



Roosevelt Elementary After-School Program Policies and Procedures 2021-2022

We are looking forward to working with your child and having a fun and successful rest of the school year! Important information concerning our After-School program is given below. Please read and initial each section. Please sign and return this form to complete registration for the program.

_____ **No After-School:** There will be no After-School on November 19, December 17, 2021, March 11, 2022 and May 31, 2022.

_____ **Dismissal:** Parents must pick up their children by 5:00 pm by coming to the office to sign their child out. Your child will be called to the office for you.

- Please be prompt in getting here by 5:00 pm.
- A late charge of \$1 per minute will be assessed after 5:00 pm.
- Late pickup fees must be paid within two days of incurring the charge.
- Failure to pay late fines and/or three late departures will result in the student not being eligible for the After-School program.

_____ **Payment:** The monthly fee for the After-School program is \$140 for the first child. The fee for each sibling of the first child is \$125. Fees are due monthly prior to the first day of the month.

- Late notices will be sent home one week from the original due dates. A late fee of \$15 will be assessed for all late tuition payments.
- Failure to meet your financial obligations will result in the student not being eligible for the After-School program.
- Please pay the After-School fees via SchoolPay.com (HISD convenience fees apply) or bring a personal check or money order to the Main Office. Please make checks payable to Roosevelt Elementary. Cash is not accepted.
- All returned checks will be handled directly by the district controller's office located at 4400 w. 18th Street, Houston, Texas 77092.

_____ **Conduct:** Roosevelt's standard rules of student conduct apply to After-School activities. Two documented occurrences of misbehavior will result in the student not being eligible for the After-School program.

_____ **Change in Pickup:** If it is necessary for your child to be picked up by someone other than a parent or designated person, please notify the office in writing giving permission and the name of the responsible party. Students will not be allowed to go home with another child without written permission from the parent.

Parent Signature

Date



Roosevelt Elementary
After-School Program Policies and Procedures
2021-2022

Registration Form

The following information is important in helping us plan for the students who attend our program. Please note that an application is incomplete unless all information is provided. Incomplete applications will not be accepted. Email addresses will be used for communications including, but not limited to, payment due dates, early dismissal reminders and cancellations due to inclement weather.

Tuition: \$140 per month

Student's Name _____ 2021-2022 Grade _____ Home Phone Number

Mother's Name _____ Cell Phone Number _____ Work Phone Number

Email Address: _____

Father's Name _____ Cell Phone Number _____ Work Phone Number

Email Address: _____

Authorized to Pick Up

Name _____ Cell Phone Number _____ Work Phone Number

Name _____ Cell Phone Number _____ Work Phone Number

Name _____ Cell Phone Number _____ Work Phone Number

Parent Signature

Date