

# ARABIC IMMERSION MAGNET SCHOOL (AIMS) AFTER SCHOOL PROGRAM (ASP) REGISTRATION GUIDE FALL 2017

Download complete Registration Packet from <http://www.houstonisd.org/domain/36909>

**NOTE: All Registrations are on a first come first serve basis**

**No need to fill out Ext Day Registration Forms if you are currently enrolled in Full or Half Time Ext Day.**

Registration Info	Dates	Where
<b>On Site Early Registration</b> *Register Early-\$15.00 Registration Fee	<b>May 13-May 24</b> For assistance, you may stop by the ASP Office after 1:30 PM (Mon-Fri)	<b>AIMS 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>May 25-June 30</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 June 30 – August 4</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 August 21</b> (Registration may be processed for your child to begin by Tuesday, September 5)	<b>AIMS ASP Office</b>
<b>Add-Drop Deadline</b>	<b>Until September 29</b>	<b>AIMS ASP Office</b>
<b>Extended Day</b>	<b>Aug. 28 – June 1</b>	<b>On Site</b>
<b>Fall 2017 Enrichment Classes</b> (Spring 2018 Enr Class Registration will be held in December)	<b>Jan. 9 – May 19</b>	<b>On Site</b>
<b>3 Fall Early Dismissal ASP (\$12.00/day)</b> (12:30-3:35, Included in Full OR Half Time)	<b>Thursday, September 21</b> <b>Friday, October 20 &amp; November 10</b>	<b>On Site</b>

## After School Ext Day & Enr Options Offered for School Year 2017-2018:

Option Type	Until?	Cost	Total	Supply Fee (to be paid at time of Registration)	Total	Pymt Schedule
<b>Full Time Ext Day</b>	<b>6:30 PM</b>	<b>\$110.00</b>	<b>\$1980.00</b>	<b>\$50.00</b>	<b>\$2030.00</b>	<b>Bi-Weekly</b>
<b>Half Time Ext Day</b>	<b>5:30 PM</b>	<b>\$103.00</b>	<b>\$1854.00</b>	<b>\$50.00</b>	<b>\$1904.00</b>	<b>Bi-Weekly</b>
<b>Occ Ext Day</b> 5 Units <small>1 Time Supply Fee</small>	<b>6:30 PM</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$35.00</b>	<b>\$95.00</b>	<b>In Full</b>
<b>Fall Early Dismissal (3 days)</b>	<b>3:35 PM</b>	<b>\$15.00/day</b>	<b>\$45.00</b>		<b>\$45.00</b>	<b>In Full</b>
<b>Fall Enrichment (Spring Reg in Dec.)</b>	<b>4:00-5:00</b> <b>5:05-6:05</b>	<b>See schedule in this packet</b>				<b>4 Month Pymt Plan</b>

**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

**Make your money order OR check payable to: Arabic Immersion Magnet School**

*Any Spring 2017 outstanding balances \$100.00 or greater will be rolled over to the Fall 2017 with a \$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 with a \$25.00 rollover fee.*

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

Parent Copy

Copyright © 2017 CIASP

**ARABIC IMMERSION MAGNET SCHOOL (AIMS) AFTER SCHOOL PROGRAM  
EXTENDED DAY AND ENRICHMENT OPTIONS FALL 2017**

**Full, Half, Occasional & Early Dismissal Extended Day Extended Day Program (√ Select One Option)**  
Enrollment in Full/Half Time Extended is for the entire school year (Aug. 28-June 1.) If you wish to withdraw during the school year, please submit in writing a request for withdrawal. If you wish to reinstate, there is a \$25.00 reinstatement fee.

