



**Harvard Elementary School Eagle's Nest
Registration Guide 2022-2023**

AVAILABLE ONLINE BEGINNING AUGUST 1
REFER TO SCHOOL WEBSITE FOR FORMS & SCHOOLPAY LINK
<https://www.houstonisd.org/domain/39436>

NOTE: All Registrations are on a first come first serve basis

Registration Info	Dates	Where
Online Registration \$15.00 Registration Fee by August 12	August 1-12	via schoolpay
Online Registration \$25.00 Registration Fee after August 12	After August 12	via schoolpay
Eagle's Nest Extended Day & Enrichment Activities	August 22, 2022 – May 31, 2023	On Site
Specialty Classes (Tues – Thur) Registration begins August 22.	Fall: September 13 – December 8 Spring: January 24 – May 18	On Site

After School Ext Day Offered for 2022-2023 (172 days)

Option Type	Time	Monthly Payment	2022-2023 Total
Full Time	3:00 - 6:00	\$260.00	\$2380.00
Half Time	3:00 - 5:00	\$180.00	\$1620.00
Occ Ext Day 5 Units	3:00 - 6:00	\$80.00/set	
Morning Care (nonrefundable)	7:00-7:20	\$172.00/172 days (\$1.00/day)	
Enrichment Activities (taught by EN Staff)	4:00-5:00	\$50.00/semester/class	
Specialty Classes (Tues-Thur) Registration begins August 22	4:00-5:00	TBA	

Register beginning August 1 for services to begin on Monday, August 22.
Registrations received after August 18 will be set up to begin August 29.

Payment Plan for Extended Day Services 2022-2023
Monthly Online Payments via schoolpay are due monthly
At Registration, August 29, Sept. 23, Oct. 21, Nov 18, Dec 16,
Jan 20, Feb 17, Mar 24, April 21

Payment Plan for Enrichment Activities 2022-2023
Registration begins August 22 via schoolpay
Monthly Online Payments via schoolpay are due monthly
Fall Classes: At Registration, Sept. 23, Oct. 21, Nov 18
Spring Classes: At Registration, Jan 20, Feb 17, Mar 24, April 21

All outstanding balances must be paid before registration is accepted
*Any outstanding balances from prior school year of \$100.00 or greater
will be rolled over to 2022-2023 with a \$25.00 rollover fee assessed.*

Questions: Contact ciasp2@sbcglobal.net

Questions: Contact Sylvia Ponce de Leon, Director: ciasp2@sbcglobal.net OR 713-529-3507
Contact Mr. Erick Vazquez (Coordinator) or Ms. Aseret Diaz (Eagle's Nest Bookkeeper):
heeaglesnest@sbcglobal.net OR 713-556-2249



Harvard Elementary Eagle's Nest Payment Schedule 2022-2023

(172 school days)

Eagle's Nest Webpage: <https://www.houstonisd.org/domain/39436>

Extended Day and Enrichment Activities				
Due Date	Month of	Pymt #	Half Time \$	Full Time \$
At Registration	August	1	\$90.00	\$130.00
August 29	September	2	\$180.00	\$260.00
September 23	October	3	\$180.00	\$260.00
October 21	November	4	\$180.00	\$260.00
November 18	December	5	\$90.00	\$130.00
December 16	January	6	\$180.00	\$260.00
January 20	February	7	\$180.00	\$260.00
February 17	March	8	\$180.00	\$260.00
March 24	April	9	\$180.00	\$260.00
April 21	May	10	\$180.00	\$260.00
TOTAL			\$1620.00	\$2380.00

All Payments are submitted via schoolpay. Refer to Eagle's Nest Webpage for the link.

Occasional Ext Day Units sold in set of 5 units for \$80.00

Enrichment Activities (4:00-5:00) on Tuesdays-Thursdays beginning August 22. There is a Supply Cost of \$50.00/semester/class.

Specialty Classes (4:00-5:00) offered by HISD Approved Vendors on Tuesdays-Thursdays beginning September 13. There is a separate cost for each class. Registration begins August 22.

School not in session: Sept. 5, Oct. 4&5, Nov. 21-25, Dec. 22-Jan. 6, Jan. 16, Feb. 20, Mar. 13-17, Mar. 31, Apr. 7&21, May 29.

Description of Extended Day, Enrichment Activities and Specialty Classes

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

Occasional Ext Day Units (until 6:00) – Students enrolled in this option will follow the same schedule (on the days they report to our program) as students enrolled in Full and Half Time 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 until 6:00. Also, if your child is enrolled in Half Time Ext Day and you do not pick up your child by 5:00, an AUTO Purchase of a set of Occ 5 Units will be assessed to your account which will provide services until 6:00 PM. Anyone picking up after 6:00 PM will be assessed a late pick up fee of \$2.00/minute.

Morning Care Supervision from 7:00 AM – 7:20 AM – Students may be dropped off as early as 7:00 AM for morning supervision.

Enrichment Activities (refer to page 3 for class listings): Offered only on Tuesdays-Thursdays and are taught by Eagle's Nest Staff.

Specialty Classes (TBA via schoolpay beginning August 22): Only on Tuesdays-Thursdays offered by Approved HISD Vendors for an additional cost. All classes will be posted on schoolpay beginning August 22.



Harvard Elementary School Eagle's Nest Authorization/Emergency Form

(Fill out this information on schoolpay. We will not accept this document.)

