



**SchoolPay AVAILABLE ONLINE BEGINNING OCTOBER 13**  
**FIND THE LINK: <https://www.houstonisd.org/domain/47746>**

**NOTE: All Registrations are on a first come first serve basis. PAYMENTS TO BE PAID VIA SCHOOLPAY.**  
**Accounts with a Spring 2020 Credit Do NOT need to make any purchases on schoolpay if you were not refunded during the summer. Thank you.**

Registration Info	Dates	Where
<b>SchoolPay Registration Payment</b> \$25.00 Registration Fee	Beginning Oct. 13	Online
<b>2020-2021 Extended Day</b>	October 19 – June 11	On Site

**After School Ext Day until 6:30 OR 6:00 OR 5:15 for 2020-2021**

Ext day (144 days) One time Registration Fee \$25.00	Monthly Cost Full Time PLUS until 6:30	Monthly Cost Full Time until 6:00	Monthly Cost Half Time until 5:15	Payment Due Dates
October 19-30	\$187.50	\$161.80	\$135.76	October 16
November 2-20	\$334.82	\$288.94	\$242.44	October 30
November 30-Dec. 18	\$334.82	\$288.94	\$242.44	November 20
January 4-28	\$334.82	\$288.94	\$242.44	December 18
February 1-26	\$334.82	\$288.94	\$242.44	January 29
March 1-31	\$334.82	\$288.94	\$242.44	February 26
April 2-30	\$334.82	\$288.94	\$242.44	March 26
May 3-30	\$334.82	\$288.94	\$242.44	April 30
June 1-11	\$168.76	\$145.62	\$122.16	May 28
<b>Total for 2020-2021</b>	<b>\$2700.00</b>	<b>\$2330.00</b>	<b>\$1955.00</b>	
FT Occ Ext Day until 6:30 (5 Units) – One time supply fee \$75.00 Supply Fee	\$100.00/set	Full Payment due at time of purchase. See Page 2 for additional details.		
HT Occ Ext Day until 5:15 (5 units) – One time supply fee \$75.00 Supply Fee	\$75.00/set			

**Do not delay...register ASAP so that your services may begin on Monday, October 19.**

**NOTE: All Staff are HISD Employees fully trained in accordance to HISD COVID Guidelines**

**Registration includes the following:**

**Registration Form, Authorization/Pick Up Form,  
 Agreement and Payment via schoolpay by Oct. 16**

**All Forms are to be emailed directly to: [roecoordinator1@sbcglobal.net](mailto:roecoordinator1@sbcglobal.net)**

**Extended Day Payment Plan for 2020-2021 is listed in table above**

**Spring 2020 outstanding balances**

*Please pay your balance from Spring 2020 via schoolpay before registering for 2020-2021*

**Questions: Contact Sylvia Ponce de Leon, Director: [ciasp2@sbcglobal.net](mailto:ciasp2@sbcglobal.net)  
 Contact Amanda Banegas, On Site Coordinator or Heidy Perdomo Bookkeeper: [roecoordinator1@sbcglobal.net](mailto:roecoordinator1@sbcglobal.net)**

**This form is to notify ASP Administration of my intended Ext Day Option. However, I understand I must log onto schoolpay.com to submit my payment. My payment will verify my registration. I understand that I will not be provided services if I do not pay via schoolpay.com by Oct. 16 for services to begin Oct. 19.**

**You are to download, fill out, scan and email to: roecoordinator1@sbcglobal.net**

**River Oaks Elementary - ROE Connections**

**AFTER SCHOOL PROGRAM EXTENDED DAY OPTIONS 2020-2021**

**October 19 – June 11**

**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.**

**Extended Day Program**

**(√ Select One Option: Full OR Half Time Ext Day OR Occ Ext Day)**

**Activities include homework assistance and Indoor/Outdoor Activities**

**Full Time PLUS Ext Day until 6:30 PM:** Payments are due as listed on the Front Cover Page. Please refer to the front cover page. (Total Cost: \$2700.00 PLUS one time registration fee of \$25.00)

**Full Time Ext Day until 6:00 PM:** Payments are due as listed on the Front Cover Page. Please refer to the front cover page. (Total Cost: \$2330.00 PLUS one time registration fee of \$25.00)

**Half Time Ext Day until 5:15 PM:** Payments are due as listed on the Front Cover Page. Please refer to the front cover page. (Total Cost: \$1955.00 PLUS one time registration fee of \$25.00)

	√5 Units	√10 Units	√15 Units	√20 Units	√25 Units
<b>FT Occ Ext Day until 6:30</b> One Time Supply Fee of \$75.00 is also due. See school pay for info on this fee.	\$100.00	\$200.00	\$300.00	\$400.00	\$500.00
<b>HT Occ Ext Day until 5:15</b> One Time Supply Fee of \$75.00 is also due. See school pay for info on this fee.	\$75.00	\$150.00	\$225.00	\$300.00	\$375.00

- \* I have selected above my option (Full Time Plus OR Full Time OR Half Time Ext Day OR FT OR HT Occ Ext Day).
- \* I understand the payment schedule as posted on the front cover page of this packet and all payments are paid via schoolpay.
- \* I will pay via schoolpay by the deadline dates listed for each month or services will be suspended.
- \* I am submitting the following forms via email to roecoordinator1@sbcglobal.net:
  1. Page 2: Ext Day Option Form
  2. Page 3: Authorization/Emergency form
  3. Page 4-5 Agreement

Student Name: \_\_\_\_\_

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

Classroom Teacher: \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Person(s) Responsible for bill and contact info: \_\_\_\_\_

Person(s) Responsible for bill and contact info: \_\_\_\_\_



**Excellence in Extended Day Experiences  
 AUTHORIZATION/EMERGENCY FORM 2020-2021**

Only ROE SchoolPay Account Holders are authorized to make changes to this form.  
 It is required you electronically submit this form to: [roecoordinator1@sbcglobal.net](mailto:roecoordinator1@sbcglobal.net)  
 I understand that my registration will be revoked if I fail to electronically submit this form.

