



# Briargrove Elementary School

After School Excellence

*One School. One Community. One Great Place to Be.*

## REGISTRATION GUIDE SPRING 2017 AVAILABLE ONLINE BEGINNING DECEMBER 5

DOWNLOAD COMPLETE REGISTRATION GUIDE FROM <http://www.houstonisd.org/Domain/12147>

Registration Info	Dates	Where
<b>On Site Early Registration</b> *Register Early-\$15.00 Registration Fee	<b>Dec. 5-Dec. 16</b> (Assistance is available from 4:00-6:00 PM)	<b>Briargrove ASP Office</b>
<b>Mail In Early Registration</b> U.S. Postmark Date dictates order of your registration (Registration Fee of \$15.00 and is first come first serve.)	<b>Dec. 16-22</b>	<b>CIASP</b> 2020 SW Freeway, Ste. 310 Houston, Tx 77098
<b>Mail In Late Registration</b> *Register Late-\$25.00 Registration Fee	<b>After Dec. 22</b>	<b>CIASP</b> 2020 SW Freeway, Ste. 310 Houston, Tx 77098
<b>On Site Late Registration</b> *Register Late-\$25.00 Registration Fee	<b>Beginning Jan. 4</b> (Registration will be processed for your child to begin by Monday, Jan. 9)	<b>Briargrove ASP Office</b>
<b>Add-Drop Deadline</b>	<b>Until January 20</b>	<b>Briargrove ASP Office</b>
<b>Extended Day &amp; Homework Dates</b>	<b>Jan. 4 – May 19</b>	<b>On Site</b>
<b>Spring Enrichment Classes</b>	<b>Jan. 9 – May 19</b>	<b>On Site</b>
<b>2 Spring Early Dismissal ASP (\$15.00/day) (12:30-3:15)</b>	<b>Jan. 25, Feb. 22</b> (Included in Full OR Half Time)	<b>On Site</b>

### After School Ext Day & Enr Options Offered for Spring 2017:

Option Type	To what time?	Bi-Weekly Cost	Tuition	Supply Fee (\$50.00 one time fee per semester)	Total	Pymt Schedule
<b>Full Time Plus Ext Day</b>	<b>6:30 PM</b>	<b>\$130.00</b>	<b>\$1300.00</b>	<b>\$50.00</b>	<b>\$1350.00</b>	<b>Bi-Weekly</b>
<b>Full Time Ext Day</b>	<b>6:00 PM</b>	<b>\$110.00</b>	<b>\$1100.00</b>	<b>\$50.00</b>	<b>\$1150.00</b>	<b>Bi-Weekly</b>
<b>Half Time Ext Day</b>	<b>5:00 PM</b>	<b>\$85.00</b>	<b>\$850.00</b>	<b>\$50.00</b>	<b>\$900.00</b>	<b>Bi-Weekly</b>
<b>Occasional Ext Day</b> (5 units)	<b>6:30 PM</b>	<b>\$80.00</b> (5 units)	<b>\$80.00</b>	<b>\$35.00</b>		<b>In Full</b>
<b>Early Dismissal</b> (2 days; this is already included in Full & Half Time Ext Day)	<b>3:00 PM</b>	<b>\$15.00/day</b>	<b>\$30.00</b>	<b>\$14.00</b>	<b>\$44.00</b>	<b>In Full</b>
<b>Spring Enrichment</b>	<b>3:30-4:30</b> <b>4:35-5:35</b>	See schedule in this packet				<b>4 Month Pymt Plan</b>
<b>Bridge to 2<sup>nd</sup> Hour Class</b>	<b>4:30</b>	<b>\$90.00/day</b>				<b>4 Month Pymt Plan</b>

**Do not delay...register ASAP so that your services may begin on Wednesday, January 4.**

### **Bi-Weekly Payment Plan Option for Ext Day ONLY:**

Spring 2017: At Registration, Jan. 13, Jan. 27, Feb. 10, Feb. 24, Mar. 10, Mar. 31, Apr. 13, Apr. 28, May 12

### **4 Month Fall Payment Plan for Enrichment Classes and Ext. Day**

Spring 2017: At Registration, Jan 27, Feb. 24, Mar. 31

\*\*\*Any Fall 2016 outstanding balances \$100.00 or greater remaining after December 9 will be rolled over to the Spring 2017 with a \$25.00 rollover fee assessed. Any Spring 2017 outstanding balances \$100 or greater remaining after May 19 will be rolled over to the Fall 2017 with a \$25.00 rollover fee.

