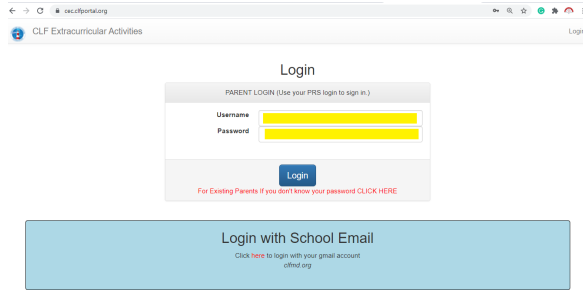


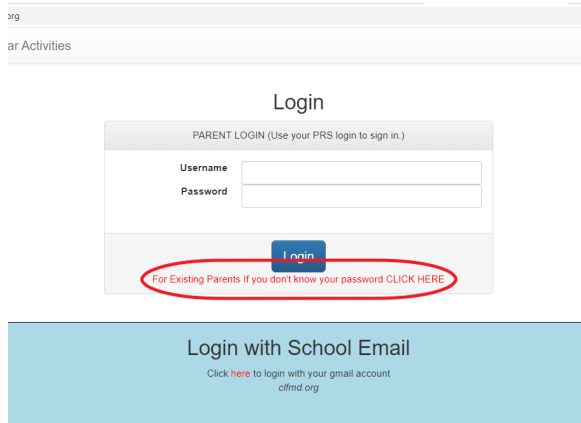
CLF Portal Registration Instructions

Registration for all Bus Contracts will be done through the online system. The address for this registration is CEC.CLFPORTAL.ORG

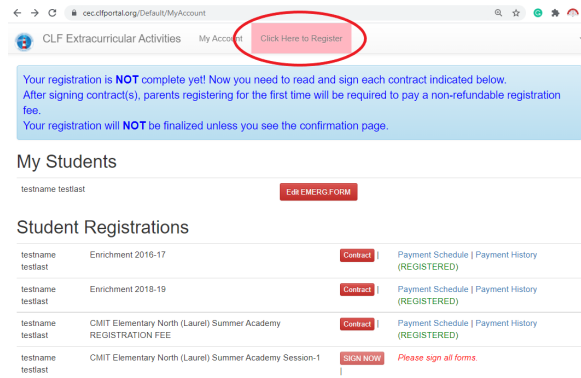
Log in using the email address you have on file with the school and your password. All currently enrolled students have an account whether the account has been used before or not.



If you do not know your password, use the link to retrieve your password. Your login information will be emailed to you by the system.

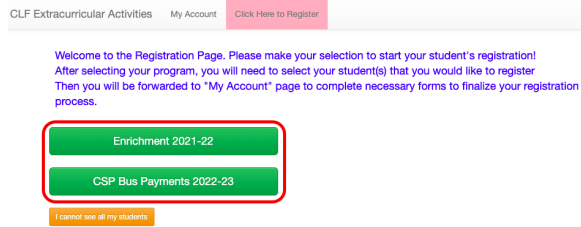


Once logged in, from the Account home page, click on the red “click here to register” button.

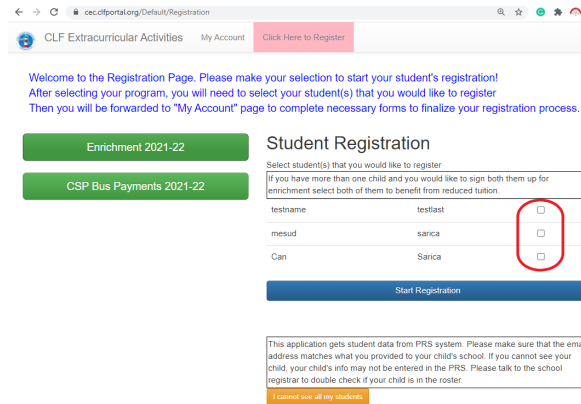


Click the button for the program you are registering for (ie CSP Bus Payments 20XX-XX)

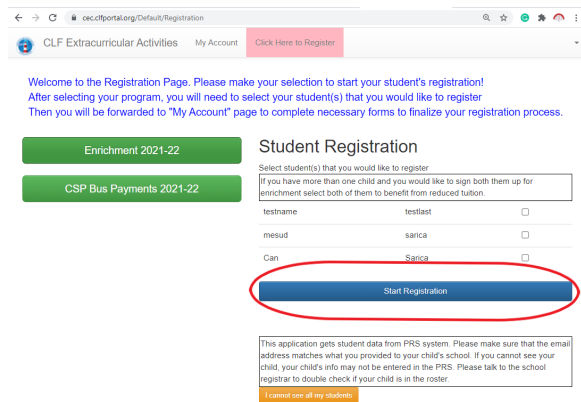
Make sure you are clicking on the proper contract year.



