



WALNUT BEND ELEMENTARY SCHOOL **EAGLE'S NEST AFTER SCHOOL PROGRAM** **REGISTRATION GUIDE 2022-2023**

Download complete Registration Packet from
<http://www.houstonisd.org/domain/22213>

| Registration Info | Dates | Where |
|---|--------------------|---------------|
| Drop Off Registration beginning | NOW | School Office |
| Late Registration (Registration is first come first serve. Registration Fee of \$15.00 is to be included in your payment.) | After September 23 | School Office |
| Add-Drop Deadline | September 23 | School Office |
| Extended Day & Homework | August 22 – May 31 | On Site |
| <p>Extended Day until 6:00: \$50.00/wk Extended Day until 6:30: \$58.00/wk Occasional Ext Day sold in increments of 5 Units (refer to page 3)</p> <p>BiWeekly Payments OR Monthly Payments due as follows: Refer to Page 2 for Payment Due Dates Submit your payment via schoolpay.com or money order Payable to: Walnut Bend Elementary Checks and Cash are not accepted</p> | | |



Questions: Contact Sylvia Ponce de Leon, Director: ciasp2@sbcglobal.net OR 713-529-3507
Contact Diana Alcebo OR Ashley Laguna, Coordinators: wbeaglesnest@yahoo.com or 713-917-3540

Your registration packet is complete when it includes the following items for each child:

- _____ Extended Day and Enrichment Options (Page 3)
- _____ Contract Agreement/Safety Plan Form - signed] (Page 5-6)
- _____ Authorization Form (Page 6)
- _____ Submit payment via schoolpay.com or money order payable to: Walnut Bend Elementary



**WALNUT BEND ELEMENTARY SCHOOL
EAGLE'S NEST AFTER SCHOOL PROGRAM
EXTENDED DAY PAYMENT OPTIONS 2022-2023
ALL PAYMENTS VIA SCHOOLPAY.COM**

| Due Date | Weeks of | Pynt # | Full Time Plus | Full Time |
|-----------------|--------------------------|--------|------------------|------------------|
| At Registration | August 22-September 2 | 1 | \$116.00 | \$100.00 |
| September 2 | September 5-16 | 2 | \$116.00 | \$100.00 |
| *September 16 | September 19-30 | 3 | \$116.00 | \$100.00 |
| September 30 | October 3-14 | 4 | \$116.00 | \$100.00 |
| October 14 | October 17-28 | 5 | \$116.00 | \$100.00 |
| October 28 | October 31-November 11 | 6 | \$116.00 | \$100.00 |
| November 11 | November 14-December 2 | 7 | \$116.00 | \$100.00 |
| December 2 | December 5-21 | 8 | \$116.00 | \$100.00 |
| December 16 | January 9-20 | 9 | \$116.00 | \$100.00 |
| January 20 | January 23-February 3 | 10 | \$116.00 | \$100.00 |
| February 3 | February 6-17 | 11 | \$116.00 | \$100.00 |
| February 17 | February 20-March 3 | 12 | \$116.00 | \$100.00 |
| March 3 | March 6-24 | 13 | \$116.00 | \$100.00 |
| March 24 | March 27-April 7 | 14 | \$116.00 | \$100.00 |
| April 7 | April 10-21 | 15 | \$116.00 | \$100.00 |
| April 21 | April 24-May 5 | 16 | \$116.00 | \$100.00 |
| May 5 | May 8-19 | 17 | \$116.00 | \$100.00 |
| May 19 | May 22-May 31 | 18 | \$25.00 | \$20.00 |
| Total | | | \$1997.00 | \$1720.00 |
| Due Date | Month | Pynt # | Full Time Plus | Full Time |
| At Registration | August 23 – September 17 | 1 | \$220.00 | \$190.00 |
| September 17 | September 20–October 15 | 2 | \$220.00 | \$190.00 |
| October 15 | October 18-November 12 | 3 | \$220.00 | \$190.00 |
| November 12 | November 15-December 17 | 4 | \$220.00 | \$190.00 |
| December 17 | January 3-January 28 | 5 | \$220.00 | \$190.00 |
| January 28 | January 31-February 25 | 6 | \$220.00 | \$190.00 |
| February 25 | February 28-April 1 | 7 | \$220.00 | \$190.00 |
| April 1 | April 4-April 29 | 8 | \$220.00 | \$190.00 |
| April 29 | May 2-May 27 | 9 | \$220.00 | \$190.00 |
| May 27 | May 30-June 7 | 10 | \$17.00 | \$10.00 |
| Total | | | \$1997.00 | \$1720.00 |

