



## STAFF MEMORANDUM

**TO:** All CMP Employees

**FROM:** Gary Bowman, Executive Director

**DATE:** August 6, 2009

**RE:** Employee Benefits – Club Montessori Extended Care for Staff Children

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In a time when budgetary considerations are continually being scrutinized, we are always looking for ways to maintain and/or extend additional benefits to staff with little to no capitol outlay. Historically, CMP has informally provided access to the Club Montessori extended care program at no cost to enrolled students of CMP employees; and while I am committed to honoring this tradition, I would like to review a few important points with you:

- Due to licensing and insurance restrictions, we are only able to offer Club Montessori extended care to families of *enrolled CMP students*.
- Club Montessori is available for staff children while the staff member is actively at work, on a space available basis. Staff members are responsible for contacting the Club Montessori Coordinator in advance to assure space availability for their child. During times when the employee is not at work, staff members may still use Club Montessori services at the regular posted rates. Complimentary Club Montessori access is only available to the staff member's own children (as determined by legal parentage or guardianship designation). Complimentary access is not transferrable to other extended family members.
- Club Montessori is a significant revenue source for the school. During busy periods of the day/year, staff are encouraged to be sensitive to the teacher-student ratios that assure a safe environment for all. In the event that the need for care exceeds reasonable staffing ratios, priority will be given first to those families paying regular monthly tuition, then to punch card families, then to staff families using Club Montessori on a complimentary basis.
- For safety reasons, all staff members with enrolled CMP students are requested to complete registration forms for their children. Staff children arriving before the start of school or remaining after school ends, should be signed in to Club Montessori. This process assures that the child is listed on the attendance rosters and included in staffing ratios whenever possible. It also assures that the child's location on campus can be identified at any time, each and every day. In the event of an emergency, minutes count. We want to know at all times whether your child(ren) is on campus and where your child is at.
- Staff children who are on campus during staff work hours but outside of the instructional day should be checked in to Club Montessori. This policy assures that staff members can be most productive during work hours and reduces potential distractions that occur when staff members must choose between their "parent hat" and their "employee hat".
- Staff members who have a need for Club Montessori extended care on a regular basis are requested to pay the annual registration fee for each child enrolled in the Club Montessori program. This fee helps to offset the consumable items that staff children use while participating in Club Montessori activities. Additionally, in lieu of program tuition, staff members are encouraged to find opportunities to make donations to the Club Montessori program. Please check with your Club Montessori coordinator or office staff to identify what kinds of donations are most needed (i.e. supplies, snacks, gently used games, books, play equipment, etc).

We value the service and program provided by our Club Montessori teams. We appreciate the opportunity to continue offering complimentary access to our employees. We appreciate in advance your support in making it possible to continue this privilege by adhering to the guidelines described above. Please feel free to contact your principal or the Human Resources Department if you have additional questions on this or any other employee benefits or programs.