

**CHESAPEAKE SCIENCE POINT
PUBLIC CHARTER SCHOOL**

7321 Parkway Drive South
Hanover, MD 21076
443 757-5CSP
www.mycsp.org

Dear Parents and Guardians,

Welcome to the 2022/23 school year! Please read this bus contract in its entirety.

Please note and understand that bus service to all addresses cannot be guaranteed. Once contracts are completed, Lonergan's then begins the process of determining if an address is serviceable or not. This process also includes the route in which the bus will take. Routes and stops are subject to change from year to year.

For your address to be considered during this evaluation, your bus contract, including the \$150 deposit, **MUST** be submitted by March 25th, 2022. The deposit and all payments must be made online. The sooner we have your address, the sooner we will know if the bus can service your neighborhood and or area.

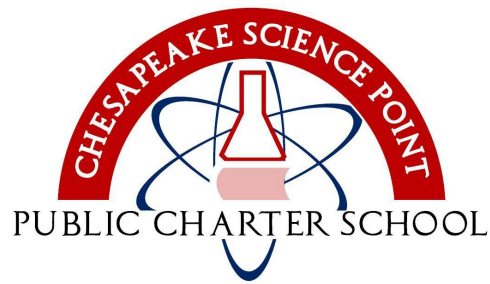
The deposit does ensure a seat on the bus if your neighborhood/area is serviceable. However, if it is determined that your neighborhood/area is not serviceable, your deposit will be refunded in full.

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 thirty day written 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.

CANCELLATIONS:

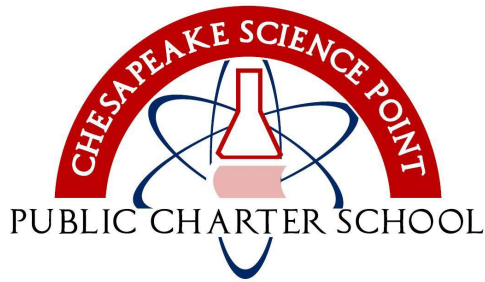
Requests for cancellations after the school year has begun, for any reason other than withdrawal from the school, require a fifteen day written notice. The parent will be held financially accountable for the current installment. A financial obligation will be attached to your student's record if the current installment or any outstanding balances are not paid.



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

Please note that non-payment of installments does not constitute cancellation of the contract. It is your responsibility to notify CSP in writing that you are choosing to cancel your contract. Otherwise, nonpayment will be considered as a debt owed and the contract remains in effect. We are unable to release your child's seat until we have received written notification of the bus cancellation. Therefore, it is important that you read the bus cancellation policy. Should the contract NOT be cancelled according to CSP's cancellation policy, a financial obligation will be attached to your child's account.

We hope to make transportation a better experience every year and your input is valued! If you have any questions, please feel free to reach out to Ms. Carre. Her email address is kcarre@mycsp.org.



**CHESAPEAKE SCIENCE POINT
PUBLIC CHARTER SCHOOL**

7321 Parkway Drive South
Hanover, MD 21076
443 757-5CSP
www.mycsp.org

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 made.
- Your contract was not received.
- You submitted an incomplete contract.
- We do not have a correct email address.

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. Carre at kcarre@mycsp.org. She will address your concerns.

Please understand that it may take Ms. Carre forty-eight business hours to respond to your email or phone call. Our goal is to respond within twenty-four business hours. However, this is not always feasible.



Chesapeake Science Point BUS CONTRACT

(AUGUST 2022 – JUNE 2023)

- 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. A confirmation email will be sent for all completed contracts with deposits. **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.**

CSP Student: _____
First Name Last Name Grade Entering

Parent/Guardian Information:

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

Email: _____
(This is the address used for payment receipts and reminders.)

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

1. **Please read this bus contract thoroughly.**
2. **Include with this bus contract an initial non-refundable payment of \$150 per CSP student. This is required regardless of free or reduced lunch status.**
3. **Payment and bus contracts are due NO LATER THAN March 25th, 2022.**

DROP OFF / PICK UP

Students must be dropped off at their designated bus stop at **least 10 (ten) minutes prior** to the scheduled pick up time and must remain **(ten) 10 minutes after** the scheduled pick up time. CSP 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 AND DESIGNATED BUSES

Choosing to ride more than one bus will result in losing transportation privileges. Only one bus stop may be utilized. Exiting and entering the bus at a stop other than the students designated stop will result in loss of transportation privileges.

CONDUCT

Students are expected to treat each other and the driver with respect and consideration at all times. 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 thirty day written 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.

CANCELLATIONS:

Requests for cancellations after the school year has begun, for any reason other than withdrawal from the school, require a fifteen day written notice. The parent will be held financially accountable for the current installment. A financial obligation will be attached to your student's record if the current installment or any outstanding balances are not paid.

LATE SIGN-UPS:

If a seat on the bus becomes available throughout the year and you choose to sign up, please know that you are still responsible for the \$150 initial deposit. The remaining installments will be prorated based upon the time of year the seat becomes available.

CONTACT INFO:

For your inquiries please contact **Ms. Carre by email – kcarre@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 at all times. 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 any breach of the bus rules or AACPS Code of Conduct will result in disciplinary action. Cases that are more serious and/or repeated 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 (email) 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. This will allow CSP to determine the appropriate payment plan for your family.

FREE

REDUCED

NOT APPLICABLE

2022 – 2023 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 25, 2022
August-October	150.00	July 25, 2022
November-December	150.00	September 26, 2022
January-February	150.00	November 25, 2022
March-April	150.00	January 25, 2023
May-June	150.00	March 24, 2023

*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. Failure to make payments will result in a denial of service until your account is brought current.

2022 - 2023 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 25, 2022
August-October	130.00	July 25, 2022
November-December	130.00	September 26, 2022
January-February	130.00	November 25, 2022
March-April	130.00	January 25, 2023
May-June	130.00	March 24, 2023

*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. Failure to make payments will result in a denial of service until your account is brought current.

2022 - 2023 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 25, 2022
August-October	110.00	July 25, 2022
November-December	110.00	September 26, 2022
January-February	110.00	November 25, 2022
March-April	110.00	January 25, 2023
May-June	110.00	March 24, 2023

*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. Failure to make payments will result in a denial of service until your account is brought current.