

ARABIC IMMERSION MAGNET SCHOOL (AIMS)

AFTER SCHOOL PROGRAM (ASP)

REGISTRATION GUIDE SPRING 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
On Site Early Registration *Register Early-\$15.00 Registration Fee	Nov. 30-Dec. 16 For assistance, you may stop by the ASP Office after 1:30 PM (Mon-Fri)	AIMS ASP Office
Mail In Early Registration U.S. Postmark Date dictates order of your registration (Registration Fee of \$15.00 and is first come first serve.)	Dec. 16-22	CIASP 2020 SW Freeway, Ste. 310 Houston, Tx 77098
Mail In Late Registration *Register Late-\$25.00 Registration Fee	After Dec. 22	CIASP 2020 SW Freeway, Ste. 310 Houston, Tx 77098
On Site Late Registration *Register Late-\$25.00 Registration Fee	Beginning Jan. 4 (Registration will be processed for your child to begin by Monday, Jan. 9)	AIMS ASP Office
Add-Drop Deadline	Until January 20	AIMS ASP Office
Extended Day	Jan. 4 – May 25	On Site
Spring Enrichment Classes	Jan. 9 – May 19	On Site
2 Spring Early Dismissal ASP (\$12.00/day) (12:30-3:15)	Jan. 25, Feb. 22 (Included in Full OR Half Time)	On Site

After School Ext Day & Enr Options Offered for School Year 2016-2017:

Option Type	To what time?	Cost	Total	Supply Fee	Total	Pymt Schedule
Full Time Ext Day	6:00 PM	\$110.00	\$1045.00	\$50.00	\$1095.00	Bi-Weekly
Half Time Ext Day	5:00 PM	\$103.00	\$978.50	\$50.00	\$1028.50	Bi-Weekly
Occ Ext Day <small>1 Time Supply Fee</small>	6:00 PM	\$60.00	\$60.00	\$35.00	\$95.00	In Full
Early Dismissal (2 days)	3:00 PM	\$12.00/day	\$24.00	\$14.00	\$38.00	In Full
Fall Enrichment	3:30-4:30 4:35-5:35	See schedule in this packet				4 Month Pymt Plan

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

Spring 2017: Extended Day Payment Due Dates (Bi Weekly)

Bi Weekly: At Registration, Jan 6, 20, Feb. 3, 17, Mar 3, 24, Apr 7, 21, May 5

4 Month Spring Payment Plan for Enrichment Classes and Ext. Day

Spring 2017: At Registration, Feb. 3, Mar. 3, Apr 7

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

*****Any Fall 2016 outstanding balances \$100.00 or greater remaining after Dec. 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.**

Questions: Contact Sylvia Ponce de Leon, Director: ciasp2@sbcglobal.net OR 713-529-3507

Dear Parents,

The Arabic Immersion Magnet School is proud to present a quality After School Program. This program is designed to provide the needs of the school community in an after school setting.

This packet is comprised of several forms. We ask that you review each form and submit only those that apply to your particular registration.

For Currently Enrolled in Ext Day (Full or Half Time): If you are currently enrolled in Ext Day (Full or Half Time) and will continue with the same Ext Day Option, as well as the same individuals you listed on the Authorization/Emergency Form, you are required to submit **ONLY the Contract Agreement/Safety Plan Form and the Enrichment Forms, if you wish to register for any.**

Enclosed in this packet are the following forms:

- **Schedule of Dates/Deadlines (see front cover page), Tuition/Fee Payment Form, Registration Form for Ext Day and Homework Options, Master Schedule of Enrichment Classes, Contract Agreement/Safety Plan, Authorization/Emergency Form**

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

- **Page 6 Extended Day & Homework Options**
- **Page 7-10 Master Schedule of Enrichment Classes**

The following forms are REQUIRED to turn in:

- **Page 5 Tuition Fee Payment Form**
- **Page 11-12 Contract Agreement/Safety Plan**
- **Page 13 Authorization/Emergency Form**