**Full & Half Time Extended Day Bi Weekly Payment Plan (check one √)**

Full Time Ext Day 3:35-6:30		Be sure to include the \$50.00 Supply Fee with your 1 <sup>st</sup> payment
Half Time Ext Day 3:35-5:30		Be sure to include the \$50.00 Supply Fee with your 1 <sup>st</sup> payment

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

Full Time Ext Day 3:35-6:30 /4 Payments		Be sure to include the \$50.00 Supply Fee with your 1 <sup>st</sup> payment
Half Time Ext Day 3:35-5:30 /4 Payments		Be sure to include the \$50.00 Supply Fee with your 1 <sup>st</sup> payment

**Occasional Ext Day – A One Time Supply Fee of \$35.00 is to be included in the first set of your Occ Ext Day Purchase**

	√5 Units	√10 Units	√15 Units	√20 Units	√25 Units
Full Time Occasional Ext Day 3:35-6:30	\$65.00	\$130.00	\$195.00	\$260.00	\$325.00
Half Time Occasional Ext Day 3:35-5:30	\$60.00	\$120.00	\$180.00	\$240.00	\$300.00

**Bridge to Enrichment**

Bridge to Enrichment	\$70.00	Bridge of Time to cover supervision should you enroll ONLY in an Enrichment Class with a start time of 4:35 or after.
----------------------	---------	---

**Early Dismissal (to be paid in full) Supply Fee to be added: \$7.00 per day**

Fall Early Dismissal Dates: 09/21, 10/20, 11/10	\$12.00	\$24.00
---	---------	---------

**FALL 2017 ENRICHMENT CLASSES : SEPT. 11 – DEC. 15**

**Classes must meet their minimum enrollment for classes to form. Otherwise, the class will be cancelled.**

If you choose to register in any class, a minimum of 1/4 of the total amount is due at the time you register. If you are enrolled in any portion of Ext Day, your bi-weekly payment is due in addition to ¼ of the total amount due for Enrichment Classes at the time of Registration. Refer to the front cover page of this registration for due dates. Registration for Spring 2018 Enr Classes will be held in December.

Select √	Min/Max	Class Name	Time	Day	Grade	Tuition	Supply Fees	Teacher
	10/15	Karate/Martial Arts	4:00-5:00	Mon	PK-2	\$250.00	\$35.00	Mini Stars
	8/12	Little Vet School	4:00-5:00	Mon	PK-2	\$220.00	\$15.00	Little Med School
	8/15	Soccer	4:00-5:00	Mon	PK-2	\$195.00	\$5.00	Mini Stars
	5/15	An Engineering World(STEM)	4:00-5:00	Tues	PK-2	\$230.00	\$0.00	Engineering for Kids
	5/15	ArtSmart-Early Childhood	4:00-5:00	Tues	PK-K	\$195.00	\$40.00	City ArtWorks
	5/15	Art Multimedia	5:05-6:05	Tues	1-2	\$195.00	\$40.00	City ArtWorks
	8/20	Getting Ready Art	4:00-5:00	Tues	K-2	\$250.00	\$0.00	Monart School of Art
	8/15	Chess with USA Chess	4:00-5:00	Wed	K-2	\$195.00	\$0.00	Active Learning
	5/10	Mad Science	4:00-5:00	Wed	PK-2	\$220.00	\$0.00	Mad Science
	8/15	Musical Theater	4:00-5:00	Wed	PK-2	\$210.00	\$25.00	HITS
	1/1	Private Piano	4:00-4:30	Wed	PK-2	\$425.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	4:35-5:05	Wed	PK-2	\$425.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	5:10-5:40	Wed	PK-2	\$425.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	5:45-6:15	Wed	PK-2	\$425.00	\$35.00	VIVO Professional Music
	8/15	Engineering, Science, CSI	4:00-5:00	Thur	PK-2	\$250.00	\$0.00	Camp Einstein
	8/15	Outdoor Sports	4:00-5:00	Thur	PK-2	\$195.00	\$5.00	Mini Stars
	5/15	Yoga for Kids	4:00-5:00	Thur	PK-2	\$195.00	\$5.00	Mini Stars
	6/15	Spanish for Life – Part 1	4:00-4:30	Fri	PK-2	\$205.00	\$25.00	Coloquia Language Arts
	5/10	Tour Around Canada/Vietnam	4:00-5:00	Fri	PK-2	\$215.00	\$0.00	Tour-A-Culture
	1/1	Private Piano	4:00-4:30	Fri	PK-2	\$390.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	4:35-5:05	Fri	PK-2	\$390.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	5:10-5:40	Fri	PK-2	\$390.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	5:45-6:15	Fri	PK-2	\$390.00	\$35.00	VIVO Professional Music

NOTE: There must be a minimum number of students enrolled in classes in order for the classes to form. Class Descriptions are found on Pages 6-8. Thank you.

