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.

<table>
<thead>
<tr>
<th>Registration Info</th>
<th>Dates</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>SchoolPay Registration Payment</td>
<td>Beginning Oct. 13</td>
<td>Online</td>
</tr>
<tr>
<td>$25.00 Registration Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020-2021 Extended Day</td>
<td>October 19 – June 11</td>
<td>On Site</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Ext day (144 days)</th>
<th>Monthly Cost Full Time PLUS until 6:30</th>
<th>Monthly Cost Full Time until 6:00</th>
<th>Monthly Cost Half Time until 5:15</th>
<th>Payment Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 19-30</td>
<td>$187.50</td>
<td>$161.80</td>
<td>$135.76</td>
<td>October 16</td>
</tr>
<tr>
<td>November 2-20</td>
<td>$334.82</td>
<td>$288.94</td>
<td>$242.44</td>
<td>October 30</td>
</tr>
<tr>
<td>November 30-Dec. 18</td>
<td>$334.82</td>
<td>$288.94</td>
<td>$242.44</td>
<td>November 20</td>
</tr>
<tr>
<td>January 4-28</td>
<td>$334.82</td>
<td>$288.94</td>
<td>$242.44</td>
<td>December 18</td>
</tr>
<tr>
<td>February 1-26</td>
<td>$334.82</td>
<td>$288.94</td>
<td>$242.44</td>
<td>January 29</td>
</tr>
<tr>
<td>March 1-31</td>
<td>$334.82</td>
<td>$288.94</td>
<td>$242.44</td>
<td>February 26</td>
</tr>
<tr>
<td>April 2-30</td>
<td>$334.82</td>
<td>$288.94</td>
<td>$242.44</td>
<td>March 26</td>
</tr>
<tr>
<td>May 3-30</td>
<td>$334.82</td>
<td>$288.94</td>
<td>$242.44</td>
<td>April 30</td>
</tr>
<tr>
<td>June 1-11</td>
<td>$168.76</td>
<td>$145.62</td>
<td>$122.16</td>
<td>May 28</td>
</tr>
<tr>
<td>Total for 2020-2021</td>
<td>$2700.00</td>
<td>$2330.00</td>
<td>$1955.00</td>
<td></td>
</tr>
</tbody>
</table>

FT Occ Ext Day until 6:30 (5 Units) – One time supply fee $75.00 Supply Fee
HT Occ Ext Day until 5:15 (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.
$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

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
Contact Amanda Banegas, On Site Coordinator or Heidy Perdomo Bookkeeper: roecoordinator1@sbcglobal.net

Parent Copy
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

(\(\checkmark\) Select One Option: Full OR Half Time Ext Day OR Occ Ext Day)

Activities include homework assistance and Indoor/Outdoor Activities

<table>
<thead>
<tr>
<th>Option</th>
<th>5 Units</th>
<th>10 Units</th>
<th>15 Units</th>
<th>20 Units</th>
<th>25 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time PLUS Ext Day until 6:30 PM:</td>
<td>$100.00</td>
<td>$200.00</td>
<td>$300.00</td>
<td>$400.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Ext Day until 6:00 PM:</td>
<td>$75.00</td>
<td>$150.00</td>
<td>$225.00</td>
<td>$300.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half Time Ext Day until 5:15 PM:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT Occ Ext Day until 6:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Time Supply Fee of $75.00 is also due. See school pay for info on this fee.</td>
<td></td>
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* 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
  3. Page 4-5 Agreement

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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: ____________________________________________________________

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Office Copy
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
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
date 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
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 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.
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