In addition, submit your payment: **Make Checks/Money Orders Payable to: Arabic Immersion Magnet School**

*******Registrations are only valid with submission of all proper forms and payment*******

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 on your paperwork.
 - **Beginning November 30:** Registration forms are available online: <http://www.houstonisd.org/domain/36909>
Refer to the deadlines listed on the front cover of the registration packet.
 - **By December 16:** Registrations received by December 16 will receive a statement via U.S. mail by December 29.
 - **Beginning January 4:** Statements for Registrations received after December 16 will be available for pick up in the AIMS ASP office beginning January 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 check for their outstanding balance in addition to their first payment. Any accounts with **outstanding balances remaining after December 2, 2016 will be assessed a \$25.00 fee which will be rolled over to the Spring 2017 semester.** In addition, Any accounts with **outstanding balances remaining after April 7 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 or the Front Cover Page for important details including deadlines.
4. **SCHOLARSHIPS:** Scholarships based on financial need for AIMS ASP are available. You must contact the ASP Office for further information at **713-529-3507** or ciasp2@sbcglobal.net
5. Please note the following important details regarding your 1st, 2nd, 3rd, choices for Enrichment Classes:
 - If the 1st choice is filled, we will automatically assigned either the, 2nd or 3rd, 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 of AIMS ASP! If you have any other concerns and/or questions, please do not hesitate to contact either one of us below.

Sincerely,

Sylvia Ponce de Leon
Director, After-School Programs
713-529-3507
Email: ciasp2@sbcglobal.net

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

1. **REGISTRATION FOR EXTENDED DAY:** Registration in the **Extended Day Program** (Jan. 4-May 25) is for the Spring Semester. Tuition and fees are not prorated after the Add/Drop deadline of January 20. 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 December 22, I will be assessed a Late Registration Fee of \$25.00.
 - If I submit my registration on January 4 my registration may be processed for services to begin by Monday, January 9.
 - 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 January 9. Add/Drop Deadline is January 20. 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 AND aimsaspcordinator@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 AND aimsaspcordinator@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 6:00 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 6:00 PM. 1 Unit from this card will be used for the late pick up of the day I purchase this option and I understand that I will have 4 Units remaining. After 6:00 PM, I will be assessed a fee of \$2.00/minute.
 - After the 5th late pick-up I may be asked to make other arrangements for After School 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: 3:30 - 4:30 or 4:35-5:35 OR 3:30-4:00; 4:05-4:35; 4:40-5:10; 5:15-5:45 and the hours of Extended Day are: **Full Time Extended Day** 3:00-6:00 p.m.; **Half Time Extended Day** 3:00-5:00.
8. **Should my child be enrolled ONLY in an ENRICHMENT CLASS AFTER 3:30:** I must enroll my child in either a 3:30 Enrichment Class, Bridge to Enrichment for supervision until the start time of class, or Occasional Extended Day.
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.

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

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 3:00 p.m.
 B. Someone else, authorized by me, will pick up my child @ 3:00 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-5. 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)

DESCRIPTION OF ENRICHMENT CLASSES

SPRING 2017

MONDAY

Ballet/Tap - Combo Dance Classes in ballet. Classes will emphasize balance, rhythm, flexibility, and musicality for children ages 4 – 7 yrs. old. These weekly sessions will aid a child in exploring movement, gaining self-confidence, and learning how to follow directions in an environment where children are having fun while learning. **Dance Class Attire:** (Girls) Black Leotard, Pink Tights, Pink Ballet Shoes, and Black Tap Shoes. No skirts or tutus, please. (Boys) T-Shirt, Shorts, Black Ballet Shoes, and Black Tap Shoes. **Please** send all items marked with child's name in a separate bag so we may assist them to get dressed.

Camp Einstein: 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!

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

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.

