



# Briargrove Elementary School

After School Excellence

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

## REGISTRATION GUIDE 2017-2018 AVAILABLE ONLINE BEGINNING MAY 12

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

Registration Info (Ext Day Registration Fee is a One Time Fee)	Dates	Where
<b>On Site Early Registration</b> Register Early - One Time Registration Fee of \$15.00	May 12-May 25	Briargrove ASP Office
<b>Mail In Early Registration</b> U.S. Postmark Date dictates order of your registration Mail In Early - One Time Registration Fee of \$15.00)	May 26-June 30	CIASP 2020 SW Freeway, Ste. 310 Houston, Tx 77098
<b>Mail In Late Registration</b> Mail in Late – One Time Registration Fee of \$25.00	After July 1 – August 4	CIASP 2020 SW Freeway, Ste. 310 Houston, Tx 77098
<b>On Site Late Registration</b> Register Late – One Time Registration Fee of \$25.00	Beginning August 21	Briargrove ASP Office
<b>Add-Drop Deadline</b>	Until September 29	Briargrove ASP Office
<b>Extended Day &amp; Homework Dates</b>	August 28 – June 1	On Site
<b>Fall Enrichment Classes</b> (Spring Enrichment Registration in December)	September 11 – December 15	On Site
<b>Fall Early Dismissal ASP (\$15.00/day)</b> (12:30-3:15)	Thursday, September 21 Friday, October 20, November 10 (Included in Full OR Half Time)	On Site

### After School Ext Day Offered for 2017-2018:

Option Type	To what time?	Bi-Weekly Cost	Tuition	Total	Pymt Schedule
Full Time Plus Ext Day	6:30 PM	\$130.00	\$2340.00	\$2340.00	Bi-Weekly
Full Time Ext Day	6:00 PM	\$110.00	\$1980.00	\$1980.00	Bi-Weekly
Half Time Ext Day	5:00 PM	\$85.00	\$1530.00	\$1530.00	Bi-Weekly
Occasional Ext Day (5 units)	6:30 PM	\$80.00 (5 units)	\$80.00		In Full
Early Dismissal (5 days; this is already included in Full & Half Time Ext Day)	3:00 PM	\$15.00/day	\$75.00	\$75.00	In Full
Fall Enrichment Classes	3:30-4:30 4:35-5:35	See schedule in this packet			4 Month Pymt Plan (per semester)
Bridge to 2 <sup>nd</sup> Hour Class	4:30	\$70.00/day			4 Month Pymt Plan (per semester)

**Do not delay...register ASAP so that your services may begin on Monday, August 28.**

### Extended Day Payment Plan for 2017-2018

**Bi Weekly:** At Registration, Sept. 8, Sept. 21, Oct. 6, Oct. 19, Nov. 3, Nov. 17, Dec. 8

Dec 21, Jan. 19, Feb. 2, Feb. 16, Mar. 2, Mar 23, Apr. 6, Apr 20, May 4, May 18

**9 Month Payment Plan:** At Registration; Sept. 21, Oct. 19, Nov. 17, Jan. 19, Feb. 16, Mar. 23. Apr 20, May 18

### 4 Month Fall Payment Plan for Enrichment Classes

Fall 2017: At Registration, Sept. 21, Oct. 19, Nov. 17

Spring 2018: At Dec Registration, Jan. 19, Feb. 16, Mar 23

\*\*\*Any Spring 2017 outstanding balances \$100.00 or greater will be rolled over to the Fall 2017. (\$25.00 rollover fee assessed) Any Fall 2017 outstanding balances \$100 or greater remaining after Dec 8 will be rolled over to the Spring 2018. (\$25.00 rollover fee)

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

**You may also pay via: [www.schoolpay.com](http://www.schoolpay.com)**

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

Parent Copy

Copyright © 2016 CIASP



# Briargrove Elementary School

## After School Excellence

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

### TUITION/FEE PAYMENT FORM

Student Name \_\_\_\_\_ Grade Level 2017-2018 \_\_\_\_\_ 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>Yearly Tuition</u>	<u>Minimum Pymt</u>	<u>Total Submitted</u>
Full-Time Plus (Until 6:30)	Full Year \$ 2340.00	\$ 130.00 (BIWEEKLY)	\$ _____
Full-Time (Until 6:00)	Full Year \$ 1980.00	\$ 110.00 (BIWEEKLY)	\$ _____
Half-Time (Until 5:00)	Full Year \$ 1530.00	\$ 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 \$ 70.00/day Spring \$ 90.00/day	\$ 70.00/Fall	\$ _____
Early Dismissal Only	\$15.00/day (5 days total)	\$ 15.00/day	\$ _____
Fee-based Homework Help for Fall	Fall \$ 115.00/day	\$ 115.00/day	\$ _____
_____ Mon _____ Tue _____ Wed _____ Thur _____ Fri _____ # of Days			\$ _____
<b>Total for Extended Day Options</b>			\$ _____ (A)