**Tuition & Fees**

**Total Cost**

<b>A. Total of Extended Day - Full Time Ext Day</b>	\$ _____	<b>Minimum due: \$110.00</b>
Half Time Ext Day	\$ _____	<b>Minimum due: \$103.00</b>
Occasional Ext Day	\$ _____	<b># of Units: 5 10 15 20 25 (to be paid in full)</b>
Early Dismissal (3 days)	\$ _____	<b>Minimum due: \$15.00/day</b>
<b>B. Supply Fee</b>		<b>Total due – to be paid in full (1 time fee)</b>
Full, Half Time Ext Day	\$ <u>50.00</u>	<b>Total due – to be paid in full (1 time fee)</b>
Occ Ext Day	\$ <u>35.00</u>	<b>Minimum of ¼ of final balance is due</b>
<b>C. Enrichment</b>		<b>Total is due – to be paid in full</b>
Class Tuition Total	\$ _____	
Class Supply Fee	\$ _____	
<b>D. Registration Fee</b>		<b>Total is due – to be paid in full</b>
Early OR Late	\$ <u>15.00 OR \$25.00</u>	
<b>D. Total AMOUNT</b>	\$ _____	
<b>E. Payment Enclosed</b>	\$ _____	<b>(Check Number: _____)</b>

Parent's Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# ARABIC IMMERSION MAGNET SCHOOL (AIMS)

## DESCRIPTION OF ENRICHMENT CLASSES FALL 2017

### MONDAY

**Karate/Martial Arts** - Martial arts is a way to instill discipline in children in a fun atmosphere. While doing martial arts they will learn the basic techniques of striking, kicking, leg kicks, sweeps, punches, slaps, evasion tactics, footwork, and specific kinds of stances that reflect defensive or attacking positions. In practicing these techniques children learn the basics of discipline that is the true art form of martial arts as well as respect.

**Little Vet School** - Little Veterinarian School® encourages elementary school children to role play and explore the exciting world of veterinarians. Using interactive demonstrations, crafts and games, kids learn how to take care of a pet and use instruments that real veterinarians use.

**Soccer** - This class teaches the students the game of soccer and gives them an understanding of the rules. It helps them develop fundamental skills needed in the game as well as adding a good form of exercise to their day. Technique is emphasized more as the student learns to master more difficult maneuvers. The challenge and excitement of the games keeps learning fun! Soccer will help the students better their foot skills, balance, coordination, agility, and most importantly, their teamwork skills. Main topics in Soccer Clinics (dribbling, passing, foot skills, turning, shooting) confidence on the ball.

### TUESDAY

#### **An Engineering World (STEM)**

##### **Two courses in one semester!**

STEM, especially Engineering is Everywhere! Come discover what an engineer does and even more exciting, inquisitively create your OWN hands-on projects using the Engineering Design Process. Enter a world of innovation, imagination, and learning. This semester we begin by exploring the world of **Electrical Engineering**: Get charged up as we create designs using the push and pull of magnetic fields, gain an understanding of insulators and conductors and reveal the hidden power in the everyday objects around us! And the second half of the semester: **LEGO Robotics Engineering**: we will use LEGO® WeDo Educational kits and software with laptops, as we learn how to create and program robots you can relate to (animals, vehicles, etc)! **Tuition fee already includes the supply fee!**

**ArtSmart** - ArtSmart is an early learning program that introduces young children to the wonderful world of art. While building fine motor skills students explore color, texture, shapes, and different types of art materials and learn to express their ideas through art.

**Art Multimedia** - Investigate the visual arts through hands-on art making, while learning about various artists, art movements, and art techniques. Time-tested lessons are structures to achieve a creative goal in a fun educational environment. The course content and inspirational images change each semester, allowing students to explore art on a continual basis without repetition. Students will work with a range of materials and techniques including drawing, painting, printmaking, and sculpture.