**Make your money order or check payable to: Briargrove Elementary School**

Questions: Contact Sylvia Ponce de Leon, Director: [ciasp2@sbcglobal.net](mailto:ciasp2@sbcglobal.net) OR 713-529-3507

Parent Copy

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# Briargrove Elementary School

## After School Excellence

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Dear Briargrove Parents,

Briargrove Elementary is proud to present **your After School Program!** We look forward to serving you with "After School Excellence" for your child.

Enclosed in this packet are the following forms:

- **Schedule of Dates/deadlines (see front cover page)**
- **Extended Day Registration Form**
- **Master Schedule of Enrichment Classes**
- **Tuition/Fee Payment Form**
- **Contract Agreement/Safety Plan**
- **Authorization/Emergency Form**

Dependent upon what you are registering for, please submit the following forms:

- **Page 6 Extended Day Registration Form**
- **Page 7-9 Master Schedule of Enrichment Classes**

The following forms are REQUIRED to turn in:

- **Page 5 Tuition Fee Payment Form**
- **Page 10-11 Contract Agreement/Safety Plan**
- **Page 12 Authorization/Emergency Form**

### **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.
  - **Beginning Dec. 5:** Registration forms are available online: <http://www.houstonisd.org/Domain/12147>
  - **Refer to the deadlines listed on the front cover of the registration packet.**
  - **By Dec. 16:** Registrations received by December 16 will receive a statement via U.S. mail by December 29.
  - **Beginning Jan. 4:** Statements for Registrations received after Dec. 16 will be available for pick up in the After School Office beginning Jan. 4. Anyone registering on January 4 will be provided services beginning Monday, Jan. 9.
2. **OUTSTANDING BALANCES:** Registration cannot be accepted from anyone who has an outstanding balance from any previous semester. Registrations submitted must include a separate payment for their outstanding balance in addition to their first payment. In addition, any Fall accounts with **outstanding balances remaining after December 9, 2016 will be assessed a \$25.00 fee which will be rolled over to the Spring 2017 semester** and any accounts with **outstanding balances remaining after May 19, 2017 will be assessed a \$25.00 fee which will be rolled over to the Fall 2017 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. Please note the following important details regarding your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, choices for Enrichment Classes:
  - If the 1<sup>st</sup> choice is filled, we will automatically assigned either the, 2<sup>nd</sup> or 3<sup>rd</sup>, choices you selected on your enrichment class forms. If all choices are filled, you will receive a phone call. If we are unsuccessful in contacting you via phone,, you will be sent an email informing you of available classes. **You must respond to this email within 2 business days if you wish to select another class. Other classes may fill up quickly.**
  - If you enrolled in an enrichment class and it is canceled due to lack of enrollment, a full refund for that class will be issued if your account has a "credit" balance and if you request a refund in writing. Otherwise, the credit will be rolled over to the Fall 2017 Semester. In the event of teacher illness, a substitute will be provided OR students will be contacted as early as possible to inform them of a class cancellation.

*We are looking forward to a successful Spring 2017 Semester! If you have any other concerns and/or questions, please do not hesitate to contact us.*

Sincerely, Sylvia Ponce de Leon,  
Director, CIASP  
713-529-3507  
email: [ciasp2@sbcglobal.net](mailto:ciasp2@sbcglobal.net)



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### Contract Agreement/Safety Plan

**SPRING 2017**

By signing below, I understand the contents of this registration packet and agree to the following for the Spring 2017. Disregard of this contract and/or the contents in the registration packet will result in immediate dismissal from the Briargrove Elementary School After School Program.

