

ARABIC IMMERSION MAGNET SCHOOL (AIMS)

AFTER SCHOOL PROGRAM (ASP) REGISTRATION GUIDE SPRING 2020

RECEIVE A 5% DISCOUNT ON EXTENDED DAY IF YOU REGISTER BY DEC 13

Download complete Registration Packet from <https://www.houstonisd.org/Domain/1865>

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

Scan here for link
to the registration
packet



Registration Info	Dates	Where
On Site Early Registration \$15.00 Registration Fee	Dec 9-Dec 18 For assistance, you may stop by the ASP Office after 1:30 PM (Mon-Fri)	AIMS ASP Office
On Site January Registration \$25.00 Registration Fee	Beginning January 6 (Registration may be processed for your child to begin by Wednesday, January 8..don't wait!)	AIMS ASP Office
Add-Drop Deadline	Until January 31	AIMS ASP Office
Spring 2020 Extended Day	January 6 – May 29	On Site
Spring 2020 Enrichment Classes Available for registration Dec 9 (Fall 2020 Enr Class Registration will be held in May)	January 13-May 22 Time of Classes 1 st Hour 3:30-4:30; 2 nd Hour: 4:35-5:35 Private Music Lesson Times (refer to the Master Schedule in this packet)	On Site
2 Fall Early Dismissal ASP (\$15.00/day) Included in Full OR Half Time)	January 17 & February 14	On Site
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On Site Early Registration \$15.00 Registration Fee	Dec 9-Dec 18 For assistance, you may stop by the ASP Office after 1:30 PM (Mon-Fri)	AIMS ASP Office

Do not delay...register ASAP so that your services may begin on Monday, January 6.

Register by Dec 13 and receive a 5% discount on Full OR Half Time Ext Day!!!

Only your registration payment is due via money order OR check payable to
Arabic Immersion Magnet School

All subsequent payments may be paid via schoolpay.com

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

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After School Ext Day & Enr Options Offered (5% sibling discount on everyday Ext Day):

Option Type	Until?	Biweekly Cost	Spring 2020 Total	Pymt Schedule
Full Time Plus	6:30 PM	\$140.50	\$1405.00	Bi-Weekly
Full Time	6:00 PM	\$122.50	\$1225.00	Bi-Weekly
Half Time	5:30 PM	\$115.50	\$1155.00	Bi-Weekly
Full Time Occ 5 Units (1 Time Supply Fee of \$35.00)	6:30 PM	\$75.00/5 units	\$110.00	In Full
Half Time Occ 5 Units (1 Time Supply Fee of \$35.00)	5:30 PM	\$65.00/5 units	\$100.00	In Full
Spring Early Dismissal (2 days) 1 Time Supply Fee of \$10.00)	2:50 PM	\$15.00/day	\$30.00	In Full
Spring Enrichment (Fall 2020 Reg in May)	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 Monday, January 6.

Register by December 13 & receive a 5% discount on Full OR Half Time Ext Day!!!

Extended Day Payment Plan for Spring 2020:

Bi Weekly: At Registration, Jan 16, Jan 31, Feb 13, Feb 28, Mar 13, Apr 3, Apr 17, May 1, May 15

4 Month Payment Plan: At Registration, Feb. 13, Mar 13, Apr 17

4 Month Fall Payment Plan for Enrichment Classes

Spring 2020: At Registration, Feb. 13, Mar 13, Apr 17

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

Any Spring 2020 outstanding balances \$100.00 or greater will be rolled over to the Fall 2020 with a \$25.00 rollover fee assessed.

Any Fall 2019 outstanding balances \$100 or greater remaining after Dec. 6 will be rolled over to the Spring 2020 with a \$25.00 rollover fee.

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

ARABIC IMMERSION MAGNET SCHOOL (AIMS)

AFTER SCHOOL PROGRAM

EXTENDED DAY SPRING 2020

RECEIVE A 5% DISCOUNT ON EXTENDED DAY IF YOU REGISTER BY DEC 13

Full, Half, Occasional & Early Dismissal Extended Day Program (✓ Select One Option)
If you wish to withdraw during the semester, 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 ✓)

Schedule: 2:50 (Check In); 3:30 - 4:30 (Homework); 4:30 – End Time (Organized Indoor/Outdoor Activities)

Full Time PLUS 2:50-6:30 (\$140.50 Biweekly)	Full Time 2:50-6:00 (122.50 Biweekly)	Half Time 2:50-5:30 (\$115.50 Biweekly)
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Full & Half Time Extended Day – 4 Payment Plan