**Getting Ready Art** - An introduction to representational drawing geared to the attention span and motor coordination of 4+ year old students. Students learn to recognize the elements of shape. This program has a progressive curriculum. It is structured to give enough to students to succeed and enough freedom to express. The curriculums for the first semester will be handed out on a first class level. All art work will be placed into their individual portfolios along with a progress report and be handed back at the last class.

## **WEDNESDAY**

**Chess** - Children of all ages and abilities will be taught the game of chess from experienced tournament players. Lessons are tailored to the abilities of the class. Beginners will be taught the basics (how the pieces move, the rules, etc.) while more experienced players will be given problems to solve, lessons in tactics, checkmates, openings, etc. Children will be split into groups by ability if more than 20 children enroll.

**Mad Science** - Put on your goggles and dust off those lab coats, it is time for SCIENCE! Our classes are hands-on, interactive and fun. Children will explore a different science topic every week and receive a take home in each class for them to continue to learn at home. Mad Science will teach children that science is all around them and that curiosity is never a bad thing!

**Musical Theater** – This class will incorporate acting, dancing and singing, culminating with a final performance at the end of the semester. HITS has been a theatre in the Heights for over 25 years and has been helping students achieve life skills through stage skills, addressing the need for a quality performing arts education while providing a nurturing and affirming environment for young people to learn and grow as performers and individuals. HITS Theatre is a nonprofit organization with two major goals for children in the arts: education and performance. However, a HITS education involves much more than learning to sing, dance and act. It helps transform students into disciplined team players, creative thinkers, and confident communicators. While many of our alumni have gone on to careers in the performing arts, many more have used the life skills and confidence they developed at HITS to become successful in other careers, including medicine, law and business.

**Private Piano** – Students will learn how to play piano to the best of their ability. They will have a customized lesson plan and play pieces personally selected for them in one or a combination of the following genres: classical; Broadway, movie and TV tunes; jazz, rags & blues; children’s songs; holiday and other popular music. More importantly, students will be engaged in learning a love and appreciation for music that could last a lifetime. Some theory instruction will be included in the lesson. Practice and an instrument at home is required. There will be a recital at the completion of each semester.

## **THURSDAY**

**Engineering, Science and CSI Forensics** - In this class, explore topics in Engineering, Science, and CSI Investigation. Design propeller cars and roller coasters. Explore volcanoes and build a rocket to launch in to the sky. Become a CSI investigator and solve a mystery using blood and DNA analysis. This is the perfect class for the curious minded student who loves to build, create, and see how things work!

**Outdoor Sports** - In this class a variety of outdoor sports such as Fun Flag Football, Softball/Baseball, Soccer and Basketball will be taught.

**Yoga** - Yoga for children is full of fun lessons integrating a mix of yoga poses (Asanas), games and improvisation where the goals are: to have a positive effect on the academic achievement, general health, personal attributes, and relationships of students; that each class is accompanied by other elements such as music and games; to learn techniques for self-health, relaxation, and inner fulfillment. Yoga at an early age encourages self-esteem and body awareness to enhance flexibility, strength and coordination. In addition, their concentration and sense of calmness and breath awareness improves to use improvisation, animal adaptations, story telling and visualizations for a more fun and dynamic lesson to think of our self as a facilitator rather than a teacher to have fun, feel good and remember to enjoy the moment.

## **FRIDAY**

**Private Piano** – Students will learn how to play piano to the best of their ability. They will have a customized lesson plan and play pieces personally selected for them in one or a combination of the following genres: classical; Broadway, movie and TV tunes; jazz, rags & blues; children’s songs; holiday and other popular music. More importantly, students will be engaged in learning a love and appreciation for music that could last a lifetime. Some theory instruction will be included in the lesson. Practice and an instrument at home is required. There will be a recital at the completion of each semester.