1. I understand I am presently enrolling **for Spring 2017**. Also, I understand that if **I enrolled for the Fall 2016 in Full or Half Time Extended day, I will automatically be enrolled in the Spring 2017 unless I have notified in writing the after school office that my child will not be reporting to Extended Day in Spring 2017 or at any other time.** (Registration Fee will still be assessed.) Also, I understand that if I do withdraw and re-enroll, there is a \$25.00 Reinstatement Fee I will be assessed.
2. **TIMELINES:** I have received a copy of the timeline with all important dates, including registration dates, payment due dates, and the dates that Extended Day and Enrichment Classes begin and end. (Timeline is on front cover.)
3. **CLASS TIMES:** I understand the times of Extended Day and Enrichment Classes, as listed in this registration packet.
4. **PAYMENTS:** *(Please initial each item below on the line)*
  - ☐ **MUST BE SUBMITTED** by check or money order only payable to Briargrove Elementary School. Cash is not accepted.
  - ☐ If I choose the Bi Weekly Option or the 4 Month Payment Plan for Full or Half Time Ext Day, I will pay at least the minimum due on the due dates, as stated on the front cover. In addition, I understand the 4 Month Payment Plan option is the only payment option for Enrichment Classes.
  - ☐ I will be assessed a monthly late fee of \$10.00 after each of the due dates if I do not submit my payments on time.
  - ☐ I will be assessed a \$35.00 charge for each returned check by HISD. I understand HISD will contact me via U.S. Mail regarding returned checks and that I am to direct my repayment to HISD directly, as the letter will instruct. Failure to do so will result in suspension of services.
  - ☐ I understand that after school services may be suspended if I do not pay my bill on time. In addition, any accounts with **outstanding balances remaining after December 9, 2016 will be assessed a \$25.00 fee which will be rolled over to the Spring 2017 semester.** Also, any Spring 2017 outstanding balance I may have in my account after May 19 will be rolled over to Fall 2017 with a \$25.00 rollover fee. Failure to meet your financial obligations may result in suspension of services to you.
5. **ADD/DROP:** Only 2 changes are permitted during Add/Drop. No class changes will be made and **no refunds or credits** will be issued after January 20.
6. **PRORATION OF CLASSES:** ANY class attended from January 9-20 will be prorated. In addition, if you withdraw from a class, your bill will be prorated **ONLY** if your child is required to attend Tutoring Classes by his/her school teacher or if your child withdraws from Briargrove Elementary School. **In addition, no refunds will be assessed in the event of HISD canceling after-school activities for inclement weather or any other extenuating circumstances or if your child is absent from the school or after school.**
7. **OCCASIONAL DAYS:**
  - If I purchase Occasional Days and all units are used, another 5-Unit Occasional Card will be **automatically billed** to my account.
  - I understand that any Occasional Day purchases billed after April 13 **MUST BE PAID WITHIN IN 24 HOURS** OR THERE WILL BE NO SERVICES PROVIDED.



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### Contract Agreement/Safety Plan

**SPRING 2017**

8. **SIGNING CHILDREN OUT:** Either myself or other individuals authorized to pick up my child **must sign my child out** from the After School Staff. Failure to sign the student out will be regarded as an "Incident" and may result in suspension from the program for the remaining school year. **SHOWING PHOTO ID IS MANDATORY.**
9. **ENRICHMENT CLASSES BEGINNING AFTER 3:30 ONLY:** I **must** enroll my child in either a 3:30 enrichment class, Bridge UNTIL class time of Enrichment, or Occasional Extended Day in order for my child to participate in an Enrichment Class beginning after 4:00.
10. **LATE PICK UP:**
- If my child is picked up after 6:30 PM I understand I will be assessed a late pickup fee of **\$5.00/minute.**
  - When I am late picking up my child from Full Time, Half-Time or Enrichment, I understand I will be **automatically issued a 5-Unit Occasional Card**, which provides supervision until 6:30 PM.
  - 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 school clock.
  - **Please Note: If late pick-up fees are not paid within 24 hours, the fee is automatically doubled** (Check or money order only).
11. **CHANGES IN HOW A STUDENT GETS HOME:** I **MUST** notify the ASP Coordinator **in writing** (phone calls **not** accepted) via faxed or written note dropped off in the **ASP Office or in the ASP Box** (located in front school office) OR via **email (ciasp2@sbcglobal.net)** for **ANY** changes in how my child gets home. **ONLY** the adult who registers the child is authorized to make changes in regards to pick up arrangements. **Without written permission, my child will not be permitted to leave.**
13. **BEHAVIOR EXPECTATIONS:** The HISD Code of Student Conduct will serve as the basis for all discipline expectations to ensure the safety of all students and staff members. Parents will be notified immediately if their child has violated any portion of the school's previously communicated Code of Student Conduct. 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 a student enrolled in the program. I understand that it is my responsibility for reading and knowing the expectations of the HISD Code of Conduct. I also understand that the program reserves the right to deny services on a permanent basis if behavior expectations are not being met.
14. **SPECIAL NEEDS:** We do not provide staff trained to deal with special needs. Please contact the school administration with any questions.
15. **TECHNOLOGY DEVICES:** No technology devices may be used in the after school program by any student in grades K-5. All such devices must be kept in the student's backpack.
16. 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.
17. **MEDIA PERMISSION:** I authorize the Briargrove Elementary After School Program to include my child in photographs used for publicity       **YES**             **NO**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Parent (please print)      Parent Signature      Date      **STUDENT NAME**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Parent (please print)      Parent Signature      Date      **STUDENT NAME**