\_\_\_\_\_

Student Name Grade Level 2020-2021 Homeroom Teacher

\_\_\_\_\_

Father's Name Mother's Name

\_\_\_\_\_

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

\_\_\_\_\_

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

**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#

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

**Please note:**

1. It is important you notify the After School Program **in writing** when you have updated information such as an address change, individuals you authorize to pick up your child, foods your child may be allergic to, etc.
2. On any given day someone **NOT** listed on the ASP Authorization/Emergency Form needs to pick up your child, the After School Office must receive notification in writing (no later than 1:00PM from the parent or the individual registering the student. You **MUST** notify the After School Office as follows:
  - A. Email this notification to: [roecoordinator1@sbcglobal.net](mailto:roecoordinator1@sbcglobal.net)
  - B. Fax it to: 713-942-1463 and address the note to the attention of ROE Connections.
  - C. Drop off a note in the ROE Connections box located in the front school office.
  - D. Drop off a note in the ROE Connections office.
3. Please be aware that we will **NOT** release your child to anyone unless we have it in writing. We will not make any exceptions. **Also: we will not release your child to anyone under the age of 18.**



**Excellence in Extended Day Experiences**  
**TERMS AND CONDITIONS**  
**Agreement/Safety Plan 2020-2021 (2 pages)**

By signing below, I understand the contents of this registration packet and agree to the following for 2020-2021. Disregard of this contract and/or the contents in the registration packet will result in immediate dismissal from ROE CONNECTIONS.

1. I understand I am registering **for 2020-2021 via schoolpay.com**. Also, I understand I must submit 3 forms to [roecoordinator1@sbcglobal.net](mailto:roecoordinator1@sbcglobal.net) as stated on Page 2 of this packet.
2. **Registration Forms:** I understand my SchoolPay registration will be revoked if I fail to electronically submit the following forms: Ext Day Option Form (page 2); Authorization/Emergency Form (page 3) and The Agreement Form (pages 4-5).
3. **IMPORTANT DATES/TIMELINES: Note important dates:**  
**Registration Fee due at time of Registration via schoolpay**  
**Due Dates of Monthly Payments via schoolpay as outlined on the front cover page of this packet. ,**  
**Dates of Ext Day: Oct. 19 – June 11**
4. **Credit Balances for Spring 2020:** I understand that if I was enrolled in Spring 2020 and have a remaining credit balance, the credit balance will be applied to this registration. Once the credit balance is “spent”, I will then pay what is due, according to the due dates listed on the front page.
5. **PAYMENTS:** *(Please initial each item below on the line)*  
 MUST BE SUBMITTED VIA SCHOOLPAY  
 I am responsible in submitting the minimum monthly payment as listed on the front page of this packet.  
 I will be assessed a monthly late fee of \$10.00 one week after the due date if I do not submit my payment by the due date.  
 I understand after school services may be suspended if I do not pay my bill on time. In addition, any accounts with **outstanding balances remaining after Dec. 13 will be assessed a \$25.00 fee which will be rolled over to the Spring 2021 semester**. Failure to meet your financial obligations may result in suspension of services.
6. **ADD/DROP:** Only 2 changes are permitted at any time. Should you request to be reinstated, there will be a reinstatement fee of \$25.00.
7. **PRORATION:** Should you withdraw, there are no prorations for withdrawals during the week. **In addition, no refunds will be assessed in the event of HISD canceling after-school activities for inclement weather or any other extenuating circumstances.**
8. **OCCASIONAL DAYS:**  
If I purchase Occasional Units and all units are used and my child reports to Ext Day, I understand I must immediately purchase for a new set of Units via schoolpay or services will not be provided and I must make arrangements to have my child picked up if I do not have any remaining units.
9. **SIGNING CHILDREN OUT:** Either myself or other individuals authorized to pick up my child **must sign my child out** from the After School Staff at designated Pickup (i.e. Avalon, San Felipe). 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.**
10. **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 (roecoordinator1@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.**



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**TERMS AND CONDITIONS**  
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11. **LATE PICK UP:** If my child is picked up after 6:30 PM I understand I will be assessed a late pickup fee of **\$2.00/minute.**
  - When I am late picking up my child from Full-Time (2:50-6:00) OR Half-Time (2:50-5:15) 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 clock at the Pickup location.
  - **Please Note: If late pick-up fees are not paid within 24 hours, the fee is automatically doubled** (Check or money order only)
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. **TECHNOLOGY DEVICES:** Personal technology devices may not be used (ipads, cell phones, smart watches, headphones for entertainment, etc). However, devices for the sole purpose of ROE “In Person” Online School Learning will be allowed for academic assignments.
15. All information published in this registration packet applies to this contract. In addition, I understand and agree to adhere to any guidelines amended to this contract and that I will be notified in writing by the after school program.
16. I understand that all ASP Staff are HISD Employees and they have been trained by HISD to adhere to all COVID Guidelines as set up by HISD.
17. I understand ROE Connections is a school based after school program fully staffed with HISD Employees.
18. I agree I will adhere to all HISD Policies and Guidelines, including COVID Guidelines. All staff, parents and students are to adhere to all HISD Policies regarding wearing masks and social distancing at all times. No exceptions will be made.
19. **MEDIA PERMISSION:** I authorize ROE ASP 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**