

Wharton Academy After School Program (ASP)

Policies 2014-2015

LATE FEES

- ASP closes at 6:00 p.m. All program staff is scheduled to leave at 6:00 p.m.
- Please be considerate of our staff who also have commitments after 6:00 p.m.
- In the event a student is not picked up by 6:00 p.m. a late fee of \$2.00 per minute will be charged.
- Late pick-ups and non-payment of program fees OR late fees can be cause for dismissal from the program.

RULES

- Students are expected to adhere to the HISD Student Code of Conduct at all times.
- Repeated or excessive violations of rules can result in suspension or dismissal from the program.
- Students must remain with an ASP staff member at all times.
- Student cooperation and participation is expected during homework and enrichment classes.
- Students are expected to have their homework and necessary supplies and let the ASP instructor know what their assignments are.
- We will do our best to help students to complete their homework during the homework period, however, completion of homework is ultimately the student's responsibility.
- Electronic Devices:
 - We strongly suggest that all electronic items such as cell phones, iPads, tablets, and all toys be left at home as the after school program will NOT be responsible for any damage or loss of these items.
 - It will be at the staff member's discretion to allow usage, or collect any electronic items or toys. In the event an item causes a distraction or a disruption of class, the item may be held until a conference is conducted with the parent.

STUDENT PICK UP

- Please enter through the main school entrance and sign students out at the ASP desk.
- A staff member will call for the student, or request that you walk to the classroom to pick up your child.
- For security reasons, parents are not to proceed to the classroom without a pass.
- PLEASE NOTE: If your child is enrolled in a performance or club class, their attendance is MANDATORY for the full enrichment hour. Students MAY NOT be picked up early, and we will ask that you wait until the end of the class period.

We look forward to working with your family in the After School Program.
If you have any questions, please contact Ms. Hancock at 713-535-3771.

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

Revised 8/5/2014