Karate/Martial Arts - Operation Fit is on mission to improve and enhance children's lives through exercising and practicing sports. Karate/martial arts program help to build coordination, balance, discipline, mental concentration, courtesy, and respect. Our class also provides an outstanding alternative for those children who may not do as well in team sports, giving them the chance to excel in a specialized activity while increasing their physical abilities and concentration skills. As a result, children can achieve: healthy bodies, healthy minds, improve level of fitness, better academic achievement, reduce childhood obesity rates, and increase self-esteem. We should encourage our children to strive for perfection and reach their full potential. We look forward to meeting your children and building a healthy lifestyle together!!

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!

WEDNESDAY

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.

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.

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 – From early childhood music to music literacy, children will begin to play the songs they've been hearing, singing, and dancing to throughout the years of early-childhood as they are introduced to the keyboard. In this class, they will become comfortable with D, C and G major 5 finger positions as well as d, c and e minor. They will be introduced to chords to accompany their songs. Finally, they will master pieces of music they enjoy most by selecting genres of their choice. NOTE: It is mandatory the child has a keyboard or piano in their home so they may practice their music on a daily basis for a minimum of 30 minutes.

THURSDAY

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.

Shazam! I'm A Super Pet!!!

Do you want to be like your favorite animal cartoon character, like Ming-Ming Duckling, Ace the Bat-Hound, or Linny the Guinea Pig? Come draw, paint and design your own Super Pet with us. Learn teamwork, problem solving, 2 and 3D art making, while strengthening your friendships. This class will prepare your child to navigate through the stages of becoming a Super Pet.

FRIDAY

An Engineering World (STEM)

This spring will be packed with exciting STEM adventures for our youngest AIMS engineers! Juniors will start with exploring the world of **aerospace engineering** - students learn about aerodynamics by testing out their plane, helicopter, and rocket designs! Students will then move onto the fascinating world of **mechanical engineering**, where every class they will build their own toy that can pop, buzz, and whirl! We will finish the semester with **electrical engineering** - where they will use logic based programming and a library of littleBits® modules such as Arduino to design gadgets, tools, and machines as a team!

Make Me Cultural - Countries we will focus on: Egypt, France, Syria!

We help kids to understand their heritages, build positive friendships and jumpstart for global opportunities. 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.

Hip Hop - Classes will emphasize an introduction to hip-hop movement, street/pop current style dancing, and athletic dance "tricks/breakdancing". Students will learn creative movements to contemporary music. Students prepare for an end of the session demonstration to be held at school. GIRLS: fitted shirt. Jazz pants/capris/workout pants and black jazz sneakers or black tennis shoes. BOYS: T-shirt or sweatshirt, shorts or sweatpants, black jazz sneakers or black tennis shoes.

Private Piano – From early childhood music to music literacy, children will begin to play the songs they've been hearing, singing, and dancing to throughout the years of early-childhood as they are introduced to the keyboard. In this class, they will become comfortable with D, C and G major 5 finger positions as well as d, c and e minor. They will be introduced to chords to accompany their songs. Finally, they will master pieces of music they enjoy most by selecting genres of their choice. NOTE: It is mandatory the child has a keyboard or piano in their home so they may practice their music on a daily basis for a minimum of 30 minutes.

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

ARABIC IMMERSION MAGNET SCHOOL (AIMS) AFTER SCHOOL PROGRAM

EXTENDED DAY AND ENRICHMENT OPTIONS SPRING 2017

Full, Half, Occasional & Early Dismissal Extended Day Extended Day Program (✓ Select One Option)
 No need to fill out this portion if you are currently in Ext Day and plan to remain on the same option. Otherwise, please do fill it out.

