



Helms ASP

2012-2013

Mission of ASP

Our mission is to offer a safe, academically supportive, enriching, and fun environment to students of parents who need after-school care while they are working or furthering their education.

Instructions for Registering

New and returning parents must complete a current registration packet for each school year:

- ☒ Read the Program Information Page (page 2).
- ☒ Fill out the Contact Page, list approved pick up persons, and sign the ASP agreement (page 3).
- ☒ Keep The Payment Schedule in your records for your reference and planning.
- ☒ Submit application and payment before August 25, 2012 to be enrolled on the first day.
- ☒ Register only in ASP office or call us at 713-867-0820.

Program Dates

August 24th Helms Meet the Teacher Night
August 13th - 25th Registration from 9:00am-2:00 p.m. (ASP Office)
August 27nd Program Starts, Monday-Friday 3:15-6:00 p.m.
Students must be picked up by 6:00 p.m.
September 3rd Reminder, September monthly payment due.

Payments and Rates

- 💵 All payments must be made on the due dates for your child to stay enrolled.
- 💵 Payments are prorated to keep your payment the same across the 9 months of the school year.
- 💵 No credit is given for absences. Holidays are already calculated in the payment.
- 💵 Fees are listed below. Your payment will be different if you qualify for reduced tuition which is based on a sliding scale.

Fees for August 27th-August 31st	
1 Child	\$55
2 Children	\$80
3 Children	\$115

Regular Monthly payment	
1 Child	\$210.00 a month
2 Children	\$300.00 a month
3 Children	\$350.00 a month

HELMS After School Program (ASP) 2012-2013 Information Page

PLEASE READ CAREFULLY TO NOTE CHANGES

Description of the After School Program (ASP) and Hours - The program consists of one hour of language specific homework assistance followed by one hour of a variety of enrichment classes. Students will receive a daily snack during the program. The program will start the first day of school, Mon., Aug., 22, 2011. The hours are: **Mon.-Fri. 3:15-6:00. Students must be picked up by 6:00 p.m.** (Schedule: 3:15-3:30 snack time, 3:30-5:30 enrichment period). Classes end at 5:30. Pick up period is from 5:30-6:00.

Registration - Students must be registered in the After School Office by ASP staff and payment must be made **BEFORE** a student is able to stay in the program. Please **do not** drop off forms in the main office. Make sure to list current phone numbers and emergency contact information. This is for the safety of your children. Please notify us immediately if your phone number changes. Registration is on a first come, first serve basis. Some classes may be capped.

Fees - Monthly payments are calculated on a sliding scale and are based entirely on income. Therefore, we require income verification (paycheck stubs, etc.) for all adult household members to calculate the monthly payment. If you do not wish to apply for a reduced payment, the monthly flat fee is \$210.00 per month for one child, \$300 for two children, \$50.00 each additional child. **(Aug. 27th-31st - \$70 one child, \$40 additional child).** Payments are due the 1st week of each month. A payment schedule is attached for your convenience. Late payments may result in loss of placement in the program. Please keep your receipts as proof of payment. We are only able to accept **cash or money orders**. Fees may vary based on program changes.

Late Fees - The ASP program staff is scheduled to leave at 6:00 p.m. In the event a student is not picked up by 6:00 p.m. a staff member is required to stay. Therefore, a late fee of **\$1.00 per minute** will be charged. Late pick-ups and non-payment of program or late fees will be cause for dismissal from the program.

Rules - Students are expected to adhere to the HISD Student Code of Conduct at all times. Repeated or excessive violation of rules can result in suspension or dismissal from the program. Students must remain with an ASP staff member at all times. No gum, candy, or electronic devices such as games, i-pods, etc. are allowed. If a student has a cell phone, it must remain off during program hours. As per HISD policy, **cell phones** that are on or used without permission during ASP hours will be confiscated and subject to the HISD return fee of **\$15.00**. If a student needs to make a phone call, they must check with a program staff member for permission. Students are expected to have their homework and necessary supplies and let the ASP instructor know what their assignments are. We will do our best to help students to complete their homework during this time, however, completion of homework is ultimately the student's responsibility.

Pick Up Procedures - Please enter through the main school entrance and sign students out at the ASP desk. An After-School staff member will call for the student, **or** request that you walk to the classroom to pick up your child. For security reasons, parents are not to proceed to the classroom without a pass or permission from a staff member.

We look forward to working with you and your child in the After-School Program. If you have any questions, please contact Mr. Preston or Ms. Jimenez or other ASP Staff in the After-School Office, or call us at **713-867-0820**. **PLEASE KEEP THIS PAGE FOR YOUR REFERENCE**

HISD does not discriminate in regard to race, color, national origin, age, gender or disability.

HELMS After-School Program 2012-2013 – Contact Page

Please fill out this form if you wish for your child to participate in the After-School Program for the 2012-2013 school year. Please give current, working phone numbers so that we have complete contact information (**and notify us in the event a number changes**).