**B. Total Tuition for Fall Enrichment Class(es) \$ \_\_\_\_\_** (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 2nd Enr. payment due by Sept. 21 will be adjusted. If you pay the entire amount NOW based on your first choice, your bill will be adjusted accordingly. (Minimum due: 1/4 of Tuition)

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

**D. Early Annual One Time Annual Registration Fee by June 30** \$ 15.00 (D)

**E. Late One Time Registration Fee after June 30** \$ 25.00 (E)

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

Payment submitted: \$ \_\_\_\_\_

**REMEMBER TO SUBMIT YOUR 2<sup>ND</sup> PAYMENT BY SEPT. 8 for your Biweekly Pymt**  
**REMEMBER TO SUBMIT YOUR 2<sup>ND</sup> PAYMENT BY SEPT. 21 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 Sept. 21, 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 Sept. 21, 2017.
- \_\_\_\_\_ I understand 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

## After School Excellence

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

### MASTER SCHEDULE OF ENRICHMENT CLASSES FALL 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 13 weeks of Enrichment Classes. Registration for Spring 2018 Classes will be offered in December 2017.

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

CHOICES			Course Name	Time	Day	Grade	Room		Tuition	Fees	Teacher
1st	2nd	3rd					No	Crse#			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic Private Tutoring	3:30-4:30	Mon	K-5	TBA	02	\$375.00	\$10.00	Briargrove Faculty
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Art After School: Multimedia	3:30-4:30	Mon	1-5	TBA	03	\$195.00	\$20.00	City ArtWorks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spanish for Life I: K-1	3:30-4:30	Mon	K-1	TBA	04	\$220.00	\$25.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yoga for Kids	3:30-4:30	Mon	K-5	TBA	05	\$195.00	\$5.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ M3:30	3:30-4:00	Mon	K-5	TBA	06	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ M4:05	4:05-4:35	Mon	K-5	TBA	07	\$425.00	\$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	08	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spanish for Life 1: 2nd-5th	4:35-5:35	Mon	2-5	TBA	09	\$220.00	\$25.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ M5:15	5:15-5:45	Mon	K-5	TBA	10	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic Private Tutoring	3:30-4:30	Tue	K-5	TBA	11	\$375.00	\$10.00	Briargrove Faculty
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chess Instruction with USA Chess/K-5	3:30-4:30	Tue	K-5	TBA	12	\$195.00	\$5.00	Active Learning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance: Ballet I - K-2	3:30-4:30	Tue	K-2	TBA	13	\$210.00	\$40.00	LaMadrid Dance Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Musical Theater	3:30-4:30	Tue	K-5	TBA	14	\$210.00	\$25.00	HITS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Tu3:30	3:30-4:00	Tue	K-5	TBA	15	\$425.00	\$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	16	\$425.00	\$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	17	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance: Ballet II - 3rd-5th	4:35-5:35	Tue	3-5	TBA	18	\$210.00	\$40.00	LaMadrid Dance Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Tu5:15	5:15-5:45	Tue	K-5	TBA	19	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic Private Tutoring	3:30-4:30	Wed	K-5	TBA	20	\$375.00	\$10.00	Briargrove Faculty
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Baseball for All	3:30-4:30	Wed	K-5	TBA	21	\$195.00	\$5.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dance: Hip Hop/Jazz	3:30-4:30	Wed	K-5	TBA	22	\$210.00	\$40.00	LaMadrid Dance Company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mad Science	3:30-4:30	Wed	K-5	TBA	23	\$220.00	\$0.00	Mad Science of Houston
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ W3:30	3:30-4:00	Wed	K-5	TBA	24	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W3:30	3:30-4:00	Wed	K-5	TBA	25	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin (Private) @ W3:30	3:30-4:00	Wed	K-5	TBA	26	\$425.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ W4:05	4:05-4:35	Wed	K-5	TBA	27	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W4:05	4:05-4:35	Wed	K-5	TBA	28	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin(Private) @ W4:05	4:05-4:35	Wed	K-5	TBA	29	\$425.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ W4:40	4:40-5:10	Wed	K-5	TBA	30	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W4:40	4:40-5:10	Wed	K-5	TBA	31	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin (Private) @ W4:40	4:40-5:10	Wed	K-5	TBA	32	\$425.00	\$25.00	VIVO Professional Music

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

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



# Briargrove Elementary School

## After School Excellence

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

### MASTER SCHEDULE OF ENRICHMENT CLASSES FALL 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 13 weeks of Enrichment Classes. Registration for Spring 2018 Classes will be offered in December 2017.