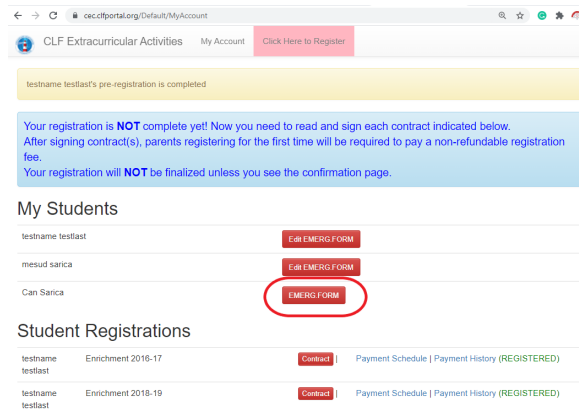
Choose the radial button next to the student(s) you wish to register.



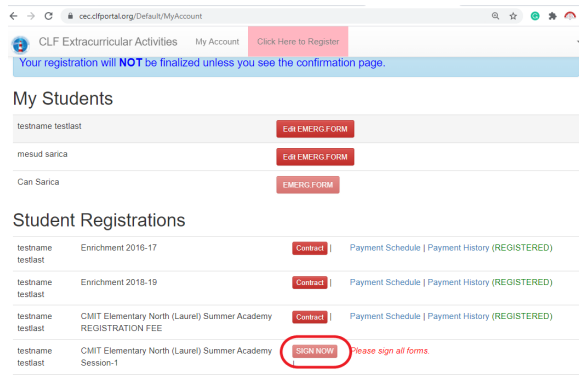
Click "start registration"



The system will redirect back to the main account page. There will be 2 blinking buttons. Click the Red “EMERG FORM” button near the top of the page and fill out the emergency contact information in its entirety. This information must be kept up-to-date. You can make changes throughout the year if need be.



From the main account page click the Blinking Red “Sign Now” button for the program you are registering for.



Verify the address in the box at the top of the page is the address for which you are requesting service. If this is NOT your current address please email Ms. Calvert at jcalvert@mycsp.org IMMEDIATELY. This is the address used for determining which route your student will be on. If it is incorrect and your bus number changes as a result, you will be placed at the end of the existing waitlist for that bus.

CHESAPEAKE SCIENCE POINT (CSP) BUS CONTRACT



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

ADDRESS

The address for which I am requesting service is:

****If this is not the correct address please contact Ms. June Calvert immediately at jcalvert@mycsp.org to update your information. Please note, we will use the address shown to plan your student's bus stop. Buses will be filled on a first-come-first-served basis. If your address needs updating you will be moved to the back of the line for the new route. It is imperative you make Ms. Calvert aware of the change directly after signing this contract, in order to retain your position on the list.***

Read all the information on the page. Use the drop down menus to select your student's lunch status (Not Applicable, Free, Reduced), and sibling status (only choose yes to the sibling question if the sibling will also be riding the bus). Once these choices are made click "Next".

- A SEPARATE CONTRACT IS NEEDED FOR EACH STUDENT.
- A non-refundable deposit of \$150.00 is required with this contract at the time of submission. Contracts will not be accepted without this deposit. You will receive a refund if the student is withdrawn prior to the beginning of the school year or if it is determined that your neighborhood or area is unable to be added to a bus route.
- Please note: All payments including the initial deposit must be made via the online payment system. No payments will be accepted at the school.
- Parents requesting one-way transportation are still responsible for paying the full price for bus transportation.
- 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.
- All contracts will be accepted on a first-come, first-served basis.