**Parent Copy**



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### TUITION/FEE PAYMENT FORM – SPRING 2017

Student Name \_\_\_\_\_ Grade Level 2016-2017 \_\_\_\_\_ Homeroom Teacher (OFFICE USE ONLY) \_\_\_\_\_

Name of person responsible for account/billing/changes \_\_\_\_\_ Relationship to child \_\_\_\_\_ Contact Phone Number(s) \_\_\_\_\_

Name of person responsible for account/billing/changes \_\_\_\_\_ Relationship to child \_\_\_\_\_ Contact Phone Number(s) \_\_\_\_\_

Billing Street Address \_\_\_\_\_ / City \_\_\_\_\_ / State \_\_\_\_\_ / ZIP \_\_\_\_\_

Email Contact for person(s) responsible for billing \_\_\_\_\_  
I authorize the After School Program to disclose any information regarding my account to the following individual(s) (if applicable):

Name(s) \_\_\_\_\_

**A. AFTER SCHOOL Extended Day Options (Write in the amount(s) for all that apply:**

<u>Extended Day Option:</u>	<u>Spring Tuition</u>	<u>Minimum Pymt</u>	<u>Total Submitted</u>
Full-Time Plus (Until 6:30)	Spring \$ 1300.00	\$ 130.00 (BIWEEKLY)	\$ _____
Full-Time (Until 6:00)	Spring \$ 1100.00	\$ 110.00 (BIWEEKLY)	\$ _____
Half-Time (Until 5:00)	Spring \$ 850.00	\$ 85.00 (BIWEEKLY)	\$ _____
Occasional Days/5 Unit Increments	\$ 80.00 (5); \$ 160.00 (10); \$240 (15)	\$ 80.00 (5 Units)	\$ _____
Bridge Enrichment to 4:30	Fall \$ 90.00/day Spring \$ 90.00/day	\$ 90.00/day	\$ _____
Early Dismissal Only	\$15.00/day (2 days total)	\$ 15.00/day	\$ _____
Supply Fee for Ext Day OR Occ (\$50.00/semester)		\$ 50.00/day	\$ _____
Fee-based Homework Help	Spring \$ 150.00/day	\$ 150.00/day	\$ _____
<b>Total for Extended Day Options</b>			\$ _____ (A)

**B. Total Tuition for Enrichment Class(es) (Calculation of 1/4 pymt \$ \_\_\_\_\_)** \$ \_\_\_\_\_ (B)  
List the total cost for your first option for Enrichment Classes on ITEM B below. If you do not get your 1st choice, the 2<sup>nd</sup> Enr. payment due by Jan. 27 will be adjusted. If you pay the entire amount NOW based on your first choice, your bill will be adjusted accordingly.

**C. Total Fees for Enrichment Classes** \$ \_\_\_\_\_ (C)

**D. Early Registration Fee** \$ \_\_\_\_\_ **15.00** (D)

**E. Late Registration Fee (See timeline on front cover)** \$ \_\_\_\_\_ **25.00** (E)

**Grand Total of A-E:** \$ \_\_\_\_\_ (F)  
Payment submitted: \$ \_\_\_\_\_

**REMEMBER TO SUBMIT YOUR 2<sup>ND</sup> PAYMENT BY Jan 13 for your Biweekly Pymt**  
**REMEMBER TO SUBMIT YOUR 2<sup>ND</sup> PAYMENT BY Jan. 27 for your 2<sup>nd</sup> 1/4 payment.**

- For Enrichment Classes, Must be at least 1/4 of Grand Total. If purchasing only occasional days, please pay in full.

**Please Initial:**

- Registration in the Extended Day Program is an acceptance of the Contract Agreement/Safety Plan.
- I have submitted full payment based on my 1st choice for enrichment classes. I understand that the amount due may increase or decrease if my first choice is not met. The After School Program will adjust my account accordingly and I will submit my payment (if necessary) by Jan. 13, 2017.
- I am paying 1/4 of the Grand Total based on my 1st choice for Enrichment Classes. I understand that the amount due may increase or decrease if my first choice is not met. My account will be adjusted accordingly and I will submit payment by Jan. 27, 2017.
- I understand that a late payment fee of \$10.00 will be added to my account if I do not submit my payments by the due dates as specified on the Front Cover Page.

