional 5% discount.

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

**Intersession Hours & Late Pick up Fees:** Club M Intersession School Day hours are 8:30 am to 3:00 pm and Full Day hours are 7:00 am to 6:00 pm. For those who are enrolled in the School Day program and have not picked up by 3:00 pm will be charged the Full Day rate. For those who are enrolled in the Full Day Program, CMP closes promptly at 6:00 pm and late-pickups will be billed at a rate of \$1/minute per child. Repeated late pick-ups 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 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.

**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 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.

# 2021-2022 Club Montessori Rates

## REGULAR PLANS

Month	Before School 7am	After School* 3pm -6pm	Before & After* 7am - 6pm	Kindie Sup.* (check school times)	Early Release Days 12-3pm
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*Registration Fee - \$45 per child enrolled due at sign-up.*

	Separate Summer Intercession Contract	Separate Summer Intercession Contract	Separate Summer Intercession Contract	Separate Summer Intercession Contract	Separate Summer Intercession Contract
July					
August	\$135	\$325	\$460	\$90	\$54
September	\$190	\$415	\$605	\$125	\$36
October	\$180	\$400	\$575	\$120	\$36
November	\$145	\$360	\$505	\$95	\$72
December	\$120	\$270	\$385	\$80	\$36
January	\$180	\$400	\$575	\$120	\$36
February	\$170	\$415	\$585	\$115	\$36
March	\$210	\$485	\$695	\$140	\$72
April	\$140	\$310	\$440	\$90	\$36
May	\$160	\$360	\$520	\$110	\$36
June	Separate Summer Intercession Contract	Separate Summer Intercession Contract	Separate Summer Intercession Contract	Separate Summer Intercession Contract	Separate Summer Intercession Contract

## INTERSESSION PLANS

Intercession Dates	School Day 8:30am - 3:00pm	Full Day 7am - 6pm
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Nov 22-23	\$80	\$130
Dec 20-23	\$155	\$265
Oct 11	\$40	\$65
Apr 18	\$40	\$65

### \* Early Release Days Included in After School Plans!

Total:	\$1630	\$3740	\$5345	\$1085	\$450
PrePay Annual 5 % Discount	\$1549	\$3553	\$5078	\$1031	\$428

Total:	\$315	\$525
PrePay Annual 5 % Discount	\$300	\$500

- \* One-time \$45 school-year registration fee per child due at enrollment (Does not include Summer Intercession Program)
- \* CMP Club M does not offer a sibling discount
- \* 5% discount on bills paid annually in advance

<u>Enrolled Student(s)</u>	<u>Grade/Teacher</u>	<u>Program/Plan Attending</u>	<u>Month Attending</u>	<u>Cost</u>
<b>Total Due:</b>				
<b>ParentSquare Payment Date:</b>				

**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 #