After School Program 2022-2023

Part 1

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#
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Name	Work Phone#	Home Phone#	Other Phone#
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Name	Work Phone#	Home Phone#	Other Phone#
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Name	Work Phone#	Home Phone#	Other Phone#
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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: heeaglesnest@sbcglobal.net 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.



Harvard Elementary Eagle's Nest

Contract Agreement 2022-2023

By signing below, I understand the contents of this registration packet is for the school year 2022-2023. I understand that all ASP Staff are HISD Employees. All safety procedures are set by HISD and I will adhere to them. Disregard of this contract agreement and/or contents in the registration packet will result in immediate dismissal from Harvard Elementary Eagle's Nest (HE EN).

1. TIMELINES: I have received a copy of the timeline with all important dates/times, including registration dates and payment due dates, I also have received a copy of the Payment Schedule.

2. PAYMENTS: (Please initial each item below on the line)

- All payments are submitted via schoolpay.com. Payments for Ext Day (Full/ Half) are set up biweekly. Supply Fees are due in full at the time of registration; Occasional Ext Day are due in Full at the time of registration/purchase.
- I will be assessed a late fee of \$10.00 each time I do not pay my bill by the due dates.
- I understand that at the time of Registration I must have a -0- balance for all previous semesters. I understand that HE EN may be suspended if I do not pay my bill on time. Accounts with outstanding balances will be assessed a \$25.00 Rollover Fee to the next semester and/or school year.

3. ADD/DROP: If you withdraw at any given time and wish to be reinstated, there will be a \$25.00 reinstatement fee.

4. PRORATION: NO prorations/refunds OR credits will be assessed in the event of any HISD cancellation regarding after-school activities due to inclement weather.

5. OCCASIONAL DAYS: If I purchase sets of Occasional Days I understand the full amount for each set is due at the time I sign up or when I purchase additional units. If I purchase Occasional Ext Day and all units are used, another 5-Unit Occasional Card will be automatically billed to my account.

6. MORNING CARE LATE PICK UP:

- Drop off at 7:00 AM for morning supervision. We will have 2 staff available.
- I understand that I must pick up my child by 6:00 PM if enrolled in Full Time or 5:00 PM if enrolled in Half Time.
- If my child is picked up after 6:00PM I will be assessed a late fee of \$2.00/minute.
- When I am late picking up my child from Half Time I will automatically be issued a 5 Unit Occasional Card which will provide supervision until 6:00 PM. One Unit from this card will be used for the late pick up and I will have 4 Units remaining.
- After the 5th late pick-up I may be asked to make other arrangements for After School Child Care.
- The official time for HE EN will be gauged by the clock located in Pick UP Location in the school.
- Please Note: If late pick-up fees are not paid within 24 hours, the fee is automatically doubled. (Check or money order only)

Student Name _____



Harvard Elementary Eagle's Nest Contract Agreement 2022-2023

7. CHANGES IN HOW A STUDENT GETS HOME: I MUST notify the ASP Coordinator in writing (phone calls or fax not accepted) via email to: heeaglesnest@sbcglobal.net AND ciasp2@sbcglobal.net AND mgalleg8@houstonisd.org before the "cut off time" of 11:00 for ANY changes in how my child gets home. Without written permission, my child will not be permitted to leave.

8. SIGNING CHILDREN OUT: All individuals authorized to pick up my child must sign my child out from HE EN at the time of pick-up. Failure to sign out the student out from the school office will be regarded as an "Incident" and may result in suspension from the program for the remaining school year. ONLY adults 18 years or over authorized to pick up children. SHOWING PHOTO ID IS MANDATORY UPON REQUEST.

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. TECHNOLOGY DEVICES: No technology devices may be used in the HE EN by any student in any grade level. All such devices must be kept in the student's backpack.

NOTE for NON EN Registrants not picked up from school dismissal by 3:05: School Administration will send your child to HE EN if you do not pick up by 3:15. When you do pick up after 3:15, a fee of \$8.00 will be charged and payment is to be submitted via schoolpay. Failure to pay this fee within 24 hours will result in the fee being doubled. If your child is not picked up by 3:15 for a 2nd time, you will be assessed an Occ Full Time 5 Unit Card for a cost of \$80.00 and a registration fee of \$25.00. This will provide you with EN Services for an additional 4 days from the time of the school's dismissal until 6:00 PM.

All information published in this registration packet applies to this contract. In addition, understand and agree to adhere to any guidelines amended to this contract and that I will be notified in writing by HE EN. I understand that enrolling in HE EN does not include any other programs offered by the school (i.e. tutoring, clubs, etc.) and that the HE EN is only responsible for services listed in this packet. If I do sign up my child in a school program and wish for a school staff member or the adult sponsor of a school related class (i.e. tutoring, clubs, etc) to pick up my child from HE EN, I must list the names of adults on the Authorization Form authorizing them to pick up my child from the HE EN. I understand my child will not automatically be sent to any activity not related to HE EN without my permission in writing.

11. MEDIA PERMISSION: I authorize Harvard Elementary Eagle's Nest to include my child in photographs used for publicity.

 YES NO

_____/_____/_____
Name of Parent #1 (please print) Parent Signature Date

_____/_____/_____
Name of Parent #1 (please print) Parent Signature Date

Student Name _____