Full Time PLUS 2:50-6:30 (\$351.25 – 4 payments)	Full Time 2:50-6:00 (\$306.25 – 4 payments)	Half Time 2:50-5:30 (\$288.75 – 4 payments)
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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 Occ Ext Day 2:50-6:30	\$75.00	\$150.00	\$225.00	\$300.00	\$375.00
Half Time Occ Ext Day 2:50-5:30	\$65.00	\$130.00	\$195.00	\$260.00	\$325.00

Bridge to Enrichment

Bridge to Enrichment	\$90.00	Bridge of Time per day beginning at 2:50 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 2 days (Jan 17 & Feb 14)	\$15.00 /day	Early Dismissal Ext Day from 11:30-2:50 on the days listed. A variety of activities are set up until 2:50.
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5% SIBLING DISCOUNT: This applies only to “everyday ext day” Full or Half and for a 2nd/3rd/4th etc child.
There are no discounts on Occ Ext Day, Bridge, Enrichment Classes, Fees, etc. ONLY for Full/Half Time Ext Day.

Tuition & Fees

Total Cost

A. Full Time Plus Ext Day until 6:30	\$ _____
Full Time Ext Day until 6:00	\$ _____
Half Time Ext Day until 5:30	\$ _____
Early Dism Ext Day 11:30 - 2:50 (\$15.00/day)	\$ _____
Early Dism One Time Supply Fee	\$ <u>10.00</u>
Sibling Discount (5% to 2 nd /3 rd child only)	\$ _____
Discount of 5% for Registering by June 28	\$ _____
Occ Ext Day (pay in full)	\$ _____
Bridge Enrichment per day (\$90.00)	\$ _____

Minimum due: \$140.50

Minimum due: \$122.50

Minimum due: \$115.50

___01/17 ___02/14

Credit Amount

Credit Amount

of Units: 5 10 15 20 25

Mon Tue Wed Thur Fri

[circle day(s)]

Total due – (pay in full)

B. Supply Fee: Occ Ext Day	\$ <u>35.00</u>
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C. Enrichment: (1) Class Tuition Total	\$ _____
(2) Class Supply Fee	\$ _____

Minimum of ¼ Tuition Total

Total is due – (pay in full)

D. Registration Fee: by Dec 18	\$ <u>15.00</u>
After Dec 18	\$ <u>25.00</u>

Total is due – (pay in full)

Total is due – (pay in full)

D. Total AMOUNT	\$ _____
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E. Payment Enclosed	\$ _____
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(Check Number: _____)

F. _____ I will be submitting my payment via schoolpay.com

Parent's Name: _____ Signature _____ Date _____

ARABIC IMMERSION MAGNET SCHOOL

MASTER SCHEDULE OF ENRICHMENT CLASSES SPRING 2020

Classes begin the Week of January 13

(Refer to the Class Description Packet for info about each class.)

NOTE! NOTE! NOTE! NOTE! NOTE!

1st/2nd/3rd Choices: Please select 1st/2nd/3rd choices based on per day per time slot as your 1st choice may have reached its maximum enrollment. In the Fall, there are 13 weeks of Enrichment Classes. There are 18 weeks of Enrichment Classes in the Spring Semester.

NOTE: *See course descriptions for important information regarding extra costs. In addition, if there are additional costs, the Providers will notify you. Classes only form if the minimum number of registrations/class are met.**

