

Dear Mark Twain Elementary Parents,

Mark Twain Elementary is proud to present a quality After School Program. This program is designed to provide the needs of the school community in an after school setting. The quality of our program will thrive with the cooperation of the school community (i.e. administration, staff, parents, children). Please read the following information thoroughly:

Enclosed in this packet are the following forms:

- **Front Cover Page with Deadlines (PARENT COPY)**
- **Parent Letter (PARENT COPY)**
- **Contract Agreement/Safety Plan (PARENT COPY)**
- **Tuition/Fee Payment Form (OFFICE COPY)**
- **Extended Day Options (OFFICE COPY)**
- **Master Schedule of Enrichment Classes (OFFICE COPY)**
- **Contract Agreement/Safety Plan (OFFICE COPY)**
- **Authorization/Emergency Form (OFFICE COPY)**

IMPORTANT INFORMATION FOR YOU TO KNOW:

1. **REGISTRATION:** Registrations are processed as they are received. The date and/or order of registration submission will be recorded on your paperwork.
 - **Beginning November 30:** Registration forms to be submitted to the ASP Office at Mark Twain.
 - **Registrations received after December 16 will be processed for services to begin on the 2nd week of school.**
 - **Week of December 26:** Registration Applicants (registrations received by Dec 16) will receive a statement via U.S. mail. Your child's classes will be listed.
 - **Week of January 3:** Statements for Registrations received after Dec 16 will be available for pick up in the Mark Twain ASP office.
2. **OUTSTANDING BALANCES:** Registration cannot be accepted from anyone who has an outstanding balance from any previous semester. Registrations submitted must include a separate check for their outstanding balance in addition to their first payment. In addition, any accounts with **outstanding balances remaining after April 20, 2012 will be assessed a \$25.00 collection fee which will be rolled over to the Fall 2012 semester.** Failure to meet your financial obligations may result in suspension of services to you.
3. **PAYMENT:** You may either pay the full amount of your bill at the time of registration or you may pay in 4 installments. This is offered as a convenience to you. Please see the Contract Agreement Safety Plan Form for important details including deadlines.
4. **SCHOLARSHIPS:** Scholarships based on financial need for the Mark Twain ASP are available. You must contact Sylvia Ponce de Leon at (713) 529-3507 or by e-mail at ciasp2@sbcglobal.net.

We are looking forward to a successful Spring 2012 Semester of the Mark Twain After School Program! If you have any other concerns and/or questions, please do not hesitate to contact me.

Sincerely,
Sylvia Ponce de Leon
Director, After-School Program
email: ciasp2@sbcglobal.net
Phone: (713) 529-3507