**Spanish for Life 1** - In this course your child will learn to love the Spanish language and to understand the need of it in the American society. Your child will learn to communicate in the Spanish language through dialogues, reading, listening, writing, rhymes, games, songs, crafts, stories and more. In this first formal Spanish language course, your child will enjoy learning vocabulary and practicing conversations with the teacher and between students. We will play and learn about greetings, courtesy words, personal information, school things, colors, numbers, notions like up-down, inside-outside, etc, days of the week, weather, family, face and body parts, food, likes and dislikes and more. **Spanish for Life 1** is so much fun your child will really enjoy this first step in learning the language

**Tour Around Canada/Vietnam** - Join us on our journey to learn 1/3 of the world before entering college! Language is easily forgotten; Culture lasts a lifetime. Learning about our diverse world has never been more FUN! Our curriculum includes S.T.E.A.M and Language activities. Kids build 2D & 3D puzzles of countries, and known landmarks, eat and make tasty snacks, design and make traditional, modern homes and clothing, musical instruments, perform dances, play known ethnic field and board games. Kids also learn manners while meeting, eating and speaking native languages.

**ARABIC IMMERSION MAGNET SCHOOL (AIMS)  
AFTER SCHOOL PROGRAM (ASP)  
Contract Agreement/Safety Plan Fall 2017**

1. **REGISTRATION FOR EXTENDED DAY:** Registration in the **Extended Day Program** (Aug. 28-June 1) is for the School Year 2017-2018. Tuition and fees are not prorated after the Add/Drop deadline of Sept. 29. Only 2 changes are permitted during the Add/Drop. **I understand that my registration is ONLY valid if I have paid out all prior balances owed to the school.** Furthermore, I understand the following:
  - If I submit my registration after June 30, I will be assessed a Late Registration Fee of \$25.00.
  - If I submit my registration on or after August 21 my registration may be processed for services to begin by Tuesday, Sept. 5.
  - 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.**
  - The entire cost of the class is to be paid in full by the due dates, as listed on the cover page of this packet.
2. **REGISTRATION FOR ENRICHMENT CLASSES:** Enrichment Classes are scheduled to begin the week of Sept. 11. Add/Drop Deadline is September 29. After the Add/Drop Deadline, there are no prorations or refunds should you drop a class. The entire cost of the class is to be paid in full by the due dates, as listed on the cover page of this packet.
3. **NOTIFICATION TO AIMS IF MY CHILD'S AFTER SCHOOL PLAN CHANGES:** It is my responsibility to inform in writing (written note or email to: [molivas@houstonisd.org](mailto:molivas@houstonisd.org) AND [aimspcoordinator@sbcglobal.net](mailto:aimspcoordinator@sbcglobal.net)) that my child will not attend the after school program on any day you plan to pick up at the school's dismissal. Otherwise, the school expects your child to attend the after school program, according to your Ext Day Option (Full Time, Half Time, Enrichment). Again, there are no prorations if your child does report to Ext Day on any given day.
4. **NOTIFICATION TO AIMS FOR MY CHILD TO ATTEND AFTER SCHOOL IF MY CHILD IS ENROLLED IN OCCASIONAL EXTENDED DAY:** If I have enrolled my child in Occasional Extended Day, I will notify in writing (written note or email to: [molivas@houstonisd.org](mailto:molivas@houstonisd.org) AND [aimspcoordinator@sbcglobal.net](mailto:aimspcoordinator@sbcglobal.net)) each time my child is to attend the after school program.
5. **SIGN OUT:** I will sign out my child from an After School Staff Member each day. If my child is enrolled ONLY in Enrichment Classes, I will sign out my child from an After School Staff Member located in the front office at the time the Enrichment Class ends. **SHOWING PHOTO ID IS MANDATORY UPON REQUEST.**
6. **LATE PICK UP:**
  - If my child is enrolled in **Full Time Extended Day** and is picked up after 6:30 PM I understand I will be assessed a late pickup fee of **\$2.00/ per 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 Occ Extended Day of **5-Units** which will provide supervision until 6:30 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 6:30 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 Services.
  - 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)
7. **EXT DAY & ENRICHMENT TIMES:** I understand that the times of the Enrichment Classes are: 4:00 – 5:00 or 5:05-6:05 OR 4:00-4:30; 4:35-5:05; 5:10-5:40; 5:45-6:15 and the hours of Extended Day are: **Full Time Extended Day 3:35-6:30 p.m.; Half Time Extended Day 3:35-5:30.**
8. **Should my child be enrolled ONLY in an ENRICHMENT CLASS AFTER 4:35:** I must enroll my child in either a 4:00 Enrichment Class, Bridge to Enrichment for supervision until the start time of class, or Occasional Extended Day.

