



**CHESAPEAKE SCIENCE POINT
PUBLIC CHARTER SCHOOL**
7321 Parkway Drive South
Hanover, MD 21076
443 757-5CSP
www.mycsp.org

March 12, 2018

Dear CSP Community,

This letter is to notify you that bus prices will increase for every payment plan for the 2018-19 school year. Unfortunately, this price increase is necessary to meet the rising costs of transportation. The current payment plans that are organized by one student, reduced lunch, and free lunch/multiple students will remain in effect. The payment due dates will also be moved to include a payment during the summer.

Please note that **two** unpaid payments toward transportation in the 2018-19 school year will result in your student being removed from the bus, per the contract that is signed when turned in with the deposit. Their seat will be given to another student on the wait list. **Administration will strictly enforce this rule.**

Below is the payment schedule that will be included in the upcoming bus contracts for next year:

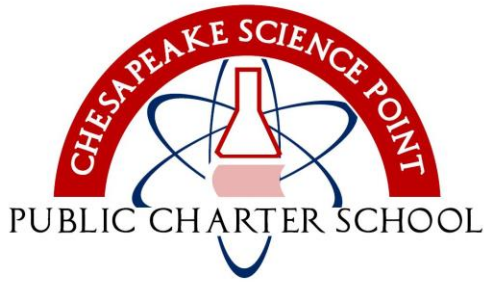
Due Date	One student	One student, red. lunch	Multiple students or free lunch
March 26th, 2018	\$150	\$150	\$150 per student
July 25 th , 2018	\$150	\$130	\$110 per student
September 12 th , 2018	\$150	\$130	\$110 per student
November 14 th , 2018	\$150	\$130	\$110 per student
January 16 th , 2019	\$150	\$130	\$110 per student
March 13 th , 2019	\$150	\$130	\$110 per student
Total:	\$900	\$800	\$700 per student

Please also note that PayPal options for these amounts will start to be updated in mid-March 2018. The deposit amount of \$150 will be added first. The other payment options will be added at the end of the school year.

We hope to improve our transportation service every year and your input is welcome. Please contact Ms. Bogden with any questions you may have. Her email address is cbogden@mycsp.org.

Sincerely,

CSP Administration



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Dear Parents and Guardians,

Please note that when you submit your contract, you will receive an email confirmation once it is processed. If you do NOT receive a confirmation email, it may be because of one of the following reasons:

- A payment of \$150 was not attached to the contract.
- Your contract was not received.
- You submitted an incomplete contract.

Please know that if you submit an incomplete contract, your spot on the bus will **not** be held until the missing parts are received. All contracts will be accepted on a first come, first serve basis.

If you did not receive an email confirmation and you believe you submitted everything, please contact Ms. Bogden at cbogden@mycsp.org. She will address your concerns.

Please sign below to acknowledge your understanding of the above statements. This sheet is part of the contract and must be submitted at the same time.

Name

Date



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Chesapeake Science Point Academy BUS CONTRACT

(AUGUST 2018 – JUNE 2019)

- A separate contract is needed for each student.

-A non-refundable deposit of \$150.00 is required with this contract at time of submission. Contracts will not be accepted without this deposit. A confirmation email will be sent for all completed contracts with deposits.

-Please note that all prior balances from previous years must be current. A contract will not be accepted if your account has an outstanding balance from a previous year. In addition, a contract will not be accepted if this year’s balance is not current up to the most recent payment.

CSP Student: _____
First Name
Last Name
Grade Entering

Parent(s)/Guardian(s) Information:

Name : _____ Name: _____
 Reliable Phone: _____ Reliable Phone _____

Email: _____

(Please print clearly! And please note that your email address **cannot** be changed during the school year. This is the address used for payment receipts and reminders.)

Please select a route and bus stop from the CSP website list of routes: (Please note: You can only have ONE pick up and drop off point. You cannot have different stops for AM and PM.) If your selected bus fills up before your contract is received, Ms. Bogden will contact you.

If you would like to use the bus service for your child, please proceed accordingly:

1. Read this Bus Contract thoroughly.
2. Submit this completed and signed Bus Contract to CSP.
3. **Include with this Bus Contract an initial, non-refundable payment of \$150 per CSP student payable to Chesapeake Science Point. This is required regardless of free or reduced lunch status.**
4. Payment and Bus Contract are due no later than **Monday, March 26th, 2018.**

DROP OFF / PICK UP

If CSP includes cluster stops then students must be dropped off at their designated bus stop at **least 10 (ten) minutes** prior to the departure time. CSP has no supervision agreement with any library or shopping centers where the bus stops exist and cannot be held liable for any incident that may happen before students board the bus. Similarly, CSP cannot be held liable for anything that might happen after the students leave the bus. It is the responsibility of the student's parent/guardian to be at the bus stop on time or make the necessary arrangements for the student's drop off and pick up from the bus stop.