Name (person responsible for bill) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (person responsible for bill) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_





# Briargrove Elementary School

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Extended Day Registration Form Spring 2017

**NOTE:** If you are currently enrolled in Full or Half Time Ext Day (Occ Ext Day is not included) and will continue with the same option, you do not need to fill out this form again. We will register your child again for Spring 2017. (Registration Fee will still be assessed). If you wish to withdraw from Ext Day, you must submit a written notice to the After School Program. Otherwise, your Full Time OR Half Time Ext day registration will continue without interruption for the Spring 2017. If you do withdraw and wish to RE-Enroll for any portion of the After School Program, a \$25.00 Administrative Reinstatement Fee will be assessed. Thank you.

**Student's Name:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**Spring 2017: Full, Half, Occasional & Early Dismissal Extended Day Program**  
(Students are provided 1 hour of quiet time to work on their homework)

(√ Select One Option for new Registration)

## **Full & Half Time Extended Day**

### **Bi Weekly Payment Plan (Note the \$50.00 Supply Fee for Spring 2017)**

Full Time Ext Day PLUS 3:00-6:30/\$130/BI-WEEKLY	\$1350.00	\$50.00 Spring Supply Fee & 10 payments of \$130 = \$1350.00
Full Time Ext Day 3:00-6:00/\$110/BI-WEEKLY	\$1150.00	\$50.00 Spring Supply Fee & 10 payments of \$110 = \$1150.00
Half Time Ext Day 3:00-5:00/\$85/BI-WEEKLY	\$900.00	\$50.00 Spring Supply Fee & 10 payments of \$85 = \$900.00

### **Full & Half Time Extended Day – 4 Payment Plan (Note the \$50.00 Supply Fee for Spring 2017)**

Full Time Ext Day PLUS 3:00-6:30/4 Payments	\$1350.00	4 payments of \$325.00 PLUS \$50.00 Spring Supply Fee = \$1350.00
Full Time Ext Day 3:00-6:00/4 Payments	\$1150.00	4 payments of \$275.00 PLUS \$50.00 Spring Supply Fee= \$1150.00
Half Time Ext Day 3:00-5:00/4 Payments	\$900.00	3 payments of \$180.63; final payment of \$212.50 PLUS \$50.00 Supply Fee = \$900.00

**Occ Ext Day – A One Time Supply Fee of \$50.00 for Spring 2017 is to be included in the first set of your Occ Ext Day Purchase per Semester**

	√5 Units	√10 Units	√15 Units	√20 Units	√25 Units
Occasional Ext Day 3:00-6:30	\$80.00	\$160.00	\$240.00	\$320.00	\$400.00

## **FALL 2016 Bridge to Enrichment**

Bridge to Enrichment	\$90.00	Bridge of Time to cover ONLY 1 hour supervision before a 4:30 Enr Class on a per day basis.
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### **Early Dismissal PLUS \$14.00 SUPPLY FEE FOR THE 5 DAYS (to be paid in full)**

Early Dismissal Dates: 01/25, 02/22	\$15.00	\$30.00
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**NOTE:** The total cost for Full & Half Time (NOT Occ Ext Day) includes the 2 Early Dismissal Day.

**NOTE:** Supply Fees are per semester.



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### MASTER SCHEDULE OF ENRICHMENT CLASSES SPRING 2017

**NOTE! NOTE! NOTE! NOTE! NOTE!**

**1st/2nd/3rd Choices:** Please select 1st/2nd/3rd choices based on per day per time slot as your 1st choice may have reached its maximum enrollment.

In the Fall, there are 15 weeks of Enrichment Classes. There are 18 weeks of Enrichment Classes in the Spring Semester.

**NOTE: \*\*\*See course descriptions for important information regarding extra costs. In addition, if there are additional costs, the Providers will notify you.**