**ARABIC IMMERSION MAGNET SCHOOL (AIMS)  
AFTER SCHOOL PROGRAM (ASP)  
Contract Agreement/Safety Plan Fall 2017**

**9. OCCASIONAL EXTENDED DAYS:**

- If I no longer have any Occasional Extended Day Units, I understand another 5-Unit Card will be AUTOMATICALLY assessed to my account.
- I understand that any Occasional Extended Day Unit purchases billed after April 7 **MUST BE PAID WITHIN 24 HOURS** OR THERE WILL BE NO SERVICES PROVIDED.

**10. 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 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 3:35 p.m.
- B. Someone else, authorized by me, will pick up my child @ 3:35 p.m.

**11. PAYMENTS:** MUST BE SUBMITTED BY **CHECK OR MONEY ORDER ONLY** *made out to* AIMS. Cash is not accepted. NOTE:

- \_\_\_ If I select to pay biweekly, I will submit my first biweekly payment at the time of registration and by the due dates as listed on the front cover page of this packet.
- \_\_\_ If I select to pay in 4 installments I will pay my first payment at the time of registration and by the due dates listed on the front cover page of this packet.
- \_\_\_ If I do not submit my payments by the due dates, I will be assessed a late fee of \$10.00 on the next day the payment was due.
- \_\_\_ 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 will be suspended if I do not pay my bill on time.

**12. 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.

**13. SPECIAL NEEDS:** We do not provide trained staff to work with special needs students. Please contact the school administration with any questions.

**14. Contact Information:** 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**.

**15. Technology DEVICES:** While students may be permitted to use their technology during the school day under the supervision of their teacher, no technology devices may be used in the after school program by any student in grades PK-2. All such devices must be kept in the student's backpack.

**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                      **STUDENT NAME**

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

**ARABIC IMMERSION MAGNET SCHOOL (AIMS)  
AFTER SCHOOL PROGRAM (ASP)  
AUTHORIZATION/EMERGENCY FORM FALL 2017**

\_\_\_\_\_/\_\_\_\_\_  
Student's Name HR Teacher 2017-2018 (office use only)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Person responsible for bill Billing Address email address(es)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Person responsible for bill Billing Address email address(es)

\_\_\_\_\_/\_\_\_\_\_  
Parent's Name Contact Phone(s) # (i.e. cell, work, etc.) between 3:35-6:30PM

\_\_\_\_\_/\_\_\_\_\_  
Parent's Name Contact Phone(s) # (i.e. cell, work, etc.) between 3:35-6:30PM

**Please list individuals authorized to pick up your child (other than yourself). We need individuals who can be here quickly in cases of: emergencies, traffic, illness, etc. Consider persons who are near the school such as neighbors, parents of classmates or the like.**

Name	Work Phone #	Home Phone#	Other Phone#
_____/_____/_____	_____	_____	_____
_____/_____/_____	_____	_____	_____
_____/_____/_____	_____	_____	_____
_____/_____/_____	_____	_____	_____

**Allergies**

Please note the following:

- It is important you notify the ASP in writing when you have updated information such as an address change, phone change, and which individuals you authorize to pick up your child, foods your child may be allergic to, etc.
- If you are unable to pick up your child for any reason, The ASP will call an adult you have listed on this form.
- DO NOT assume the school's front office relays changes you submit to them to them.**
- On any given day you are having someone **NOT** listed on this Authorization/Emergency Form pickup your child, the ASP must receive notification in writing (no later than 1:00PM) from the parent or the individual registering the student. You **MUST** notify the ASP as follows:
  - Email this notification to: [ciasp2@sbcglobal.net](mailto:ciasp2@sbcglobal.net).
  - Fax it to: 713-556-8944 and address the note to the attention of After School Program.
  - Drop off a note in the ASP Box located in the front school office.
  - Drop off a note in the ASP Office.
- Please be aware that we will **NOT** release your child to anyone unless we have it in writing. We cannot make any exceptions. It is your responsibility to update any information you provide on this form. Therefore, it is vital to plan ahead. **In addition, your child WILL NOT be released to anyone who is under the age of 18.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date