Passport Extended Programs Policies

Online enrollment with initialing waiver acceptance and/or use of drop in services of acknowledges the policies concerning program payments and procedures, as well as an understanding of the obligation to pay the stated fees.

Extended Day, BOKS, Early Care and Fun Days

- Early Care and BOKS are offered on all days when the Montessori Academic program begins at 8:30AM (regardless of dismissal time- please refer to the CMS Calendar for specific program dates).

- Extended Day is available on full school days on which the Montessori Academic program dismisses at 3PM or 3:15PM.

- Fun Days Programs take place on select days, either following a noon dismissal or on days when the Montessori Academic program is not in session for professional development or parent/teacher conferences.

- Extended Day registration does NOT include Fun Days, which must be registered for separately.

- Changes in registration for Extended Day, BOKS, and Early Care must be made in the first two weeks of the program for which you are registered, after which point no refunds will be issued. Program deposits are non-refundable. Fun Day Programs can be refunded, less the deposit, up to one week before the specific program date.

- All enrollment and payment for our programs must be done by families through our online registration system.

Clubs

- Club payments are due in full at the time of enrollment; full payment must be received in order to process registration for a given club(s).
Alumni, siblings, and friends of CMS students are welcome to join any Passport Clubs, space permitting. A safety form and medical form is required with registration.

Enrollment for Passport Clubs is on a first-come, first-served basis. If a desired club is full, please email the Passport Office (passport@cambridgemontessori.org) so your child can be put on a wait list. Clubs may fill up quickly.

If a club does not meet the minimum required enrollment, it may be cancelled. You will be fully refunded.

Please note that any changes in registration must be done one week prior to the start of the clubs program, after which payment for Passport Clubs is non-refundable due to absence, illness, or change of heart.

Following the end of the school day, a classroom teacher will walk students to their club. Children registered in Extended Day will be taken to their assigned group following their club.

It is important that you pick up your child on time. If you are late, your child will join Extended Day, with a charge of $25 for pick up anytime between the end of club and 6PM. Please note that pick up after 6PM will incur additional late fees. Please see the below section regarding billing for late pick-up.

If your child’s club is cancelled on its scheduled day, we will do our best to give you as much notice as possible to allow you to arrange for pick-up. We also try to arrange for a make-up class at the end of the session; make-up sessions are not guaranteed.

Drop-In Procedures and Payments

Drop in requests for Extended Day, Early Care and BOKS should be made through email to the Extended Program Director (passport@cambridgemontessori.org) with as much advance notice as possible. While we understand it may be, at times, easier to call the school with requests, we prefer email, with 24 hours advance notice, whenever possible!

Due to program enrollment limits, drop in requests must be confirmed before use. Drop in fees will be assessed through our online registration system. We ask that families make payments on outstanding balances monthly; all outstanding balances must be cleared prior to registration in subsequent Passport programs.

“Day of” drop in requests should only be made in case of emergency – space CAN NOT BE GUARANTEED.

Fees will be assessed for drop in time used at a rate of $15/day for Early Care, $12/day for BOKS, $30/day for Extended Day until 4:30PM or following the end of a club program until 6PM, and $40/day for Extended Day from 3-6PM.

All charges will be recorded through our online system; payments must be made through the online registration system.

Financial Aid

Financial Aid awards for the current school year can be matched by percentage to semester/season/full year registrations for Early Care, BOKS, Extended Day, and Fun Day Programs.
• Eligible families receiving Financial Aid through CMS may use the coupon code CMSFINAID (all capital letters) in our online registration system to submit a registration without payment up front – the Passport Office will adjust the fees accordingly and email you, at which point you will be responsible for logging in to your online account and paying the balance within 30 days.

• Financial Aid discounts can be applied to drop in charges; however, a minimum charge of $5/BOKS+Early Care, $12/Extended Day until 4:30PM, $10/Extended Day between 4:30 and 6PM, and $17/Extended Day from 3-6PM will be applied.

• Financial Aid discounts can not be applied to late fees.

• Please note that in the case of families eligible for sibling discount and financial aid, only the greater of the two discounts will be applied.

**Sibling Discount**

• Siblings who use our care programs during the same times (Early Care, BOKS, Extended Day, and Fun Days) are eligible for a 20% discount off the price of the second+ sibling’s fees. The discount will be applied to the lesser total fees. **Sibling discount can not be applied to clubs.**

• CMS families who are eligible for Sibling Discount can use the coupon code CMSSIB (all caps) in our online registration system, which will apply a 20% discount to applicable programs. **The code must be applied to each individual eligible student.** Please note in the case of two siblings, the discount should only be applied to one child (the other is full price). The Passport Office will review these discounts, and adjust the fees accordingly if necessary. Should any changes be made, you will receive an email outlining the changes, at which point you will be responsible for logging in to your online account and paying any change in balance.

• Please note that in the case of families eligible for sibling discount and financial aid, only the greater of the two discounts will be applied.

• Sibling discounts can not be applied to late fees.

**Late Pick-Up Charges & Payment**

• Late pick-up charges will be assessed when a parent or guardian is late to pick up their child from the regular school day, Extended Day, Athletics, and/or Clubs at the drop in rate of $25/half day (pick up before 4:30 following the dismissal of school OR pick up by 6PM following the end of club, athletics, homework club, or any other CMS sponsored program) or $40/full day (pick up after 4:30PM, following the end of school). Please note that club and athletics pick-up times and locations vary.

• A signature at the time of pick-up indicates acknowledgement and acceptance of these charges.

• Fees will be assessed through the online registration system for late pick-up.

• **Primary, Elementary and Middle School Extended Day programs end at 6PM. Toddler Extended Day and ALL Fun Day Programs end at 5:30PM.** Any pick-up after program closing time will be charged a late fee of $25 until ten minutes after closing (depending on program, either 5:40PM or 6:10PM by the school clock). Following this time, an additional charge of $80/hr will be applied. Out of consideration for our staff, please make every effort to be on time at the end of the day. Families who are habitually, repeatedly or consistently late for pick-up may be dismissed from the program as it becomes clear that our program does not fit your families’ needs.
Billing Information

• A deposit is due at the time of enrollment for programs; deposits are non-refundable.

• All balances must be paid in full for a child to be considered eligible to register for subsequent Passport programs. Families with an outstanding balance will not be eligible for registration until all prior program fees have been paid in full.

• In accordance with the initialed waiver on our online registration, please be aware that you have authorized Cambridge Montessori School (the “School”) to charge the credit card provided, and understand that your Passport Account (including but not limited to Passport Programs, Clubs, Drop-Ins, etc.) balance must be paid in full prior to enrollment for any future Passport Programs, also authorizing the School to charge the aforementioned credit card for any future balances on my Passport Account for the current session to be charged by the end of the session.

Termination

Our goal is to partner with families in the best interest of the child’s growth and development. However, Passport and Cambridge Montessori School reserve the right to ask a child to leave if we feel that child can not be successfully supported by a program.

Questions?
Please contact the Passport Office:
passport@cambridgemontessori.org
617.206.4662