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

- Read this Bus Contract thoroughly before signing.
- Submit the completed Contract.
- Pay the non-refundable deposit of \$150. This is required regardless of free or reduced lunch status.
- Contracts received will be placed on hold for verification of seat availability. Parents will be notified of the status of their application upon verification.
- If there is an available seat on a bus servicing the requested address, the student will be placed on that bus's roster. If a seat is not currently open the student will be placed on a waitlist for that bus.

Contracts and Deposits are due no later than Friday, March 26th, 2022.

Contact info: [Karen Gerny - KSGerny@CPS.org](#)

Please select student's lunch type

Not Applicable

Does testname have a sibling within CSP?

NO

Next

Read each condition of the contract and click the box beside each one acknowledging understanding of the condition outlined.

Student Name

testname testlast

Selected Program :

Zero Period + Scholars

COVID-19 Precautions

CLF is following all recommended COVID-19 guidelines from the CDC, state health officials and PGGPS. As circumstances continue to change, our goal is and will continue to be to provide a safe and healthy environment for both our students and our employees. All students and employees will be screened for COVID-19 symptoms before entering the enrichment program. Any student with COVID-19 symptoms will be isolated and their parents will be contacted for immediate pick-up.

Amount

\$5,082.00

The Enrichment program will not take place if the school is closed for any reason including semester breaks, federal and/or state holidays, teacher work-days, and/or weather related events. When PGGPS announces early dismissal or cancels after school activities the Enrichment program may be canceled as well. The first day of the Enrichment program will be September 8, 2021 and the last day will be June 23, 2022, this is subject to change to implement weather delays. The undersigned agrees with the following terms and conditions and will pay the required tuition fees and charges for payment as specified below. Please read and check each of the following terms and conditions of enrollment.

I understand installment payments, as provided in the payment schedule, are due on or before the specified dates. Installments not paid in full by the scheduled due date will be assessed a \$25 late fee.

I understand that I will be provided with an installment payment schedule with this contract; and this is a set schedule of payments due and not subject to modifications to meet individual requests.

I understand that if payment is not received within 10 calendar days after the due date, my child's account will be placed in an inactive status and my child will not be able to attend enrichment until the account balance is brought current.

I understand an account that is placed in an inactive status more than twice in a contract year is subject to review and may be terminated for non-payment at the discretion of the Chesapeake Lighthouse Foundation.

Once the contract has been thoroughly read and all conditions have been accepted, scroll to the bottom of the page. Take note of the payment schedule and sign the contract with your full name and click "Submit"

Payment Schedule for 2021-22 Enrichment Programs

Due Date	Amount
9/3/2021	\$242.00
9/17/2021	\$242.00
10/1/2021	\$242.00
10/15/2021	\$242.00
10/29/2021	\$242.00
11/12/2021	\$242.00
11/26/2021	\$242.00
12/10/2021	\$242.00
12/24/2021	\$242.00
1/7/2022	\$242.00
1/21/2022	\$242.00
2/4/2022	\$242.00
2/18/2022	\$242.00
3/4/2022	\$242.00
3/18/2022	\$242.00
4/1/2022	\$242.00
4/15/2022	\$242.00
4/29/2022	\$242.00
5/13/2022	\$242.00
5/27/2022	\$242.00
6/10/2022	\$242.00

Please sign the document with your full name. Please sign with your name.

John B Diel


Submit


Your address will not be considered for a bus route until your deposit has been made. Choose your method of payment and fill out the required information.

Make Payment

IN ORDER TO COMPLETE REGISTRATION, YOU MUST PAY THE REGISTRATION FEE
Items

CSP Bus Payments 2022-23 + Late Fee (\$0.00)
Amount \$150.00
Total Amount \$150.00

 [Pay Later](#)

 [Debit or Credit Card](#)

Powered by 

Your contract is now complete. The system will redirect back to the account home page. At the bottom of the page you will now find the payment schedule and the link to make your payments.

Payment Schedule

Course	Student	Due Date	Amount (\$)	Note	Status
CSP Bus Payments 2022-23	testname testlast	3/3/2022	\$ 150.00		Make Payment Payment Due Soon
Enrichment 2021-22	testname testlast	3/18/2022	\$ 242.00		Make Payment
Enrichment 2021-22	testname testlast	4/1/2022	\$ 242.00		Not Available

Click the link to make your payment. The link to pay the next installment will show up once the oldest installment is paid. You may pay as many installments ahead as you wish. Payments not made on time will incur a \$15 late fee.