

Extended Care Registration Form SY 2017 - 2018



Mission: To provide a high-quality, Montessori-centered, before- and after-school care for CEM students, staffed by school personnel and consistent with the classroom environment.

Student's Name _____

Session: AM PM BOTH AM Drop-Off Time _____ PM Pick-Up Time _____
(circle one) (fill in approximate times for each session requested)

Teacher's Name _____ Grade _____

Parents' Name(s) _____

Address _____

Contact Number 1 _____ Contact Number 2 _____

Email address _____

Emergency Contact Name & Number _____

Hours: 7:00 AM – start of school (AM Session)

End of school – 6:00 PM (PM Session)

Fees: \$30 per week – AM session only
 \$30 per week – PM session only
 \$44 per week – both sessions

\$25 one-time non-refundable Registration Fee

NO CASH PAYMENTS, PLEASE

AGREEMENT

I agree to the following terms and conditions:

1. I will pay service fees due by the end of the school day each Friday before the start of the next week's services.
2. I understand that if my account is past due for service fees or late pick-up my child may not be allowed to participate in the Extended Care Program until my account balance is current.
3. I agree to the terms and conditions for collections as stated in the late payment policy on the reverse side of this form.

Parent/Guardian _____ Date _____

Executive Director _____ Date _____

Office Use Only:	Date Received _____	Payment Received _____
	Approved _____	Not Approved _____ by _____ on _____
	Confirmation email to parent _____	Copy of form provided to EC staff _____

Late Payment and Collection Policy

Adopted November 7, 2016



Weekly: Extended Care weekly fees are due the Friday before the start of the next week's services are rendered. **A late charge of \$20** will be assessed to all accounts at the beginning of the next week's services when Extended Care fees become past due.

There will be a surcharge of \$30.00 for any payment returned for insufficient funds.

Non-Standard Payment Arrangements

The ability to have a non-standard (different than the above) arrangement should be discussed with and must be preapproved by the Executive Director. All arrangements must be agreed to in writing via a modification of this Contract and must be signed by the parent/legal guardian, the Executive Director, and the Business Manager.

Notification of Past Due Balances

Every attempt will be made to collect past dues funds by the Business Office. The Business Manager will send an email notification first indicating the account is past due and attached the payment history of the account. This information will also be sent home in the child's "take home" folder.

The Business Manager will follow up with a telephone call to the account holder within three business days to inquire about payment.

If there is still no satisfactory resolution to the past due balance the Business Manager will send a certified letter to the account holder indicating the child has been disenrolled from the program. The letter from the Business Manager will be sent within the first two weeks for Extended Care account holders.

Extended Care Collections

Participation in the Extended Care Program will not be permitted while accounts are in arrears. The school reserves the right to suspend fee-based services to families whose accounts are not current. In addition, lottery applications for the following year will not be accepted for students with past due accounts. Collections fees will be the responsibility of the family.

Agreement

I have read the terms and conditions for my child's participation in the program and I agree to all the provisions as indicated above, including the payment of fees as specified. I also agree that if this agreement is turned over to an attorney or collection agency for collection, I will pay CEMA's reasonable attorney and collection fees even though no suit or action is filed. If a suit or action is filed, however, the amount of such reasonable fees shall be fixed by the court(s) in which the suit or action, including any appeal thereof, is tried, heard or decided.

Parent/Guardian _____

Date _____