CHOICES ✓

1st	2nd	3rd	Course Name	Time	Day	Grade	Crse#	Tuition	Fees	Teacher
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attention, Organizational & Studying Techniques	3:30-4:30	Mon	2-4	02	\$270.00	\$10.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chess Instruction with USA Chess/K-4	3:30-4:30	Mon	K-4	03	\$255.00	\$5.00	Active Learning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eng, Science and CSI	3:30-4:30	Mon	PK-4	04	\$305.00	\$0.00	Camp Einstein
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Imagineers	3:30-4:30	Mon	PK-K	05	\$260.00	\$15.00	American Robotics Academy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Martial Arts/Beginners & Intermediate***	3:30-4:30	Mon	PK-4	06	\$305.00	\$35.00	Soo Bahk Do
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin Fundamentals (Private) @ Tu3:30	3:30-4:00	Tues	K-4	07	\$640.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ArtSmart-Early Childhood Art	3:30-4:30	Tues	PK-K	08	\$290.00	\$40.00	TBA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ballet	3:30-4:30	Tues	PK-1	09	\$325.00	\$0.00	Mitsi Dancing School
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crazy Action Contraptions and Wacky Walkers	3:30-4:30	Tues	1-4	10	\$295.00	\$15.00	American Robotics Academy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Speaking	3:30-4:30	Tues	2-4	11	\$305.00	\$10.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soccer Clinics	3:30-4:30	Tues	PK-4	12	\$290.00	\$5.00	Mini Stars
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin Fundamentals (Private) @ Tu4:05	4:05-4:35	Tues	K-4	13	\$640.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conflict Resolution	4:35-5:35	Tues	2-4	14	\$305.00	\$10.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin Fundamentals (Private) @ Tu4:40	4:40-5:10	Tues	K-4	15	\$640.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violin Fundamentals (Private) @ Tu5:15	5:15-5:45	Tues	K-4	16	\$640.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W3:30	3:30-4:00	Wed	PK-4	17	\$640.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HITS Musical Theater Workshop	3:30-4:30	Wed	1-4	18	\$340.00	\$25.00	HITS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mad Science	3:30-4:30	Wed	PK-4	19	\$355.00	\$0.00	Mad Science of Houston
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Painting on Canvas	3:30-4:30	Wed	PK-4	20	\$305.00	\$40.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spanish for Life 1 - Part 1 (2-4)	3:30-4:30	Wed	2-4	21	\$305.00	\$25.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W4:05	4:05-4:35	Wed	PK-4	22	\$640.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W4:40	4:40-5:10	Wed	PK-4	23	\$640.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ W5:15	5:15-5:45	Wed	PK-4	24	\$640.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hip Hop for Kids	3:30-4:30	Thur	PK-4	25	\$325.00	\$0.00	Mitsi Dancing School
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Little VET Cat	3:30-4:30	Thur	PK-4	26	\$305.00	\$15.00	Little Med School
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spanish for Life 1 - Part 1 (PK-1)	3:30-4:30	Thur	PK-1	27	\$305.00	\$25.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F3:30	3:30-4:00	Fri	PK-4	28	\$605.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Little Hands in Action: Fine motor skills	3:30-4:30	Fri	2-4	29	\$290.00	\$10.00	Coloquia Language Arts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reverse Engineering 1: Rockin Robot (REV1)	3:30-4:30	Fri	3-4	30	\$305.00	\$15.00	American Robotics Academy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F4:05	4:05-4:35	Fri	PK-4	31	\$605.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F4:40	4:40-5:10	Fri	PK-4	32	\$605.00	\$0.00	VIVO Professional Music
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piano (Private) @ F5:15	5:15-5:45	Fri	PK-4	33	\$605.00	\$0.00	VIVO Professional Music

Student's Name _____

ARABIC IMMERSION MAGNET SCHOOL (AIMS)
AFTER SCHOOL PROGRAM (ASP)
Contract Agreement/Safety Plan Spring 2020

1. **REGISTRATION FOR EXTENDED DAY:** Registration in the Spring 2020 **Extended Day Program** (Jan 6-May 29). Tuition and fees are not prorated after the Add/Drop deadline of Jan 31. 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 by Dec 18, the Registration Fee is \$15.00; after Dec 18, the Registration Fee is \$25.00. Also, if I submit my registration for Full OR Half Time Ext Day by Dec 13, I will receive a 5% discount for the tuition cost of those options.
 - If I submit my registration on or after Dec 18 my registration may be processed for services to begin by Wednesday, Jan 8.
 - 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** if your child is absent from the school or after school.
 - **PRORATION OF CLASSES:** ANY Enrichment Class attended until January 31 will be prorated. In addition, if you withdraw from a class after January 31, your bill will be prorated ONLY if your child is required to attend Tutoring Classes by his/her school teacher or if your child withdraws from the school.
 - 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 Jan 13. Add/Drop Deadline is January 31. 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). There are no prorations if your child does report to Ext Day or Enrichment on any given day AND there are no make up classes scheduled due to the absence of an Enrichment Class.
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 at least 1 school day before the day) 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 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 in Full Time or Half Time and I pick up after the end time, I may be assessed a Half Time Occ Set of 5 Units.**
 - 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: 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 Plus** 2:50-6:30 p.m.; **Full Time** 2:50-6:00; **Half Time Extended Day** 2:50-5:30.
8. **Should my child be enrolled ONLY in an ENRICHMENT CLASS beginning at 4:05: I must** enroll my child in Bridge to Enrichment for supervision from 2:50 until the start time of class at 4:05, or Occasional Extended Day.

ARABIC IMMERSION MAGNET SCHOOL (AIMS)
AFTER SCHOOL PROGRAM (ASP)
Contract Agreement/Safety Plan Spring 2020

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 17 **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 2:50 p.m.
- B. Someone else, authorized by me, will pick up my child @ 2:50 p.m.

11. PAYMENTS: MUST BE SUBMITTED VIA SCHOOLPAY OR 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-3. 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 2020

Student's Name / HR Teacher 2019-2020 (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#
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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 the AIMS Coordinator: aimsaspcordinator@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