



# Mark Twain Elementary School

## After School Program

### Contract Agreement / Safety Plan Spring 2012

By initialing and signing below, I understand the contents of this registration packet and agree to the following for the SPRING Semester of 2012. Disregard of this contract and/or the contents in the registration packet will result in immediate dismissal from the After School Program.

1. **REGISTRATION:** Registration in any **Enrichment Class** (January 3 – May 31) and/or **Extended Day Program** (January 3 – May 31) is for the entire Spring Session. Tuition and fees are not prorated after the Add/Drop deadline of January 20. Only 2 changes are permitted during the Add/Drop. No class changes will be made and **no refunds or credits will be issued after January 20, 2011. However, any class attended during the weeks of January 3 – January 20 will be prorated. I understand that my registration is ONLY valid if I have paid out all prior balances owed to Twain After School Program.** Furthermore, I understand that if I submit my registration after December 16, 2011, I will be assessed a Late Registration Fee of \$25.00 and my registration will be processed for services beginning on January 9, the 2<sup>nd</sup> week of school. All registrations submitted after January 9 will be processed for services to begin within 2 school days. Furthermore, I must make other arrangements for After School until my child's registration has been processed. **In addition, NO refunds will be assessed in the event of HISD canceling after-school activities for inclement weather or any other extenuating circumstances.**
2. **REGISTRATION CONFIRMATION:** All registered students will receive confirmation of registration of their enrichment classes the week of December 26 if you submitted your registration by December 16. Registrations received after December 16 will be processed for your child to begin attending January 9, 2012.
3. **SIGN OUT:** I will sign out my child from an After School Staff Member each day. If I enroll my child in Half-time Extended Day and I do not pick up my child by 4:45 p.m., I will be automatically billed an Occasional Extended Day Card of 5 Units for \$60.00. If my child is enrolled ONLY in Enrichment Classes, I will sign out my child from an After School Staff Member located in the cafeteria at the time the Enrichment Class ends. **SHOWING PHOTO ID IS MANDATORY UPON REQUEST.**
4. **LATE PICK UP:**
  - If my child is picked up after 6:00 PM I understand I will be assessed a late pickup fee of **\$2.00/minute**.
  - When I am late picking up my child from Half-Time I understand I will be **automatically issued a 5-Unit Occasional Card** which will provide supervision until 6:00 PM. 1 Unit from this card will be used for the late pick up and I understand that I will have 4 Units remaining. After 6:00 PM, I will be assessed a fee of \$2.00/minute.
  - If my child is enrolled ONLY IN AN ENRICHMENT CLASS AND I am late picking up my child by the end of class time, I understand I may be assessed a late pick up fee of \$2.00/minute. If I am late more than 6 minutes, I have the option of purchasing Half-Time Occasional Extended Day of **5-Units** which will provide supervision until 6:00 PM. 1 Unit from this card will be used for the late pick up of the day I purchase this option and I understand that I will have 4 Units remaining. After 6:00 PM, I will be assessed a fee of \$2.00/minute.
  - After the 5th late pick-up I may be asked to make other arrangements for After School Child Care.
  - The official time for our after school program will be gauged by the clock located in the school office.
  - **Please Note: If late pick-up fees are not paid within 24 hours, the fee is automatically doubled** (Check or money order only)
5. **EXT DAY & ENRICHMENT TIMES:** I understand that the times of the Enrichment Classes are: 3:30-4:30, 4:35-5:35 OR Private Lessons: 3:30-4:00; 4:05-4:35; 4:40-5:10; 5:15-5:45 and the hours of Extended Day are: Full-time 3:00-6:00 p.m.; Half-time 3:00-4:45 p.m.; Occasional 3:00-6:00 p.m. If my child is enrolled solely in a 4:35 Enrichment Class, I must enroll him/her in a 3:30 Enrichment Class or Full-time Ext. Day or Half-Time Ext. Day or Occasional Ext. Day or Bridge Enrichment.
6. **4:35 ENRICHMENT CLASS ONLY:** I must enroll my child in either a 3:30 enrichment class, Bridge to 4:35 Enrichment, or Occasional Extended Day in order for my child to participate in a 4:35 Enrichment Class.
7. **OCCASIONAL DAYS:**
  - If I no longer have any Occasional Units remaining, another 5-Unit Occasional Card will be **AUTOMATICALLY billed** to my account.
  - I understand that any Occasional Unit purchases billed after March 23 **MUST BE PAID WITHIN IN 24 HOURS OR THERE WILL BE NO SERVICES PROVIDED.**
8. **PICK UP CHANGES/NOTIFICATIONS:** I am aware that my child **MUST** be picked up by an adult and that my child will never be allowed to walk home without the supervision of an authorized adult I have listed on the Authorization Contact Form. Furthermore, I will notify in writing via a handwritten note or via email, the Director (ciasp2@sbcglobal.net) and/or Coordinator (skarr@houstonisd.org), when my child will not report to Extended Day and/or Enrichment Classes for any of the following reasons:
  - A. I will be picking up my child before OR at 3:15 p.m.
  - B. Someone else, authorized by me, will pick up my child @ 3:00 p.m.
9. **PAYMENTS:**
  - MUST BE SUBMITTED BY CHECK OR MONEY ORDER ONLY **made out to Mark Twain Elementary**. Cash is not accepted.
  - I will pay at least of 1/4 of my bill for the SPRING 2012 semester at registration. The next 3 payments are due: Feb. 3, Mar. 2, Apr. 5
  - I will be assessed a monthly late fee of \$10.00 after Feb. 10, Mar. 9, Apr. 12
  - I will be assessed a \$35.00 charge for each returned check. **All returned checks must be repaid to the school within 24 hours after being notified via a Money Order for the EXACT amount of the returned checks.** In addition, there is a **\$35.00 check returned fee assessed by HISD. This payment must be submitted in a separate money order on the same day you submit the money order for the returned check.** After 1 returned check, all future payments must be made by money order.
  - I understand that after school services will be suspended if I do not pay my bill on time.
  - I understand that a Rollover Fee of \$25.00 will be assessed to my FALL 2012 account if it is not paid out by April 20, 2012.
10. **BEHAVIOR EXPECTATIONS:** The H.I.S.D. Code of Student Conduct will be adhered to so as to ensure the safety of all students. Services will be suspended should disrespectful or unsafe behavior be directed towards a student or staff member, either by a parent of a student or student in the After School Program. **A Zero Tolerance Policy will be enforced.** You are responsible for reading and knowing the expectations of the HISD Code of Student Conduct received during the first week of school from your child's classroom teacher.
11. **SPECIAL NEEDS:**

We do not provide staff trained to deal with special needs. Please contact the ASP Coordinator regarding any questions.
12. I understand that my email address and/or phone number(s) may be given to the Provider of any Enrichment class in which I have enrolled my child should the Provider find it necessary to contact me for After School Activities **ONLY**.
13. **MEDIA DEVICES:** Media devices used to photograph, film, or record children are **PROHIBITED** in the After School Program.
14. **Disregard of any portion of this contract calls for immediate dismissal from the After School Program. By signing this contract, I am agreeing to all of the above terms and fully understand all information listed on the Parent Letter AND on any of the forms of this packet**

Name of Parent (please print)	Parent Signature	Date	<b>STUDENT NAME</b>
Name of Parent (please print)	Parent Signature	Date	<b>STUDENT NAME</b>

Office Copy