



## Eagle's Nest Registration Guidelines

Note all information below required to be adhered to by all registrants:

I understand upon submitting my registrations and all payments via SchoolPay, I acknowledge this agreement, as well as all information listed on the Harvard Webpage located on the school website. By agreeing below, I understand the contents of this registration guide for the school year 2025-2026. 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 removal from Harvard Eagle's Nest Program.

### **PAYMENTS:**

1. All payments are submitted via schoolpay.com. Payments for Ext Day (Full/ Half) are set up monthly and Occasional Day Units are due in full. Registration fees are due in full at the time of registration/purchase.
2. SchoolPay is the only method HISD has set up for the after-school program to use for purchases.
3. I will be assessed a late fee of \$10.00 each time I do not pay my bill by the due dates.
4. I understand that at the time of Registration I must have a -0- balance for all previous semesters. I understand that after-school services may be suspended if I do not pay my bill on time.
5. Accounts with outstanding balances will be assessed as a \$25.00 Rollover Fee for the next semester and/or school year.
6. ADD/DROP: If I withdraw my child/children at any given time and wish to be reinstated, there will be a \$25.00 reinstatement fee, if space is available.
7. PRORATION: NO prorations/refunds OR credits will be assessed in the event of any HISD cancellation regarding after-school activities due to inclement weather.
8. OCCASIONAL DAYS: If I purchase sets for Occasional Days, I understand the full amount for each set is due at the time I sign up or when I purchase additional units. When purchasing any amount of Occ units, note that a unit is "used" each time I request my child to report to Eagles Nest. If all units are used, another 5-Unit Occasional Card will be automatically billed to my account. **KEEP IN MIND** I must notify the classroom teacher, EN coordinator and/or bookkeeper at least a day prior to needing the service, otherwise my child/children will not be sent to EN.



## PICK UP:

1. Changes in how a student gets home: I MUST notify the ASP Coordinator (Erick Vazquez) or ASP Bookkeeper (Thadey Diaz) via email or ParentSquare message ([harvardeaglesnest@gmail.com](mailto:harvardeaglesnest@gmail.com)) before the “cut off time” of 2:00 p.m. for ANY changes in how my child gets home. Without written permission, my child will not be permitted to leave. This includes pick-up changes if your child will be going home with another student during Eagle’s Nest.
2. It is imperative that you be prepared to present a **valid form of ID (ID with your picture) and the student car pick up number**; the ASP Staff will only release your child to you, the parent/guardian and the adults you list on the REQUIRED Harvard Eagles Nest Registration Form 2025-2026 via Schoolpay.
3. To avoid traffic at regular dismissal, Eagles Nest will not start dismissing until 3:15p.m. Anytime before that please plan to pick up your child at their dismissal location.

**EAGLE’S NEST USAGE POLICY:** To help make sure we're able to serve as many families as possible, we kindly ask that all registered students attend at least once within every 45-day period. For example, if you've purchased 5 OCC units, your child should attend at least once within 45 days from the purchase date. This helps us make sure spots aren’t held by students who aren’t currently attending, so we can offer after-school care to families on our waitlist who need it.

**LATE PICK UP:** I understand that I must pick up my child by 6:00 PM if enrolled in Full Time; 5:00 PM if enrolled in Half Time. If my child is picked up after 6:00 PM I will be assessed a late fee of \$2.00/minute which will be added to the monthly statement. 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 Childcare.

**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 met.

**TECHNOLOGY DEVICES:** No technology devices may be used in the After School Program by any student at any grade level. All such devices must be kept in the student’s backpack.



I have read and understand all important dates/times, including registration dates and payment due dates. I also note I've read the payment information posted on SchoolPay. I understand this agreement may be updated at any time by the school administration and it is my responsibility to read all updates on ParentSquare, Harvard Elementary School webpage and/or Schoolpay.