EXITING AT DESIGNATED BUS STOPS

Students may only be dropped off at their specific, pre-designated bus stop.

When exceptions to bus transportation arrangements are needed, you must complete an **Exceptional Transportation Request form 5 (five) business days** before the date the exceptional transportation is expected to begin. Examples of exceptional transportation include getting off at a different stop or riding a different bus temporarily. The principal may conditionally approve the request, but then must forward the request to the bus company for final approval. Transportation arrangements of this nature are to be consistent for each day, morning and/or afternoon, Monday through Friday, for each school day, for the time requested.

Emergency situations, such as sudden illnesses or a death in the family that require exceptional transportation may be approved by the principal without 5 (five) day notice. Transportation will be approved on a first-come, first-served basis while space is available. If a bus becomes overcrowded, exceptional transportation request students will be removed to reduce loads. Transportation will be provided from one established bus stop location only.

CONDUCT

Students are expected to treat each other and the driver with respect and consideration always. Rude, obnoxious, or mean behavior will not be tolerated. The students who are not following the rules and regulations will face consequences, which include but are not limited to "suspension from bus" and "bus contract cancellation". If the bus contract is cancelled, parents are required to provide transportation to and from school. If parents are unable to provide transportation or find a safe way to have their child commute to/from school, the parent will need to register the student at their home school and withdraw from CSP.

DISCIPLINE POLICY:

In addition to the above, the AACPS student handbook and discipline policies will be in place on all school buses.

WITHDRAWAL FROM THE SCHOOL:

For withdrawal from the school, except in the case of a military PCS, the parent is responsible for giving the school a 30 day notice; if no notice is given, ALL PAYMENTS will remain in effect for THE ENTIRE SCHOOL YEAR (180 days) and NO REFUND will be issued. In the case of a military PCS, the parent/guardian must provide a copy of the orders, at which point the remainder of the contract shall be forgiven and no further payment will be due.

CONTACT INFO:

For your inquiries please contact **Ms. Bogden by email – cbogden@mycsp.org**

Read the following conditions with your child and initial each box.

Parent's Initial	Student's initial	CSP Bus Service Conditions
		I understand and accept that students are required to follow the rules and procedures always. Bus and bus stops are considered as school grounds and students are to show positive and acceptable behavior as specified in AACPS student code of conduct.
		I understand and accept that students are required to be seated at all times while on the bus. Students are required to remain seated when the bus is in a parking lot, at a bus stop, or on the road.
		I understand and accept that students are required to sit in their assigned seats always. Students are not to change seats or walk around whether the bus is in a parking lot, at a bus stop, or on the road.
		I understand and accept that students are required to respect the bus driver and follow their instructions.
		I understand and accept that students are required to refrain from eating, drinking, and chewing gum on the bus.
		I understand and accept that students are required to keep the buses clean and neat. A student who causes damage to anything on the bus will be billed for the required repair and maintenance.
		I understand and accept that students are required to be at the designated bus stop at least 10 (ten) minutes before the scheduled arrival time of the bus.
		I understand and accept that students are required to respect all others on the bus. They will keep their feet in front of their seat not blocking the aisle and will keep their voice down.
		I understand and accept that students are required to keep their hands and heads inside the bus always and will not stick them out the windows of the bus.
		I understand and accept that students are required to respect other drivers and cars on the road by showing appropriate behavior.
		I understand and accept that students are required to be picked up from their bus stop at their designated time, and once dropped off, it is the parents' responsibility to provide safety supervision to the student.
		I understand and accept that students are required to take care of their belongings on the bus. Neither CSP nor the bus company will be responsible for lost or stolen items.
		I understand and accept that students are required to follow the school's cell phone and electronic device use policy. Cell phones may ONLY be used to inform parents about pick up times. Other than that, texting, making phone calls, and connecting to the internet are not allowed.
		I understand and accept that students are required to use the same bus and bus route that is selected in this bus contract, always.

Signature of Parent(s)/Guardian(s)

Signature of Student

Date

Please note:

Bus riding privileges may be denied for the remainder of the school year if your child demonstrates that s/he is unable to follow the rules.

