

# SPECIALTIES SIGN UP SESSION 3

## IMPORTANT SPECIALTIES INFORMATION

### Registration Information

- **Registration is online with payment due the following business day. Payment methods accepted are check, Money Order or Cashier's check and are made payable to Roberts Elementary. CASH WILL NOT be accepted.**
- **After School Care (ASC) upgrade price** is only for those students enrolled in the FULL After School Care program (Monday – Friday). **ASC upgrade payments must also be paid at the time of registration.**
- **Classes with over enrollment** will be filled on a lottery basis from those **forms and payments** turned in by the **due date of February 18**. *Parents will be notified by email if their child does **not** get into an overfilled class.* After February 18<sup>th</sup>, registration may be possible (through March 11) on a space available basis.
- **Emails will only be sent out if there is a problem with your registration or didn't get into a class because of over enrollment.** Due to the number of students enrolling in classes, emails cannot be sent out for each student. However, you may email Marla Niksch at [mniksch@houstonisd.org](mailto:mniksch@houstonisd.org) after the due date and she will send you your child's classes, time permitting.
- **Students may switch Specialties classes**, if space allows, through Wednesday, March 11, 2020. All class changes must be in writing and signed by a parent.
- No refunds can be given after **March 11**. Payments/credits cannot carry over to the next session.
- If a class does not meet minimum enrollment, it may be canceled. You would have the option of choosing another class or requesting a refund. Refund requests must be submitted in writing.
- **Cost** - \$325 for Specialties Only or \$75 if you are upgrading to a Specialties class from ASC

### Class information

- Please provide an easy-to-eat/open snack for your child to eat between 2:50 - 3:00. Food must never be shared with other students due to possible allergies and dietary restrictions.
- Specialties class dismissal for 1st hour (3:00-4:15pm) will run from **4:15 - 4:30 pm** behind the school on **School Street**. If it is after 4:30 pm, you will have to park in the Circle Drive, come into the Main Office and sign out your child. **Your account will be charged \$1 per minute after the 4:30 pick-up time.**
- Dismissal for students leaving after the 2<sup>nd</sup> hour of Specialties will be the same. Our After School employees will be out back on School Street to assist your child in getting into his or her car from 5:30-5:45pm. If you are not able to pick your child up by the end of dismissal time (5:45 pm), you will have to park in the Circle Drive and come into the Main Office to sign your child out. **Your account will be charged \$1 per minute after the 5:45 pick-up time.**
- Continual late pick ups may cause your child to be exited from the program.
- If you need to pick up your child before dismissal, you will need to sign out him/her at Reception, then your child will be called from class. At no time are parents allowed in the classroom to pick up their children. Please allow ample time for early release of your child because you may need to wait. For safety reasons, pick up is not allowed at transition times: 3:00 – 3:15, 4:10 – 4:25 and 5:20-5:30.
- The last day for **Session 3** Specialties classes is **Thursday, May 21, 2020.**

By registering your child into Specialties, you are agreeing to adhere to the rules set forth above and to pay a late fee if picked up after the designated time. Failure to pay a late fee could prevent your child from enrolling in the next session.

**Questions?** Please contact Marla Niksch at [mniksch@houstonisd.org](mailto:mniksch@houstonisd.org).

**Ready to sign up?** Click here: [Specialties Sign Up Session 3](#)