



REGISTRATION AND CONTRACT INSTRUCTIONS

TO REGISTER AND COMPLETE CONTRACT:

- Fill out basic identification information completely
- Indicate which camp(s) you would like to enroll your child for each week of the summer, using the grid on the following page
- Calculate the total tuition for full day camp and/or wrap around camp
- Camp space is limited, when your spot is secured, you will receive a confirmation of enrollment notice within two weeks of receipt of your contract/application. Otherwise, space is not guaranteed.
- Please note new processing and deposit fees:
 - Deposit (\$255 deposit with contract /registration – **no processing fee if contract is received on or before May 9, 2011!**) There is a \$50 processing fee if the contract is received after May 9, 2011.
 - The deposit + \$50 processing fee + Weeks 1-3 of tuition (if attending any of Weeks 1-3) are due if received past May 9, 2011.
- Tuition for the first 3 weeks is due June 9, 2011. CCP administrative staff will return a signed copy of the contract that will include the schedule of payments (bottom of page 2 of contract) – this will be your only invoice!
- Payment Due Dates:
 - June 9, 2011 (for weeks 1-3)
 - July 5, 2011 (for weeks 4-7)
 - August 1, 2011 (for weeks 8-10)
- Note: There is no child care July 4, 2011.
- **ALL CONTRACTS, DEPOSITS AND TUITION PAYMENTS ARE TO BE RECEIVED BY THE CCP ADMINISTRATIVE OFFICE** (494 Miramontes Ave, Half Moon Bay, CA 94019) by the due dates indicated.

CONTRACT CHANGES & TERMINATION:

- In order for CCP to properly staff our summer programs, we are requiring written notice for any changes made after **June 9, 2011**. The written notice must be received by the CCP administrative office 1 week prior to any changes along with a \$50 processing fee. Changes include:
 - Changing weeks; and/or
 - Changing camps.
- To terminate the contract on or before **May 9, 2011**, there is a \$50 processing fee; to terminate after **May 9, 2011**, there is a \$100 processing fee. CCP also requires a written notice of intent to terminate contract, received by the CCP administrative office 2 weeks prior to termination date. No refund of tuition or deposit will be given after 5pm on **June 13, 2011**.
- **ALL CHANGES ARE TO BE RECEIVED BY THE CCP ADMINISTRATIVE OFFICE** (494 Miramontes Ave, Half Moon Bay, CA 94019) by the due dates indicated.

Type of Action	Advance Written Notice	Processing fee on or before 5/9/2011	Processing Fee after 5/9/2011
Registration/Contract	n/a	\$0	\$50
Switching Weeks or Camps	1 week notice	\$25	\$50
Terminating Contract	2 weeks notice	\$50	\$100*

*no refunds of tuition or deposit after June 13, 2011 for termination of contract services

Summer Program Agreement & Contract for Services



Child's Name _____
(Please Print) last name first name
 Birth Date _____ Entering Grade _____ Home Phone _____
 Address _____ Email _____
 City _____ State _____ Zip _____
 Child's Parent/Guardian Name _____ Cell/Work Phone _____
 Child's Parent/Guardian Name _____ Cell/Work Phone _____
 Where did you hear about us? _____

My child will be attending the following weeks (check only the weeks you wish your child to attend):

	Exploring the Coast in HMB	Summer Sports Fun in HMB	Hatch Summer School Option in HMB*	Art and Cooking in Montara
Week 1 [6/13 to 6/17]				
Week 2 [6/20 to 6/24]				
Week 3 [6/27 to 7/1]				
Week 4 [7/5 to 7/8]				
Week 5 [7/11 to 7/15]				
Week 6 [7/18 to 7/22]				
Week 7 [7/25 to 7/32]				
Week 8 [8/1 to 8/5]				
Week 9 [8/8 to 8/12]				
Week 10 [8/15 to 8/19]				
TOTAL (fill in total for each column)	#wks x \$255=	#wks x \$255=	#wks x \$200=	#wks x \$255=