I/We, the undersigned parent(s)/guardian(s), have read this Bus Contract in its entirety and request bus service for the student listed above according to the payment schedule. I/We agree to pay the entire annual rate regardless of whether my/our child rides the bus daily. I/We will designate the regular bus stop for my/our child. I/We understand that while riding the bus, my/our student must follow all CSP rules and all bus driver instructions. I/We agree to discuss the bus rules with my/our child. I/We understand that any breach of the bus rules or AACPS Code of Conduct will result in disciplinary action. Cases that are more serious and/or repeating violations may result in denial of bus privileges. **THE BUS RULES ARE IN EFFECT FOR THE SAFETY OF EVERYONE ON THE BUS AND WILL BE ENFORCED AT ALL TIMES.** I/We agree to accept liability for any actions resulting from vandalism or misuse of school property.

CSP reserves the right to cancel this contract anytime if payments are not made on time and/or outstanding balances exist. If this bus contract is cancelled, parents are required to provide transportation. If parents are unable to provide transportation or find a safe way to have their child commute to/from school, the parent will need to register the student at their home school and withdraw from CSP.

CSP reserves the right to withhold dress-down days and school activities if payments are not made on time and/or an outstanding balance exists.

CSP and the Bus Service Provider are not responsible for late pick-ups and drop-offs due to traffic or inclement weather.

CSP will send a written confirmation (email) to confirm that this bus contract is received, processed, and a seat is reserved for the student. Without the confirmation, students will not be allowed to utilize bus services. Submission of a bus contract without receipt of a written confirmation from CSP will not guarantee services.

In addition, CSP reserves the right to remove a student from the bus should their behavior violate the rules of this contract.

This Bus Contract is executed by and on:

Signature of Student

Date

Signature of Parent(s)/Guardian(s)

Date

Please indicate below if your student/s are on Free or Reduced Lunch. Please circle.

FREE

REDUCED

NOT APPLICABLE

2018 – 2019 Payment Schedule for CSP’s Bus Transportation – Full Amount for one student NOT on Free/Reduced Lunch

Service Schedule	Payment Amount	Payment Due Date
Non-refundable Registration Fee (per student)	150.00	March 26, 2018
August-September	150.00	July 25, 2018
September-November	150.00	September 12, 2018
November-January	150.00	November 14, 2018
January-March	150.00	January 16, 2019
March-June	150.00	March 19, 2019

*Please note that payment amounts due are subject to change with each school year to meet the needs of incoming students and transportation costs.

I/We agree to the above payment schedule:

Print Name: _____

Signature: _____ Date: _____

PLEASE RETAIN A COPY OF THIS PAGE FOR YOUR RECORD

Payment must be made and received by the due date. Late payments are subject to a \$15 late fee. A \$15 return check fee will be assessed for any payment returned by your bank. Please make **ALL CHECKS PAYABLE TO Chesapeake Science Point**. Failure to make payments will result in a denial of service until your account is brought current.

2018 - 2019 Payment Schedule for CSP's Bus Transportation – Reduced Lunch Amount

Service Schedule	Payment Amount	Payment Due Date
Non-refundable Registration Fee (per student)	150.00	March 26, 2018
August-September	130.00	July 25, 2018
September-November	130.00	September 12, 2018
November-January	130.00	November 14, 2018
January-March	130.00	January 16, 2019
March-June	130.00	March 19, 2019

*Please note that payment amounts due are subject to change with each school year to meet the needs of incoming students and transportation costs.

I/We agree to the above payment schedule:

Print Name: _____

Signature: _____ Date: _____

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Payment must be made and received by the due date. Late payments are subject to a \$15 late fee. A \$15 return check fee will be assessed for any payment returned by your bank. Please make **ALL CHECKS PAYABLE TO Chesapeake Science Point**. Failure to make payments will result in a denial of service until your account is brought current.

2018 - 2019 Payment Schedule for CSP's Bus Transportation – Free Lunch or Families with more than one student

Service Schedule	Payment Amount	Payment Due Date
Non-refundable Registration Fee (per student)	150.00	March 26, 2018
August-September	110.00	July 25, 2018
September-November	110.00	September 12, 2018
November-January	110.00	November 14, 2018
January-March	110.00	January 16, 2019
March-June	110.00	March 19, 2019

*Please note that payment amounts due are subject to change with each school year to meet the needs of incoming students and transportation costs.

I/We agree to the above payment schedule:

Print Name: _____

Signature: _____ Date: _____

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Payment must be made and received by the due date. Late payments are subject to a \$15 late fee. A \$15 return check fee will be assessed for any payment returned by your bank. Please make **ALL CHECKS PAYABLE TO Chesapeake Science Point**. Failure to make payments will result in a denial of service until your account is brought current.