



Cottage Co-op Nursery School

169 Arlington Drive
Pasadena, CA 91105
(626) 799-0387

Date Received:
Class assignment:

Summer 2023

Cottage Summer Camp Contract

(please sign and return one copy)

Cottage Co-op Nursery School and _____
parent name(s)

the parent(s) of _____
child's name, enter into a contract for Cottage Summer Camp

during the period of June 19 to August 11, 2023, the terms of which are described below:

Days: Monday through Friday

Hours: 9:00 am – 12:00 pm (Lunch Bunch may be added to extend the day through 1:30)

Fees: \$165 per week, per child, 3-day class Monday, Wednesday, Friday

\$110 per week, per child, 2-day class Tuesday, Thursday

\$27.50 per day, per child, Lunch Bunch 12pm –1:30pm (offered daily, extreme heat could cause cancellation) *Please note, a \$35 late fee will be assessed for pickups after 1:30*

*Holidays indicated below and weeks will be prorated accordingly.

Signing this contract indicates an understanding of the philosophy and nature of the open-structured program offered by Cottage and agreement with these goals for your child. Students will bring their own snack (and lunch if applicable), and abide by any allergy restrictions as requested. Classes will be filled according to space availability on a first-come, first serve basis, with a priority for current member families. If space is full in the requested class, another scheduling option may be offered. Cottage will make every effort for each child's placement to reflect a consistent peer group and ease the many transitions of this time. Students must be between the ages of 2 and entry into first grade, per our license.

I would like my child(ren) to attend the following classes (check all that apply):

- ☐ week of 6/19 to 6/23 (holiday on 6/19)
 - ☐ Monday/Wednesday/Friday
 - ☐ Tuesday/Thursday
 - ☐ Lunch Bunch each day attending
- ☐ week of 6/26-6/30
 - ☐ Monday/Wednesday/Friday

- ☐ Tuesday/Thursday
- ☐ Lunch Bunch each day attending

- ☐ week of 7/3-7/7 (holiday on 7/4)
 - ☐ Monday/Wednesday/Friday
 - ☐ Tuesday/Thursday
 - ☐ Lunch Bunch each day attending

- ☐ week of 7/10-7/14
 - ☐ Monday/Wednesday/Friday
 - ☐ Tuesday/Thursday
 - ☐ Lunch Bunch each day attending

- ☐ week of 7/17-7/21
 - ☐ Monday/Wednesday/Friday
 - ☐ Tuesday/Thursday
 - ☐ Lunch Bunch each day attending

- ☐ week of 7/24-7/28
 - ☐ Monday/Wednesday/Friday
 - ☐ Tuesday/Thursday
 - ☐ Lunch Bunch each day attending

- ☐ week of 7/31-8/4
 - ☐ Monday/Wednesday/Friday
 - ☐ Tuesday/Thursday
 - ☐ Lunch Bunch each day attending

- ☐ week of 8/7-8/11
 - ☐ Monday/Wednesday/Friday
 - ☐ Tuesday/Thursday
 - ☐ Lunch Bunch each day attending

Parent Responsibilities

Parents agree to remain a member in good standing as outlined in the Parent Handbook and specifically fulfill these responsibilities **(both parents initial each item)**:

1. Pay the required tuition amount for each week attending. Payments are due monthly on the first, and payment processed on or around the first Thursday of the month via ACH, if a payment has not been made. (Payment information on file is required for all families). _____

2. **Complete and return any needed registration paperwork by Friday, June 9.** Paperwork must be processed and filed at the school before your child's first day of school. _____
3. Follow all Parent Handbook guidelines, including our "Rules of the Road" and our illness policy. Families are responsible for ensuring that anyone dropping off or picking up their child knows and follows our "Rules of the Road". Parent Handbooks discuss the culture of our school and outline family responsibilities in detail. _____

Any family that does not meet all of the above requirements will be considered not in good standing and will not be allowed to register for subsequent sessions.

Please read the following terms of participation. Your signature below indicates that you agree to the conditions listed above and outlined as follows:

Emergency Preparedness

I agree to bring an Emergency Backpack to school for my child as described in Cottage's communications. If I am working in class at Cottage at the time of a serious earthquake, I understand that I am to continue to fulfill my responsibilities as staff until most of the children have been picked up. My family has developed a plan for reuniting in this event.

Late Pickup Policy

Parents must arrive promptly to pick up their children at the end of each school day or after Lunch Bunch. Late pick-ups can cause a child great anxiety. If parents are running late for pick-up, contact the school at the classroom number: **(626) 799-1979**. *Parents may be charged at the rate of \$10 per 15 minutes for late pick-ups.* Teachers must be notified **in writing** if anyone other than a custodial parent will be picking a child up (i.e. car pools, relatives, caregivers, etc.). **Daily Pick-Up Forms** for special pick-up arrangements are available in the classroom and should be completed by the parent and clipped to the daily sign-in sheet each time a change in arrangements is made. Teachers will verify the information with a Driver's License. If, at the last minute, an authorized pick-up person is unable to pick up a child when class ends, call the classroom number at **(626) 799-1979** to notify the child's teacher of the situation and alternate plans. If the staff does not hear from anyone, attempts will be made to contact the person(s) listed on your emergency card.

Refund Policy

Summer Camp weeks will be refundable until two weeks prior to the start of the session for which your family is enrolled. After that, camp is non-refundable, as Cottage will need to maintain our commitments to our staff.

We have read this contract and agree to its terms. Signed,

Signature _____

Date _____

Signature

Date

Please retain a copy of this contract for your records and return the original to the Director