



**PBMS Summer Program  
Policy & Fee Agreement**

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Spencerville, MD 20868  
301-434-0373  
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www.pbmontessori.com

**Please print clearly and completely fill out all information.**

Child's Name: \_\_\_\_\_  
                    Last Name                    First Name                    Middle Name

Male  Female  Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

**Session One: 5 weeks**

June 13<sup>th</sup> to July 15<sup>th</sup>

- 8:45am to 2:45pm: Weekly Fee is \$420
- Cost per week for 7 or more weeks is \$400 for 8:00am to 3:00pm

**Extended Care:**

- Before Care: 8:00am is \$50 per week
- After Care: 3:00pm to 5:00pm: \$100 per week

**Session Two: 5 weeks**

July 18<sup>th</sup> to Aug. 19<sup>th</sup>

- 8:45am to 2:45pm: Weekly Fee is \$420
- Cost per week for 7 or more weeks is \$400 for 8:00am to 3:00pm

**Extended Care:**

- Before Care: 8:00am is \$50 per week
- After Care: 3:00pm to 5:00pm: \$100 per week.

## **PBMS Summer Program Policy & Fee Agreement:**

1. Registration for the summer program will close on Monday, May 2<sup>nd</sup>, 2021 or earlier if fully enrolled...
2. **Completed Summer Program Applications must be submitted to the school office at the very latest by 3:30pm on Monday, May 2<sup>nd</sup>, 2021.**
3. **There is an Application fee of \$75 and a \$300 deposit per Session along with your Application.**
4. Newly enrolled 2021 - 2022 PBMS students and children not enrolled at PBMS participating in the summer program must have all the required forms on file with the school office by 3:30pm on Tuesday, June 1, 2021.
5. The school office will email you all the necessary forms once your completed application has been approved.
6. Payment in full is due on June 1, 2021. Payments not received by June 1, 2021 may result in the loss of your deposit and reservation.
7. **Health and Safety:** Paint Branch Montessori School follows the [COVID Health and Safety Precautions](#).
8. **Lunch and Snacks:** Our program is nut free. Children should bring a snack and lunch each day. Refrigeration is not provided.
9. **Safety:** Each classroom has a phone and intercom system. We practice fire drills in the summer as well. All necessary COVID guidelines are followed fully.
10. **Toileting:** All students must be fully toilet independent.
11. **Late Fee:** There is a late fee of 10% of the amount due for a payment more than 3 days late. Payments 10 days or more in arrears will result in the dismissal of your child from the program.
12. **Return Check Fee:** There is a \$75 fee for payments returned due to insufficient funds. If a check is returned for insufficient funds, your future payments will need to be in the form of a bank check.
13. **Payment Options:** Payment may be made by cash/check or via Zelle or Brightwheel. We do not accept debit or credit cards.
14. **Financial Obligations:** Contracts are to insure the stability of the program and are strictly enforced. Paint Branch Montessori School will not refund fees or cancel unpaid obligations if the applicant withdraws anytime during the 7 weeks of the PBMS Summer Program. You are still contractually responsible for the balance of the fees owed.

15. **Collection Fees:** In the event that the school undertakes collection procedures with respect to this contract, the parents/guardians will be responsible for and agree to pay the school all costs of collection, including but not limited to court costs and attorneys' fees.
16. **Program Dismissal Policy:** The PBMS Summer Program reserves the right to dismiss, without refund, any applicant for inappropriate or unsafe conduct.
17. **Cancellation Policy:** The PBMS Summer Program reserves the right to cancel any programs or services due to insufficient interest.
18. **Early Arrival:** The Summer Program starts at 8:00am. Due to legal issues, staff cannot allow any child to enter the building before the opening time of 8:00am.
19. **Late Pick Up:** Children picked up after 3:00pm or 6:00pm will be checked into Drop-in After Care and will be charged the daily drop-in rate of \$45. Payment is due, to the school office, on the day of service. There is a late fee of 10% of the amount due for payments more than 3 days late. Payments 10 days or more in arrears will result in the dismissal of your child from the program.
20. If your child is picked up late more than 3 times this will result in their dismissal from the Summer program.
21. There is no credit for missed days.
22. **Authorization for Releasing Children:** For security reasons, your child will only be permitted to leave with the authorized people listed on the Emergency form, unless prior authorization is provided. All individuals will be required to show identification when coming to pick up your child.
23. **Health Inventory:** If your child has special needs or requirements, please notify the school office in writing. All children admitted to the PBMS Summer Program must have their complete health records on file. [Health Inventory](#)
24. **Medication:** PBMS Staff can administer medication only if we have the medication authorization form filled out by the guardian and doctor. Children with allergies, asthma or medical conditions must have this form completed and on file in the school office before their first day of attendance. [Medication Administration Authorization Form](#)
25. **Sick Child:** If a child becomes ill with vomiting, fever, diarrhea, or shows any symptoms that we feel need attention, we expect the child to be picked up immediately. Children can only return to the program when they have been symptom free for 24 hours. If a child is home sick they can only come to school with a note from the doctor.
26. **COVID 19:** All State and County and CDC recommendations are binding on the program. Any mandated closures will be followed for the safety of all.
27. **Non-discrimination:** PBMS does not discriminate on the basis of race, color, religion, or national origin in the admission of students, or employment of faculty and administrative staff.
28. **Falsified Information:** We reserve the right to withdraw acceptance or dismiss the applicant from the PBMS Summer Program in case incomplete or incorrect information

is provided. The information collected is confidential and is intended only for PBMS purposes.

29. **Hold Harmless Agreement:** Paint Branch Montessori School will not be held responsible for accident or injury to the children while they are in the classroom, on a field trip, or while they are on the way to the classroom or trip, except as shall be covered by the school insurance.

I have read and understand the PBMS Summer Program Policy & Fee Agreement and the Parent COVID 19 Agreement and will abide by the terms and conditions of this agreement.

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Print Name of Parent/Guardian**