Please star (*) the number you would like us to call first if we need to contact you.

STUDENT 1. _____ Gr _____ teacher _____
STUDENT 2. _____ Gr _____ teacher _____
STUDENT 3. _____ Gr _____ teacher _____

Parent 1 Name: _____ (Lives with child: Yes ____ No ____)
Work Phone: _____ Employer _____
Home Phone: _____
Cell Phone: _____
E-Mail: _____

Parent 2 Name: _____ (Lives with child: Yes ____ No ____)
Work Phone: _____ Employer _____
Home Phone: _____
Cell Phone: _____
E-Mail: _____

Emergency Contact (other than parents): _____ Phone Number: _____
Is this person authorized to pick up student? Yes _____, No _____

Others authorized to pick up your child:

1) Name: _____ Relationship: _____ phone # _____
2) Name: _____ Relationship: _____ phone # _____
3) Name: _____ Relationship: _____ phone # _____

Medical/health or other issues we should be aware of: _____

Please read and sign the agreement below:

Requirements for all students in the Helms CLC After-School Program:

1. I understand that the program hours are from regular school dismissal time until 6:00 p.m., that my child must be picked up no later than 6:00 p.m., and in the event I am late a \$1.00 per minute will be charged.
2. I understand that my child must adhere to all of the After-School Program rules and rules in accordance with the H.I.S.D. Student Code of Conduct.
3. If my child does not adhere to all program rules, my child may be suspended or dismissed from the program and I understand that a refund will not be given.
4. I have received the payment schedule and understand the terms of payments and fees.
5. **I have received and agree to the terms in the Helms CLC After-School Program Information Page.**

Print Parents' Name

Parent Signature

Date

HELMS After School Program 2012-2013 – Income Page

Confidential income information for family of:

_____ Date _____

1. List all household members other than the children attending the after school program and monthly employment income (all adults in the household must work or be in training to be eligible for a reduced payment).

Name of family member	Date of birth	age	Relationship to student	employment <u>gross</u> income - weekly or monthly?	Hours worked/ week	Copy of check or document attached

2. Other income:

Example: social security (SSI, SSDI, child support, financial aid, etc.)

Source (paid by)	Paid to (name of family member receiving payment)	Amount - monthly or weekly ?	Documents attached

3. Are you in college or training?

No _____ Yes _____, Number of hours per week _____.

Name of college or training facility _____
(Attach copy of registration)

FOR ASP STAFF Date and time of enrollment _____ Start date _____

TOTAL MONTHLY HOUSEHOLD INCOME: \$ _____

NUMBER OF CHILDREN IN ASP _____ ASP PAYMENT \$ _____

ADD FORMULA HERE

HELMS After School and Morning Care Program PAYMENT SCHEDULE FOR 2012-2013

Please make sure to pay before the deadline each month. Otherwise we will assume you are not enrolling for that month and the student's name will be removed from the roster. If you then wish to re-enroll, a \$10.00 registration/late fee will need to be paid.

MONTH	<u>DUE DATE</u>	Payments accepted during these dates
August	Upon Registration	
September	Friday, September 7th	Monday, Sept. 3rd – Friday, Sep. 7th
October	Friday, October 5th	Monday, Oct. 1st - Friday, Oct. 5th
November	Friday, November 2nd	Monday, Oct. 29th – Friday, Nov. 2nd
December	Friday, December 7th	Monday, December 3rd – Friday, Dec. 7th
January	Friday, January 4th	Monday, Jan. 7th – Friday, Jan. 11th
February	Friday, February 1st	Monday, Jan. 28th - Friday, Feb. 1st
March	Friday, March 5th	Monday, Feb. 25th – Friday, Mar. 1st
April	Thursday, April 5th	Monday, April 1st - Thursday, April 5 th
May	Friday, May 3rd	Monday, April 29th - Friday, May 3rd

Favor de asegurarse de pagar a tiempo cada mes. De otra manera, asumiremos que usted no quedará que su hijo/a esté en nuestra lista y será removido/a. Si desea inscribir al estudiante nuevamente, la cuota de \$10 tendrá que ser pagada de nuevo.

MES	<u>FECHA PARA PAGAR</u>	PAGOS ACEPTADOS EN ESTOS DIAS
Agosto	Cuando se registre	
septiembre	viernes 7 de septiembre	Lunes 3 de septiembre - viernes 7 de septiembre
octubre	viernes 5 de octubre	Lunes 1 de octubre- viernes 5 de octubre
noviembre	viernes 2 de noviembre	Lunes 29 de octubre - viernes 2 de noviembre
diciembre	viernes 7 de diciembre	Lunes 3 de diciembre – viernes 7 de diciembre
enero	Viernes 4 de enero	Lunes 7 de enero – viernes 11 de enero
febrero	viernes 1 de febrero	Lunes 28 de enero – viernes 1 de febrero
marzo	viernes 5 de marzo	Lunes 25 de febrero – viernes 1 de marzo
abril	Jueves 5 de abril	Viernes 1 de abril – viernes 5 de abril
mayo	lunes 3 de mayo	Lunes 29 de abril – viernes 3 de mayo