***Only offered to summer school students (limited space) and other summer programs if space is available – please indicated either Exploring the Coast or Sports for the summer school option (only available during weeks of Hatch summer school program).**

No part week camps available.	
SCHEDULE OF PAYMENTS (To be filled out by CCP Staff):	Make payable to:
June 9, 2011 (wk 1-3) = _____ August 1, 2011 (wk8-10) = _____	Coastside Children's Programs Drop off at the admin office or mail to: 494 Miramontes Ave Half Moon Bay, CA 94019
July 5, 2011 (wk4-7) = _____	

Coastside Children's Programs – Summer Program at CCP Half Moon Bay
Summer Program Agreement & Contract for Services



NOTES ABOUT THE PROGRAM

- All field trips, special presenters, events and all nutritional snacks are included! Pizza Friday & walking field trips are now included in the camp price, too.

PAYMENT OF FEES

Child care is by contract only. **Tuition is due and payable in advance.** Payments for Weeks 1, 2, 3 are due on or before June 9, 2011. Payments for Weeks 4, 5, 6 are due on or before July 5, 2011. Payments for Weeks 7, 8, 9, and 10 are due on or before August 1, 2011. Children may not participate in summer programs if fees for care are not paid in advance. Once this contract is completed and signed, the CCP administrative office will send you a schedule of payment(s). If your contract is not received prior to May 10, 2010, the first payment is due along with this contract/registration form. Your signed copy of this contract is the only invoice you will receive. **Please make checks payable to Coastside Children's Programs, and mail or deliver to CCP Administrative Offices, 494 Miramontes Ave, Half Moon Bay, CA 94019. Please reference your child's name on the memo line of the check.** We do not accept cash. Payments may also be made by automatic debit. Receipts for payments are available upon request.

DEPOSIT POLICY

A deposit equal to the amount of the child's intended last week of camp is required at the time of registration (\$255). **The deposit will be applied to your child's final week of attendance. Payment of full fee or a one week deposit is required in advance to hold your camp space.**

TERMINATIONS, LATE REGISTRATION & CAMP PROGRAM CHANGES POLICY

Written notice of contract termination must be received in the CCP admin office **two week prior** to date of termination. A processing fee will be charged for contract termination as follows: \$50 if received at the CCP admin office on or before **May 9, 2011** or \$100 if received after **May 9, 2011. No refund will be given for cancellations requested after 5:00 p.m. on June 13, 2011.** Refunds will not be issued for no-shows. Please allow 4 weeks for processing refund check. **Failure to give proper notice will result in fees being charged for the 2 weeks or forfeiture of fees previously paid.**

Switching from one camp program to another or late registration for camp is allowed on a space-available basis. Adding additional weeks is also allowed on a space-available basis. All requests for changes must be in writing and received in the CCP admin office **one week in advance** and accompanied by a processing fee as follows: \$25 per change per child if received on or before **May 9, 2011** or \$50 per change per child received after **May 9, 2011.**

LATE PICK UP FEES

There is a late penalty of \$1.00 for each minute after 6:00pm CCP cares for a child. This penalty is charged per child. After three late arrivals, your child may be dropped from the program.

BAD CHECK PENALTIES

A fee of \$35 will be charged for any check returned unpaid from you bank. You are responsible for any cost, i.e. attorney or collector fees, that may be assessed in the collection of unpaid fees due according to my contract. If your check is returned for non-payment, only a money order will be accepted as payment by CCP.

Please note: You are financially responsible for the weeks requested, even if your child does not attend. CCP summer camps do not have an option for partial week.

I understand that **COASTSIDE CHILDREN'S PROGRAMS** considers parents to be jointly and singularly responsible for tuition payments, regardless of joint custody agreements.

I understand and agree to the Coastside Children's Programs Summer Program Agreement and Contract for Services.

I _____ read and understand all of the provisions contained herein and
(print name)
agree to the terms of this contract:

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

CCP Administrative Staff SIGNATURE

DATE