Questions: email us: ciasp2@sbcglobal.net AND wbeaglesnest@yahoo.com



WALNUT BEND ELEMENTARY SCHOOL **EAGLE'S NEST AFTER SCHOOL PROGRAM** **EXTENDED DAY OPTIONS 2022-2023**

Note the options listed below. You must decide which option below best fits your needs by indicating your choice. There are 172 school days.

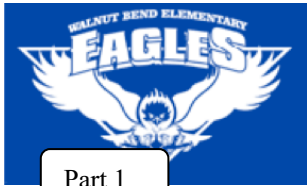
| | | |
|---|--|-------------------------|
| ✓ | Extended Day everyday Options | Annual Tuition |
| | Full Time Plus until 6:30 | \$1997.00 |
| | Full Time until 6:00 | \$1720.00 |
| ✓ | Full Time Occasional Ext Day until 6:30 | Tuition/5 units |
| | FTP 5 Units | \$70.00 |
| | FTP 10 Units | \$140.00 |
| | FTP 15 Units | \$210.00 |
| | FTP 20 Units | \$280.00 |
| | FTP 25 Units | \$350.00 |
| ✓ | Homework Enrichment until 4:15 (this is for the student not enrolled in any portion of Ext Day) | Tuition for Fall |
| | Monday | \$115.00 |
| | Tuesday | \$115.00 |
| | Wednesday | \$115.00 |
| | Thursday | \$115.00 |
| | Friday | \$115.00 |
| ✓ | Full Time Occasional Ext Day until 6:00 | Tuition/5 units |
| | FT 5 Units | \$60.00 |
| | FT10 Units | \$120.00 |
| | FT15 Units | \$180.00 |
| | FT 20 Units | \$240.00 |
| | FT 25 Units | \$300.00 |

Description of Extended Day Options

Full Time Plus/Full Time Extended Day: Extended Day Activities and Homework Study are provided daily by the ASP Staff. Also, if your child is enrolled in Full OR Half Time Ext Day and you do not pick up your child by the end time of 6:00 for FT an AUTO Purchase of 5 FT Units will be assessed to your account which will provide services until 6:30 PM. Anyone picking up after 6:30 PM will be assessed a late pick up fee of \$2.00/minute.

Occasional Ext Day Units (until 6:30) – Students enrolled in this option will follow the same schedule (on the days they report to our program) as students enrolled in extended day everyday. Units are sold in sets of 5. This option is designed for you to send your child to Ext Day on an average of 1-2 days per week. Each time your child reports to the After School Program, 1 Unit will be used. Occ provides services either until 6:30 or 6:00, dependent upon which option you purchase. Also, if your child is enrolled in Full Time Ext Day up to 6:00 and you do not pick up your child by 6:00, an AUTO Purchase of 5 Units will be assessed to your account which will provide services until 6:30 PM. Anyone picking up after 6:30 PM will be assessed a late pick up fee of \$2.00/minute.

Student Name _____ Grade _____



Part 1

WALNUT BEND ELEMENTARY EAGLES NEST AFTER SCHOOL PROGRAM AUTHORIZATION FORM 2022-2023

(submit via email to: wbeaglesnest@yahoo.com)

Only the individuals listed on Part 1 of this form are authorized to make any changes.