**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"/>	Guitar (Private) @ W5:15	5:15-5:45	Wed	K-5	TBA	33	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W5:15	5:15-5:45	Wed	K-5	TBA	34	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin(Private) @ W5:15	5:15-5:45	Wed	K-5	TBA	35	\$425.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic Group Tutoring	3:30-4:30	Thur	K-5	TBA	36	\$130.00	\$10.00	Briargrove Faculty
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Martial Arts	3:30-4:30	Thur	K-5	TBA	37	\$210.00	\$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	38	\$220.00	\$0.00	Interactive Robotics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wired Words (30 sessions Sept-May)	3:30-4:30	Thur	3-5	TBA	39	\$400.00	\$0.00	WITS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Th3:30	3:30-4:00	Thur	K-5	TBA	40	\$425.00	\$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	41	\$425.00	\$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	42	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ Th5:15	5:15-5:45	Thur	K-5	TBA	43	\$425.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archery	3:30-4:30	Fri	K-5	TBA	44	\$230.00	\$10.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar Group Lesson @ F3:30	3:30-4:30	Fri	K-5	TBA	45	\$290.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Sports	3:30-4:30	Fri	K-5	TBA	46	\$180.00	\$5.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sculpture & Clay	3:30-4:30	Fri	K-5	TBA	47	\$180.00	\$40.00	City ArtWorks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F3:30	3:30-4:00	Fri	K-5	TBA	48	\$390.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin Group Lesson @ F3:30	3:30-4:00	Fri	K-5	TBA	49	\$290.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F4:05	4:05-4:35	Fri	K-5	TBA	50	\$390.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin(Private) @ F4:05	4:05-4:35	Fri	K-5	TBA	51	\$390.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ F4:40	4:40-5:10	Fri	K-5	TBA	52	\$390.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F4:40	4:40-5:10	Fri	K-5	TBA	53	\$390.00	\$35.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin (Private) @ F4:40	4:40-5:10	Fri	K-5	TBA	54	\$390.00	\$25.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guitar (Private) @ F5:15	5:15-5:45	Fri	K-5	TBA	55	\$390.00	\$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	56	\$390.00	\$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	57	\$390.00	\$25.00	VIVO Professional Music

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

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



# Briargrove Elementary School

## After School Excellence

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

### Contract Agreement/Safety Plan 2017-2018

By signing below, I understand the contents of this registration packet and agree to the following for the 2017-2018. 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 Ext Day for 2017-2018. For all other components, (i.e. Occ Ext Day, Enrichment Classes, Early Dismissal, etc.) I am enrolling solely for Fall 2017.** I understand that if I enrolled for the Fall 2017 in Full or Half Time Extended day, I will automatically be enrolled in the Spring 2018 unless I have notified in writing the after school office that my child will not be reporting to Extended Day in Spring 2018 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 8, 2017 will be assessed a \$25.00 fee which will be rolled over to the Spring 2018 semester.** Also, any Spring 2018 outstanding balance I may have in my account after May 18 will be rolled over to Fall 2018 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 for Enrichment Classes. No class changes will be made and **no refunds or credits** will be issued after Sept. 29.
6. **PRORATION OF CLASSES:** ANY class attended before the add/drop deadlines for both semesters 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 **MUST BE PAID WITHIN IN 24 HOURS** OR THERE WILL BE NO SERVICES PROVIDED.



# Briargrove Elementary School

## After School Excellence

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

### Contract Agreement/Safety Plan

**2017-2018**

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

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

### AUTHORIZATION/EMERGENCY FORM 2017-2018

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 2017-2018 Homeroom Teacher (office use only)

\_\_\_\_\_  
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:***

- 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.
- 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:
  - email this notification to: [ciasp2@sbcglobal.net](mailto:ciasp2@sbcglobal.net)
  - Fax it to: 713-917-3601 and address the note to the attention of After School Program.
  - Drop off a note in the After School Program box located in the front school office.
  - Drop off a note in the After School Program office.
- 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.**