Helms After-School Clubs Descriptions

Athletics - Our feature sport for Athletics for the first semester is soccer. Soccer is the most played sport in the world and loved by our kids here at Helms. Due to the popularity of the game we will offer the sport for students in grades 2 through 6. There will be two teams consisting of grades 2 and 3 and then a team of grades 4, 5 and 6. In the spirit of competition, teamwork, and setting and reaching goals, we will host several games with local elementary schools and have intramural play within our school. There is a strongly likelihood that we will compete in a local youth soccer league. It is our mission to use athletics to build self-esteem, self-discipline, teamwork, and leadership among the youth at Helms. The H.I.S.D. Code of Student conduct will be adhered to ensure the safety of all students. Helms soccer program is a co-ed program.



Youth Fitness: Music and Movement – as part of the Athletics program we desire to help kids get active and fit. Music and Movement will feature fun physical activities involving low impact exercise techniques often set to music. Through Youth Fitness we aim to teach students healthy lifestyle choices, self-responsibility, and stress management. This is the perfect class to get a sedentary student moving and energized through fun physical activities.

Visual and Performing Arts - The Visual and Performing Arts Club will feature the **Helms News Station** with weekly broadcasts totally directed and presented by the Visual and Performing Arts Club. It will feature interviews with students, teachers, the principal, and members of other clubs. The broadcast will also be posted online and brought to you by local businesses in the Heights area. **Photography and Beginners Piano** classes will also be a part of the Visual and Performing Arts Club. The life-skills we aim to teach the students through this club are how to wisely use resources, how to plan and organize, and how to communicate effectively.



Band – The Band Club will feature monthly performances as well as a new partnership to perform at local junior high school football games. We will continue to pursue opportunities for the club to participate at professional sporting events as well as local parades. Also included in this club are the **Mariachi Band, Drumline, and Rock Band**. The Band Club's staff seeks to teach the students the importance of cooperation, contributions to group effort, and accepting differences through music.

Creative Writing and Publishing is a class that features creative writing in the areas of poetry, short stories, prose, and essays. The students in Creative Writing and Publishing class will become published authors by the end of the semester as their work will be featured in a paperback collection presented by the class. The book will sale at the Helms campus and have shelf space in the Helms library. This class seeks to target such life-skills as sharing, critical thinking, character, and nurturing relationships.





Martial Arts - The well-rounded teachings of martial arts can positively impact kids by enhancing their life-skills and placing emphasis on their values and attitudes. Karate employs techniques that build strength, endurance, flexibility, posture, balance and coordination. While the physical benefits of karate are undeniable, this popular sport has many non-physical benefits on children as well.

Martial Arts enhances self-esteem, confidence, focus and self-discipline and this class will seek to provide these to our students involved in the class.

Parents of Children in Grades 2 through 6:

Please choose only one class from each time slot below. The student's schedule should reflect a specific club joined for their MWF activities and two Tuesday & Thursday elective activities. The elective activity can be cross club as we want all of our students to be well rounded individuals but do choose wisely as the classes are filling and the period to add/drop a class with Mr. Preston is from September 3-14. All of our after-school staff and service providers are looking forward to having a great semester with a focus on more specialized learning in each club. An emphasis has been placed on performances to allow our students to show what they have learned and to give parents, peers, and the community an opportunity to share in their success. There are 80 days in the fall semester and we are going to take advantage of each and every one of them in order to enrich the lives of Helms students. See you at 5:30.

Helms After School Clubs Fall 2012 Master Schedule

Grades 2-5 choose one class from each color. Homework is optional. So please select it if needed.

After homework is completed, the child may continue to his/her club.

Day / Time	Athletics	Visual and Performing Arts	Band	Extended Day
Monday 3:30-5:30	Soccer	Videography Helms News	Concert Band	Homework 3:30-4:30
				Creative Writing and Publishing
Tuesday 3:30-4:30	Youth Fitness: Music & Movement	Beginners Piano	Mariachi Band	Homework
Tuesday 4:30-5:30	Hip-Hop Dance	Photography	Drumline / Rock Band	Martial Arts
Wednesday 3:30-5:30	Soccer	Videography Helms News	Concert Band	Homework 3:30-4:30
				Creative Writing and Publishing
Thursday 3:30-4:30	Youth Fitness: Music & Movement	Beginners Piano	Mariachi Band	Homework
Thursday 4:30-5:30	Hip-Hop Dance	Photography	Drumline / Rock Band	Martial Arts
Friday 3:30-5:30	Soccer Intramural Games	Videography Helms News	Concert Band	Homework 3:30-4:30
				Outdoor Games / Indoor Movies