Student Name _____ Grade Level 2022-2023 _____ 2022-2023 Homeroom Teacher (OFFICE USE ONLY) _____

Parent #1 Name _____

Parent #2 Name _____

Parent #1 Address (include city and zip code) _____

Parent #2 Address (include city and zip code) _____

Parent #1 email address _____

Parent #2 email address _____

Parent #1 Home Phone _____

Parent #1 Work Phone _____

Parent #1 Cell Phone _____

Parent #2 Home Phone _____

Parent #2 Work Phone _____

Parent #2 Cell Phone# _____



Will your child be a Bus Rider when not reporting to the After School Program? ☐ YES ☐ NO

Individuals authorized to pick up my child are:

Part 2

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: _____

My child has special medical needs as follows: _____

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. If 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 11:00AM) from the parent or the responsible individual who registered the student via email: wbeaglesnest@yahoo.com AND ciasp2@sbcglobal.net
3. Please be aware that any adult listed above picking up your child will be asked to present their official ID. In addition, we will NOT release your child to anyone unless we have it in writing. We will not make any exceptions.



WALNUT BEND ELEMENTARY EAGLE'S NEST AFTER SCHOOL PROGRAM Contract Agreement/Safety Plan 2022-2023

By initialing and signing below, I understand the contents of this registration packet and agree to the following for the school year 2022-2023. I also understand that the HISD Staff employed in Eagle's Nest will follow all HISD Guidelines regarding all safety procedures. Disregard of this contract and/or the contents in the registration packet will result in immediate dismissal from Eagle's Nest After School Program.

1. **REGISTRATION:** Registration Walnut Bend Eagle's Nest After School Program is for the school year 2022-2023. Costs are not prorated. 2 changes are permitted during the semester. Three or more changes will incur a fee of \$15.00 each time. All registered students will receive confirmation via a statement during the 1st week your child attends at the time of pick up.

2. No changes will be made and **no refunds or credits will be issued after Sept. 24. I understand that my registration is ONLY valid if I have paid out all prior balances owed to Walnut Bend After School Program.** Furthermore, I understand that if I submit my registration after Sept. 23 I will be assessed a Late Registration Fee of \$15.00. In addition, if I submit my registration after Aug. 22 my registration may be processed for services to begin within 2 school days. Furthermore, 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.** I also understand I must pay out any outstanding balances I may have with Walnut Bend Elementary before registering.

3. **SIGN OUT:** I will sign out my child from an After School Staff Member each day. **SHOWING PHOTO ID IS MANDATORY UPON REQUEST.**

4. **LATE PICK UP:**

- A Late Pick Up fee of **\$2.00/ per minute will be assessed when I pick up my child after the end time of the Extended Day my child is enrolled in (6:00 OR 6:30)**
- 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 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)

5. **EXT DAY:** I understand the hours of Extended Day are: **Full Time Extended Day 3:00-6:00 p.m.; Full Time Extended Day Plus 3:00-6:30 pm.; Occasional Extended Day 3:00-6:00 p.m.; Occasional Extended Day Plus 3:00-6:30 p.m.**

6. **OCCASIONAL and OCCASIONAL PLUS DAYS:**

- If I no longer have any Occasional Extended Day Units OR Occasional Extended Day Plus Units remaining, another 5-Unit Card will be AUTOMATICALLY billed to my account.
- I understand that any Occasional Extended Day Units OR Occasional Extended Day Plus Unit purchases billed after May 6 **MUST BE PAID WITHIN IN 24 HOURS OR THERE WILL BE NO SERVICES PROVIDED.**



WALNUT BEND ELEMENTARY EAGLE'S NEST AFTER SCHOOL PROGRAM Contract Agreement/Safety Plan 2022-2023

7. **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 Coordinator(wbeaglesnest@yahoo.com), when my child will not report to Extended Day 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.

8. **PAYMENTS:**

____MUST BE SUBMITTED via schoolpay.com OR **MONEY ORDER ONLY** *made out to* Walnut Bend Elementary. Check or Cash are not accepted.

____If I select to pay biweekly, I will submit my first biweekly payment at the time of registration. The next biweekly payment will be due by Sept. 2. Refer to the Payment Schedule of this packet for all payment dates.

____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 understand that after school services will be suspended if I do not pay my bill on time.

9. **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.

10. **SPECIAL NEEDS:** We do not provide staff trained to deal with special needs. Please contact the ASP Coordinator regarding any questions.

11. **Technology DEVICES:** While students during the school day 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.

12. **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

Name of Parent (please print) / Parent Signature / Date

STUDENT NAME / Grade