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

Full Time Ext Day 3:00-6:00 /\$110/BI-WEEKLY	\$1095.00	\$50.00 Supply Fee PLUS 9 payments of \$110 and 1 Final Pymt of \$55.00
Half Time Ext Day 3:00-5:00 /\$103/BI-WEEKLY	\$1028.50	\$50.00 Supply Fee PLUS 9 payments of \$103 and 1 Final Pymt of \$51.50

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

Full Time Ext Day 3:00-6:00 /4 Payments	\$1095.00	\$50.00 Supply Fee PLUS 4 payments of \$261.25
Half Time Ext Day 3:00-5:00 /4 Payments	\$1028.50	\$50.00 Supply Fee PLUS 4 payments of \$244.63

Occasional Ext Day – A One Time Supply Fee of \$50.00 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 3:00-6:00	\$65.00	\$130.00	\$195.00	\$260.00	\$325.00
Half Time Occasional Ext Day 3:00-5:00	\$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 4:05 or after.
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Early Dismissal (to be paid in full) Supply Fee to be added: \$7.00 per day

Early Dismissal Dates: 01/25, 02/22	\$12.00	\$24.00
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SPRING 2017 ENRICHMENT CLASSES : JANUARY 9-MAY 19

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.

Select One ✓	Min/Max # of Students	Class Name	Time	Day	Grade	Rm #	Tuition	Supply Fees	Teacher
	5/10	Ballet/Tap (begins Feb. 6)	3:30-4:30	Mon	PK-1	TBA	\$225.00	\$40.00	LaMadrid Dance Co
	8/15	Engineering, Science, CSI	3:30-4:30	Mon	PK-1	TBA	\$325.00	\$0.00	Camp Einstein
	8/15	Soccer	3:30-4:30	Mon	PK-1	TBA	\$255.00	\$5.00	Mini Stars
	8/20	Getting Ready Art	3:30-4:30	Tues	K-1	TBA	\$345.00	\$0.00	Monart School of Art
	10/15	Karate/Martial Arts	3:30-4:30	Tues	PK-1	TBA	\$340.00	\$35.00	Operation Fit
	5/10	Mad Science	3:30-4:30	Tues	PK-1	TBA	\$330.00	\$0.00	Mad Science
	8/15	Musical Theater	3:30-4:30	Wed	K-1	TBA	\$255.00	\$25.00	HITS
	5/15	ArtSmart-Early Childhood	3:30-4:30	Wed	PK-K	TBA	\$270.00	\$40.00	City ArtWorks
	8/15	Chess with USA Chess	3:30-4:30	Wed	K-1	TBA	\$270.00	\$0.00	Active Learning
	1/1	Private Piano	3:30-4:00	Wed	PK-K	TBA	\$585.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	4:05-4:35	Wed	PK-K	TBA	\$585.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	4:40-5:10	Wed	PK-K	TBA	\$585.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	5:15-5:45	Wed	PK-K	TBA	\$585.00	\$35.00	VIVO Professional Music
	8/15	Outdoor Sports	3:30-4:30	Thur	PK-1	TBA	\$270.00	\$5.00	Mini Stars
	5/15	Shazam! I'm A Super Pet!!!	3:30-4:30	Thur	K-1	TBA	\$340.00	\$50.00	Young Picassos
	5/15	Yoga for Kids	3:30-4:30	Thur	PK-K	TBA	\$270.00	\$5.00	Mini Stars
	5/15	An Engineering World (STEM)	3:30-4:30	Fri	PK-1	TBA	\$325.00	\$0.00	Engineering for Kids
	5/10	Make Me Cultural	3:30-4:30	Fri	PK-1	TBA	\$305.00	\$0.00	Tour-A-Culture
	5/10	Hip Hop	3:30-4:30	Fri	PK-1	TBA	\$340.00	\$40.00	DCT
	1/1	Private Piano	3:30-4:00	Fri	PK-K	TBA	\$550.00	\$35.00	VIVO Professional Music
	6/15	Spanish for Life – Part 1	3:30-4:30	Fri	PK-1	TBA	\$295.00	\$25.00	Coloquia Language Arts
	1/1	Private Piano	4:05-4:35	Fri	PK-K	TBA	\$550.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	4:40-5:10	Fri	PK-K	TBA	\$550.00	\$35.00	VIVO Professional Music
	1/1	Private Piano	5:15-5:45	Fri	PK-K	TBA	\$550.00	\$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