<b>CHOICES</b> ✓			<b>Course Name</b>	<b>Time</b>	<b>Day</b>	<b>Grade</b>	<b>Room</b>		<b>Tuition</b>	<b>Fees</b>	<b>Teacher</b>
<b>1st</b>	<b>2nd</b>	<b>3rd</b>					<b>No</b>	<b>Crse#</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Art After School: Multimedia	3:30-4:30	Mon	1-5	TBA	02	\$290.00	\$20.00	City ArtWorks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make Me Cultural!	3:30-4:30	Mon	K-5	TBA	03	\$305.00	\$0.00	Tour-A-Culture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yoga for Kids	3:30-4:30	Mon	K-5	TBA	04	\$255.00	\$5.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ M3:30 closed	3:30-4:00	Mon	K-5	TBA	05	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ M4:05 closed	4:05-4:35	Mon	K-5	TBA	06	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ M4:40	4:40-5:10	Mon	K-5	TBA	07	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ M5:15	5:15-5:45	Mon	K-5	TBA	08	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archery	3:30-4:30	Tue	K-5	TBA	09	\$345.00	\$10.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chess Instruction with USA Chess/K-5	3:30-4:30	Tue	K-5	TBA	10	\$270.00	\$5.00	Active Learning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance: Ballet Kinder	3:30-4:30	Tue	K	TBA	11	\$255.00	\$40.00	LaMadrid Dance Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Tu3:30	3:30-4:00	Tue	K-5	TBA	12	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Tu4:05	4:05-4:35	Tue	K-5	TBA	13	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Tu4:40	4:40-5:10	Tue	K-5	TBA	14	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Tu5:15	5:15-5:45	Tue	K-5	TBA	15	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Baseball for All	3:30-4:30	Wed	K-5	TBA	16	\$270.00	\$5.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance: Hip Hop/Jazz I (3:30-4:30)	3:30-4:30	Wed	1-2	TBA	17	\$255.00	\$40.00	LaMadrid Dance Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mad Science	3:30-4:30	Wed	K-5	TBA	18	\$285.00	\$0.00	Mad Science of Houston
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W3:30 closed	3:30-4:00	Wed	K-5	TBA	19	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W4:05 closed	4:05-4:35	Wed	K-5	TBA	20	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W4:40 closed	4:40-5:10	Wed	K-5	TBA	21	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance: Hip Hop/Jazz II (4:35-5:35)	4:35-5:35	Wed	3-5	TBA	22	\$255.00	\$40.00	LaMadrid Dance Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W5:15	5:15-5:45	Wed	K-5	TBA	23	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Camp Einstein: Eng, Science and CSI	3:30-4:30	Thur	K-5	TBA	24	\$345.00	\$0.00	Camp Einstein
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance: Ballet I - 1st-2nd	3:30-4:30	Thur	1-2	TBA	25	\$255.00	\$40.00	LaMadrid Dance Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Martial Arts	3:30-4:30	Thur	K-5	TBA	26	\$290.00	\$25.00	Soo Bahk Do Moo Duk Kwan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Robo Engineers	3:30-4:30	Thur	1-5	TBA	27	\$305.00	\$0.00	Interactive Robotics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Th3:30 closed	3:30-4:00	Thur	K-5	TBA	28	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Th4:05	4:05-4:35	Thur	K-5	TBA	29	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Th4:40	4:40-5:10	Thur	K-5	TBA	30	\$585.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance: Ballet II - 3rd-5th	4:35-5:35	Thur	3-5	TBA	31	\$255.00	\$40.00	LaMadrid Dance Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Th5:15	5:15-5:45	Thur	K-5	TBA	32	\$585.00	\$35.00	VIVO Professional Music

Student's Name \_\_\_\_\_

Total \_\_\_\_\_ / \_\_\_\_\_  
 Tuition Fees  
 (B) (C)



# Briargrove Elementary School

## After School Excellence

*One School. One Community. One Great Place to Be.*

### MASTER SCHEDULE OF ENRICHMENT CLASSES SPRING 2017

NOTE! NOTE! NOTE! NOTE! NOTE!

**1st/2nd/3rd Choices:** Please select 1st/2nd/3rd choices based on per day per time slot as your 1st choice may have reached its maximum enrollment.

In the Fall, there are 15 weeks of Enrichment Classes. There are 18 weeks of Enrichment Classes in the Spring Semester.

**NOTE: \*\*\*See course descriptions for important information regarding extra costs. In addition, if there are additional costs, the Providers will notify you.**

<b>CHOICES</b> ✓			<b>Course Name</b>	<b>Time</b>	<b>Day</b>	<b>Grade</b>	<b>Room</b>		<b>Tuition</b>	<b>Fees</b>	<b>Teacher</b>
<b>1st</b>	<b>2nd</b>	<b>3rd</b>					<b>No</b>	<b>Crse#</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Engineering World II for Kids/K-5	3:30-4:30	Fri	K-5	TBA	33	\$325.00	\$0.00	Engineering for Kids
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clay Pottery	3:30-4:30	Fri	K-5	TBA	34	\$255.00	\$40.00	City ArtWorks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Sports	3:30-4:30	Fri	K-5	TBA	35	\$255.00	\$5.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ F3:30 closed	3:30-4:00	Fri	K-5	TBA	36	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F3:30 closed	3:30-4:00	Fri	K-5	TBA	37	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin (Private) @ F3:30 closed	3:30-4:00	Fri	K-5	TBA	38	\$555.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ F4:05 closed	4:05-4:35	Fri	K-5	TBA	39	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F4:05 closed	4:05-4:35	Fri	K-5	TBA	40	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin(Private) @ F4:05 closed	4:05-4:35	Fri	K-5	TBA	41	\$555.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ F4:40 closed	4:40-5:10	Fri	K-5	TBA	42	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F4:40 closed	4:40-5:10	Fri	K-5	TBA	43	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin (Private) @ F4:40 closed	4:40-5:10	Fri	K-5	TBA	44	\$555.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ F5:15 closed	5:15-5:45	Fri	K-5	TBA	45	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F5:15	5:15-5:45	Fri	K-5	TBA	46	\$555.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin(Private) @ F5:15	5:15-5:45	Fri	K-5	TBA	47	\$555.00	\$25.00	VIVO Professional Music

