

# Coastside Children's Programs – Summer Program at CCP Half Moon Bay

## Summer Program Agreement & Contract for Services 2018



### REGISTRATION AND CONTRACT INSTRUCTIONS

#### FEES OVERVIEW

|  |   |  |
|--|---|--|
| Registration Processing Fee                        | \$50  | Starts May 15, 2018<br>Waived prior to May 15, 2018                    |
| Switching Weeks or Camps                           | \$25<br>(in addition to any other fees in camp pricing) | Starts June 1, 2018*<br>Waived prior to June 1, 2018*                  |
| Cancellation Fee<br>(of one or more weeks of camp) | \$100   | \$50 if before June 12, 2018**<br>\$100 if on or after June 12, 2018** |

#### TO REGISTER AND COMPLETE CONTRACT

##### Fill out basic identification information completely

- Check which camp(s) you would like to enroll your child for each week of the summer, only check one camp per week.
- Carefully read the termination and contract changes section to be aware of fees if you are unsure of your camp choices!
- 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. **ALL paperwork & payment (if new to CCP: health/safety licensing forms) are required prior to securing spot for the program.** Otherwise, space is not guaranteed!
- Location of Sports camp subject to change, if camp locations changes to El Grandada Site, CCP will notify you.

#### PAYMENT OF FEES

- Child care is by contract only. **Tuition is due and payable in advance.** Children may not participate in summer programs if fees for care are not paid in advance. CCP summer camps do not have an option for partial week or partial day.
- A **deposit, equal to the last week of your child's camp tuition**, is required at time of registration. The deposit will be applied to your last invoice for the summer. Payment of full deposit is required to hold your camp space.
- **Register before May 15, 2018:** requires a Deposit with the Registration/Contract documents. Processing fee of \$50 waived if you register before May 15, 2018.
- **Registration on or after May 15, 2018:** requires the Deposit + \$50 Processing Fee
- Payment Due Dates:
  - Payment for Weeks 1-2/session 1 are due on or before **June 18, 2018**
  - Payments for Weeks 3-6/session 2 are due on or before **July 2, 2018**
  - Payments for Weeks 7-9/session 3 are due on or before **July 30, 2018**
- Invoices will be either emailed or hard copies attached to your child's sign out sheets a few days before payment due date.
- Payments may be made by check or automatic debit. Please make checks payable to Coastside Children's Program and reference your child's name on the memo line of the check. We do not accept cash or credit card. Receipts available upon request.
- Note: There is no child care on July 4, 2018
- **ALL CONTRACTS, DEPOSITS, TUITION AND CHANGES ARE TO BE RECEIVED BY THE CCP ADMINISTRATIVE OFFICE.** By mail or deliver to 494 Miramontes Ave, Half Moon Bay, CA 94019 by the due dates indicated.

#### CONTRACT CHANGES & TERMINATION – Please read this section carefully if you are unsure of your camp choices!

- To properly staff programs, written notice is required for changes/cancellations; refunds will not be given for no shows.
- **\*Switching Weeks or Camps:** written request must be received by CCP one week in advance accompanied by the processing fee: \$0 before 6/1/2018 or \$25 fee on or after 6/1/2018. Only if space allows.
- **\*\*Terminate the Registration/Contract:** written request must be received by CCP two weeks in advance and accompanied by the processing fee: \$50 if received by CCP before 6/12/2018 or \$100 if received on or after 6/12/2018. **No refund of tuition or deposit will be given after 5pm on July 13, 2018. Failure to give proper notice will result in fees being charged for the 2 weeks or forfeiture of fees.**

#### LATE PICK UP FEES

There is a late penalty of **\$2.00** for each minute after 6:00pm CCP cares for a child. This penalty is charged per child. After three occurrences of late pick-up, your child may be dropped from the program.

#### BOUNCED CHECK PENALTIES

A fee of \$35 will be charged for any check returned unpaid from your bank.

**I have read & agree to the above:**

Parent/Guardian Signature      Date

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