



Dear Club M Parents,

May 20th, 2019

It has come to our attention that throughout CMP, our Club M Policies and Procedures have not been consistently enforced. We apologize for any confusion or inconvenience that this may have caused. The purpose of this letter is to clarify the existing policies which will be fully enforced starting June 17, 2019.

Our policies have been established to ensure that sufficient Club M staff members are present for the safety of your children 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.

A few of the policies I would like to review are:

- **Drop in students are not allowed.** If you do not have a Club M Contract or an Hourly Care agreement, your student may not attend Club M.
- **Payment of Contract Fees:** Monthly fees are due on the first of the month that services as needed.
 - Fees not paid by the 5th of the month will result in a “reminder” notice being 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 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.
- **Intersession Sign Up:** If you wish to use Club M during our Intersession periods, you must sign up and pay in advance to reserve a spot
 - Intersession fees are non-refundable.
 - If your student does not attend on a day they were signed up for, payment will not be applied towards a future invoice.

- **Club M Hourly Care:** 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 availability basis. Hourly Care must be arranged at least 24 hours in advance; and only to families who have already purchased a Punch Card.
 - Punch cards can be used for parent conferences, IEP's, Early Release days, etc.
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- **Pick up time is at 6PM:** 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.**
- **Parents must sign students in and out of Club M:** Children are not allowed to sign themselves in or out of Club M. Also, older siblings are not allowed to sign younger siblings in or out of Club M.
- **Punch card use for Early Release Days:** Space is limited in Club M on early release days. An email will go out the week before an early release day with a link to follow for signing up students who have a punch cards for open spots or a spot on the waitlist if there are no available spots.

Please review the entire list of Club M policies on the 2019-202 Club M contract which is attached. Thank you for your understanding and support of quality Club M programs.

Yours truly,

Julie Miller,
Principal

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. Punch Card and Interession 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.

2019-2020 Club Montessori Rates

REGULAR PLANS

Month	Before School 7am	After School* 3 - 6 pm	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.

July	N/A	N/A	N/A	N/A	N/A
August	\$95	\$200	\$245	\$105	\$48
September	\$150	\$290	\$350	\$145	\$32
October	\$170	\$330	\$405	\$160	\$32
November	\$110	\$230	\$280	\$120	\$48
December	\$110	\$215	\$260	\$105	\$16
January	\$140	\$275	\$335	\$135	\$32
February	\$140	\$275	\$335	\$135	\$32
March	\$160	\$335	\$405	\$175	\$64
April	\$20	\$225	\$275	\$110	\$16
May	\$130	\$255	\$310	\$120	\$16
June	N/A	N/A	N/A	N/A	N/A

* Early Release Days Included in After School Plans!

Total: \$1325 \$2630 \$3200 \$1310 \$336

PrePay Annual 5% Discount	\$1259	\$2499	\$3040	\$1245	\$319
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* One-time \$45 school-year registration 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 for same student

INTERSESSION PLANS

Interession Dates	School Day 8:30am-3:00pm	Full Day 7am - 6pm
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June 17-21	\$110	\$160
June 24-28	\$110	\$160
July 8-12	\$110	\$160
July 15-19	\$110	\$160
July 22-26	\$110	\$160
July 29-Aug 2	\$110	\$160
Nov 25-26	\$44	\$64
Dec 30-31	\$44	\$0
January 2-3	\$44	\$64
Feb 17	\$22	\$32
April 13	\$22	\$32

Total: \$836 \$1152

PrePay Annual 5% Discount	\$794	\$1094
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PUNCH CARDS

Type	Cost	Reg. Fee	Total
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10 hr	\$84	\$10	\$94
20 hr	\$168	\$10	\$178
40 hr	\$336	\$20	\$356

* Punch cards not valid for interession

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 #

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 2019-2020 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 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 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.

Registration Fee (Regular Plans): Club M charges a non-refundable \$45 School-Year Registration Fee per participating child. This is a one time annual fee and must be paid at time of initial registration. This registration 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 for the same child. 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 a \$10 hourly rate.

Registration Fee (Punch Cards): A Registration Fee is due with the purchase of every Punch Card as follows: 10 hour card - \$10 registration; 20 hour card - \$10 registration fee; 40 hour card - \$20 registration fee.

Additional Punch Card Policies:

- For hourly care, families may purchase a Club M "Punch Card" in increments of 10 hours, 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 140 hours per school year for each enrolled CMP student. After that time, a family must 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 Personnel for specifics and availability.
- Punch Cards will be tracked and administered 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 at 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.

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 may 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.