Student's Name \_\_\_\_\_

Total \_\_\_\_\_ / \_\_\_\_\_  
 Tuition (B) Fees (C)





# Briargrove Elementary School

## After School Excellence

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### Contract Agreement/Safety Plan

**SPRING 2017**

By signing below, I understand the contents of this registration packet and agree to the following for the Spring 2017. Disregard of this contract and/or the contents in the registration packet will result in immediate dismissal from the Briargrove Elementary School After School Program.

1. I understand I am presently enrolling **for Spring 2017**. Also, I understand that if **I enrolled for the Fall 2016 in Full or Half Time Extended day, I will automatically be enrolled in the Spring 2017 unless I have notified in writing the after school office that my child will not be reporting to Extended Day in Spring 2017 or at any other time.** (Registration Fee will still be assessed.) Also, I understand that if I do withdraw and re-enroll, there is a \$25.00 Reinstatement Fee I will be assessed.
2. **TIMELINES:** I have received a copy of the timeline with all important dates, including registration dates, payment due dates, and the dates that Extended Day and Enrichment Classes begin and end. (Timeline is on front cover.)
3. **CLASS TIMES:** I understand the times of Extended Day and Enrichment Classes, as listed in this registration packet.
4. **PAYMENTS:** *(Please initial each item below on the line)*
  - ☐ **MUST BE SUBMITTED** by check or money order only payable to Briargrove Elementary School. Cash is not accepted.
  - ☐ If I choose the Bi Weekly Option or the 4 Month Payment Plan for Full or Half Time Ext Day, I will pay at least the minimum due on the due dates, as stated on the front cover. In addition, I understand the 4 Month Payment Plan option is the only payment option for Enrichment Classes.
  - ☐ I will be assessed a monthly late fee of \$10.00 after each of the due dates if I do not submit my payments on time.
  - ☐ I will be assessed a \$35.00 charge for each returned check by HISD. I understand HISD will contact me via U.S. Mail regarding returned checks and that I am to direct my repayment to HISD directly, as the letter will instruct. Failure to do so will result in suspension of services.
  - ☐ I understand that after school services may be suspended if I do not pay my bill on time. In addition, any accounts with **outstanding balances remaining after December 9, 2016 will be assessed a \$25.00 fee which will be rolled over to the Spring 2017 semester.** Also, any Spring 2017 outstanding balance I may have in my account after May 19 will be rolled over to Fall 2017 with a \$25.00 rollover fee. Failure to meet your financial obligations may result in suspension of services to you.
5. **ADD/DROP:** Only 2 changes are permitted during Add/Drop. No class changes will be made and **no refunds or credits** will be issued after January 20.
6. **PRORATION OF CLASSES:** ANY class attended from January 9-20 will be prorated. In addition, if you withdraw from a class, your bill will be prorated **ONLY** if your child is required to attend Tutoring Classes by his/her school teacher or if your child withdraws from Briargrove Elementary School. **In addition, no refunds will be assessed in the event of HISD canceling after-school activities for inclement weather or any other extenuating circumstances or if your child is absent from the school or after school.**
7. **OCCASIONAL DAYS:**
  - If I purchase Occasional Days and all units are used, another 5-Unit Occasional Card will be **automatically billed** to my account.
  - I understand that any Occasional Day purchases billed after April 13 **MUST BE PAID WITHIN IN 24 HOURS** OR THERE WILL BE NO SERVICES PROVIDED.



