



# GARY L. HEROD ELEMENTARY SCHOOL

5627 Jason Street • Houston, TX 77096 • 713-778-3315 • [www.houstonisd.org/herodelem](http://www.houstonisd.org/herodelem)

## Extended Day After School Program Policies and Procedures 2019-2020

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

\_\_\_\_\_ **No Extended Day:** There will be no Extended Day on November 22, 2019; December 19, 2019; March 13, 2020 and May 29, 2020.

\_\_\_\_\_ **Early Dismissal Days:** The Extended Day program does not meet on early dismissal days. Students will dismiss at 11:30am\* on the following dates:  
September 27, 2019    October 18, 2019    November 8, 2019    January 17, 2020    February 14, 2020

\_\_\_\_\_ **Dismissal:** Parents must pick up their children before 5:30pm 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 5:30pm.
- A late charge of \$1 per minute will be assessed after 5:30pm.
- Late pickup fees must be paid within two days of incurring the charge. Late fees cannot be paid online.
- Failure to pay late fines and/or three late departures will result in the student not being eligible for the Extended Day program.

\_\_\_\_\_ **Payment:** An extended payment plan is available to you as a convenience. The initial first semester payment of \$225.00 is due August 26, 2019; the second payment of \$225.00 is due on October 21, 2018. Second semester payments are due January 6, 2020 (\$225.00) and March 13, 2020 (\$225.00).

- Payments can be made online through the School Pay website ([www.schoolpay.com](http://www.schoolpay.com)).
- 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 Extended Day program.
- Please make checks payable to Herod Elementary.
- All returned checks will be handled directly by the district controller's office located at 4400 w. 18<sup>th</sup> Street, Houston, Texas 77092.

\_\_\_\_\_ **Conduct:** Herod's standard rules of student conduct apply to Extended Day activities. Two documented occurrences of misbehavior will result in the student not being eligible for the Extended Day 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.

\*Subject to change

**Extended Day Registration**  
**2019-2020**

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**  
\$450.00 per semester

|                |                 |            |
|----------------|-----------------|------------|
| Student's Name | 2019-2020 Grade | Home Phone |
|----------------|-----------------|------------|

|               |            |            |
|---------------|------------|------------|
| Mother's Name | Cell Phone | Work Phone |
|---------------|------------|------------|

Email Address: \_\_\_\_\_

|               |            |            |
|---------------|------------|------------|
| Father's Name | Cell Phone | Work Phone |
|---------------|------------|------------|

Email Address: \_\_\_\_\_

**Authorized to Pick Up**

|      |              |
|------|--------------|
| Name | Phone Number |
|------|--------------|

|      |              |
|------|--------------|
| Name | Phone Number |
|------|--------------|

|      |              |
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| Name | Phone Number |
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| Name | Phone Number |
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