A. Total of Extended Day - Full Time Ext Day	\$ _____	Minimum due: \$110.00 (9 payments & 1 final of \$55.00)
Half Time Ext Day	\$ _____	Minimum due: \$103.00 (9 payments & 1 final of \$51.50)
Occasional Ext Day	\$ _____	# of Units: 5 10 15 20 25 (to be paid in full)
B. Supply Fee		
Full, Half Time OR Occ	\$ _____	50.00 Total due – to be paid in full
Early Dismissal	\$ _____	7.00 OR 14.00 Total due - to be paid in full
C. Enrichment		
Class Tuition Total	\$ _____	Minimum of ¼ of final balance is due
Class Supply Fee	\$ _____	Total is due – to be paid in full
D. Registration Fee	Early OR Late	\$ 15.00 OR \$25.00 Total is due – to be paid in full
D. Total AMOUNT	\$ _____	
E. Payment Enclosed	\$ _____	(Check Number: _____)

Parent's Name: _____ Signature _____ Date _____

NOTE: When your child is not attending an Enrichment Class, he/she will be under the supervision of an Extended Day Group Leader working on different planned activities. Thank you.

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

1. **REGISTRATION FOR EXTENDED DAY:** Registration in the **Extended Day Program** (Jan. 4-May 25) is for the Spring Semester. Tuition and fees are not prorated after the Add/Drop deadline of January 20. 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 December 22, I will be assessed a Late Registration Fee of \$25.00.
 - If I submit my registration on January 4 my registration may be processed for services to begin by Monday, January 9.
 - 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 January 9. Add/Drop Deadline is January 20. 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 AND aimsaspcordinator@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 AND aimsaspcordinator@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 6:00 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 6:00 PM. 1 Unit from this card will be used for the late pick up of the day I purchase this option and I understand that I will have 4 Units remaining. After 6:00 PM, I will be assessed a fee of \$2.00/minute.
 - After the 5th late pick-up I may be asked to make other arrangements for After School 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: 3:30 - 4:30 or 4:35-5:35 OR 3:30-4:00; 4:05-4:35; 4:40-5:10; 5:15-5:45 and the hours of Extended Day are: **Full Time Extended Day** 3:00-6:00 p.m.; **Half Time Extended Day** 3:00-5:00.
8. **Should my child be enrolled ONLY in an ENRICHMENT CLASS AFTER 3:30:** I must enroll my child in either a 3:30 Enrichment Class, Bridge to Enrichment for supervision until the start time of class, or Occasional Extended Day.
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.

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

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 3:00 p.m.
 B. Someone else, authorized by me, will pick up my child @ 3:00 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-5. 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 SPRING 2017

If you are currently enrolled in Fall 2016 and the information required on this form has not changed, you do not need to fill this out again. However, if you do have changes, please fill out this form. Thank you.

_____/_____
Student's Name HR Teacher 2016-2017

_____/_____/_____
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 2:45-6:30PM

_____/_____
Parent's Name Contact Phone(s) # (i.e. cell, work, etc.) between 2:45-6:30PM

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#
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Name	Work Phone#	Home Phone#	Other Phone#
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Name	Work Phone#	Home Phone#	Other Phone#
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Name	Work Phone#	Home Phone#	Other Phone#
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Allergies

Please note the following:

1. 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.
2. If you are unable to pick up your child for any reason, The ASP will call an adult you have listed on this form.
3. **DO NOT assume the school's front office relays changes you submit to them to them.**
4. 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:
 - A. Email this notification to: ciasp2@sbcglobal.net.
 - B. Fax it to: 713-556-8944 and address the note to the attention of After School Program.
 - C. Drop off a note in the ASP Box located in the front school office.
 - D. Drop off a note in the ASP Office.
5. 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