# Briargrove Elementary School

## After School Excellence

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### Contract Agreement/Safety Plan

**SPRING 2017**

8. **SIGNING CHILDREN OUT:** Either myself or other individuals authorized to pick up my child **must sign my child out** from the After School Staff. Failure to sign the student out will be regarded as an "Incident" and may result in suspension from the program for the remaining school year. **SHOWING PHOTO ID IS MANDATORY.**
9. **ENRICHMENT CLASSES BEGINNING AFTER 3:30 ONLY:** I **must** enroll my child in either a 3:30 enrichment class, Bridge UNTIL class time of Enrichment, or Occasional Extended Day in order for my child to participate in an Enrichment Class beginning after 4:00.
10. **LATE PICK UP:**
- If my child is picked up after 6:30 PM I understand I will be assessed a late pickup fee of **\$5.00/minute.**
  - When I am late picking up my child from Full Time, Half-Time or Enrichment, I understand I will be **automatically issued a 5-Unit Occasional Card**, which provides supervision until 6:30 PM.
  - 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 school clock.
  - **Please Note: If late pick-up fees are not paid within 24 hours, the fee is automatically doubled** (Check or money order only).
11. **CHANGES IN HOW A STUDENT GETS HOME:** I **MUST** notify the ASP Coordinator **in writing** (phone calls **not** accepted) via faxed or written note dropped off in the **ASP Office or in the ASP Box** (located in front school office) OR via **email (ciasp2@sbcglobal.net)** for **ANY** changes in how my child gets home. **ONLY** the adult who registers the child is authorized to make changes in regards to pick up arrangements. **Without written permission, my child will not be permitted to leave.**
13. **BEHAVIOR EXPECTATIONS:** The HISD Code of Student Conduct will serve as the basis for all discipline expectations to ensure the safety of all students and staff members. Parents will be notified immediately if their child has violated any portion of the school's previously communicated Code of Student Conduct. 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 a student enrolled in the program. I understand that it is my responsibility for reading and knowing the expectations of the HISD Code of Conduct. I also understand that the program reserves the right to deny services on a permanent basis if behavior expectations are not being met.
14. **SPECIAL NEEDS:** We do not provide staff trained to deal with special needs. Please contact the school administration with any questions.
15. **TECHNOLOGY DEVICES:** No technology devices may be used in the after school program by any student in grades K-5. All such devices must be kept in the student's backpack.
16. 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.
17. **MEDIA PERMISSION:** I authorize the Briargrove Elementary After School Program to include my child in photographs used for publicity       **YES**             **NO**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Parent (please print)      Parent Signature      Date      **STUDENT NAME**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Parent (please print)      Parent Signature      Date      **STUDENT NAME**



# Briargrove Elementary School

After School Excellence

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## AUTHORIZATION/EMERGENCY FORM SPRING 2017

Only the individuals listed on the Tuition Fee Payment Form are authorized to make any changes to this form.  
(You do not need to fill out this form if the form currently on file is current.  
Otherwise, please update by filling out this form.)

\_\_\_\_ Yes \_\_\_\_ No At the time of an incident involving physical injury, we will notify you. However, do you wish for us to call 911 before contacting you?

My child is allergic to the following: \_\_\_\_\_

Student Name \_\_\_\_\_ Grade Level 2016-2017 \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Father's Home Phone# \_\_\_\_\_ Father's Work Phone# \_\_\_\_\_ Father's Cell Phone# \_\_\_\_\_

Mother's Home Phone# \_\_\_\_\_ Mother's Work Phone# \_\_\_\_\_ Mother's Cell Phone# \_\_\_\_\_



**FOR EARLY DISMISSAL: Will your child be a 3:00 Bus Rider? \_\_\_\_ YES \_\_\_\_ NO**

### Individuals authorized to pick up my child are:

Name \_\_\_\_\_ Work Phone # \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

### **Please note:**

1. It is important you notify the After School Program **in writing** when you have updated information such as an address change, individuals you authorize to pick up your child, foods your child may be allergic to, etc.
2. On any given day someone **NOT** listed on the ASP Authorization/Emergency Form needs to pick up your child, the After School Office must receive notification in writing (no later than 1:00PM – or 11:00 a.m. on Wednesdays) from the parent or the individual registering the student. You MUST notify the After School Office as follows:
  - A. email this notification to: [ciasp2@sbcglobal.net](mailto:ciasp2@sbcglobal.net)
  - B. Fax it to: 713-917-3601 and address the note to the attention of After School Program.
  - C. Drop off a note in the After School Program box located in the front school office.
  - D. Drop off a note in the After School Program office.
3. Please be aware that we will NOT release your child to anyone unless we have it in writing. We will not make any exceptions. **Also: we will not release your child to anyone under the age of 18.**