



**Harvard Elementary School Eagle's Nest
Registration Guide 2021-2022**

**AVAILABLE ONLINE BEGINNING JULY 19
REFER TO SCHOOL WEBSITE FOR SCHOOLPAY LINK
<https://www.houstonisd.org/domain/21225>**

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

Registration Info	Dates	Where
Online Registration \$15.00 Registration Fee by August 13	July 19, 2021 – August 13, 2021	via schoolpay
Online Registration \$25.00 Registration Fee after August 13	August 14, 2021 – June 7, 2022	via schoolpay
Eagle's Nest	August 23, 2021 – June 7, 2022	On Site
Fall 2021 Enrichment Activities (Registration for this will begin in September. More info will be provided at that time.)	October 5, 2021 – December 17, 2021	On Site

After School Ext Day Offered for 2021-2022 (177 days)

Option Type	Time	Biweekly Cost	Minimum Payment	2021-2022 Total
Full Time	3:00 - 6:00	\$130.00	Bi Weekly	\$2301.00
Half Time	3:00 - 5:00	\$87.00	Bi Weekly	\$1540.00
Occ Ext Day 5 Units	3:00 - 6:00	\$80.00/set	In Full	
Morning Care (nonrefundable)	7:00-7:20	\$180.00/177 days	In Full	
Enrichment Activities	TBA	TBA	TBA	

**Do not delay...register beginning July 19 so...
your services may begin on Monday, August 23 if you register by August 13.**

Extended Day Payment Plan for 2021-2022

Online Payments Bi Weekly

At Registration, Sept. 3, Sept. 15, Oct. 1, Oct. 15, Oct 29, Nov. 12, Dec. 3, Dec 17
Jan 14, Jan 28, Feb 11, Feb 25, Mar 11, Apr 1, Apr 14, Apr 29, May 13

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 2021-2022 with a \$25.00 rollover fee assessed.*

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

**Harvard Elementary 2021-2022
Eagle's Nest Payment Schedule
All Payments via schoolpay.com**

Due Date	# of school days	Weeks of	Pymt #	Half Time \$	Full Time \$
At Registration	10	August 23-September 3	1	\$87.00	\$130.00
September 3	7	September 7-17	2	\$87.00	\$130.00
*September 15	10	September 20-October 1	3	\$87.00	\$130.00
October 1	9	October 4-October 15	4	\$87.00	\$130.00
October 15	10	October 18-29	5	\$87.00	\$130.00
October 29	10	November 1-12	6	\$87.00	\$130.00
November 12	10	November 15-December 3	7	\$87.00	\$130.00
December 3	10	December 6-17	8	\$87.00	\$130.00
December 17	10	January 3-14	9	\$87.00	\$130.00
January 14	8	January 17-28	10	\$87.00	\$130.00
January 28	10	January 31-February 11	11	\$87.00	\$130.00
February 11	9	February 14-25	12	\$87.00	\$130.00
February 25	10	February 28-March 11	13	\$87.00	\$130.00
March 11	9	March 21-April 1	14	\$87.00	\$130.00
April 1	9	April 4-15	15	\$87.00	\$130.00
April 14	10	April 18-29	16	\$87.00	\$130.00
April 29	10	May 2-13	17	\$87.00	\$130.00
May 13	10	May 16-27	18	\$61.00	\$91.00
May 27	6	May 30-June 7	19	Zero due	Zero due
Total	177		18	\$1540.00	\$2301.00

**Occasional Ext Day Units (sold in set of 5 units)
Costs of each set of 5 are listed on page 3**

**Morning Care 7:00 AM – 7:20 AM
Cost is listed on page 3**

Enrichment Activities Payment Schedule Fall 2021

At Registration	20	October 4-October 29	1	TBA
November	17	November 1-November 30	2	TBA
December	13	December 1-December 17	3	TBA

School not in session: Sept. 6, 16, 17; Oct. 4; Nov. 22-26; Dec. 20-31; Jan 17, 18; Feb. 21; Mar. 14-18, 28; Apr. 15; May 30 (total days: 177)

Questions: email us: ciasp2@sbcglobal.net AND heeaglesnest@sbcglobal.net

Harvard Elementary Eagle's Nest EXTENDED DAY OPTIONS AFTER SCHOOL PROGRAM – 2021-2022

Note the options listed below. You must decide which option below best fits your needs. There are 177 school days. This form must be submitted.

√	Course #	Extended Day Option	Bi Weekly Tuition
	200	Full Time until 6:00	\$130.00
	201	Half Time until 5:00	\$87.00
√	Course #	Full Time Occasional Ext Day until 6:00	Tuition in Full
	202	FT 5 Units	\$80.00
	203	FT10 Units	\$160.00
	204	FT15 Units	\$240.00
	205	FT 20 Units	\$320.00
	206	FT 25 Units	\$400.00
√	Course #	Morning Care	Tuition in Full
	207	Morning Care from 7:00 AM – 7:20 AM	\$177.00

Description of Extended Day Options

Full Time and Half Time Extended Day: 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 5 HT 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 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.

Name of Student: _____ Grade _____

Harvard Elementary School Eagle's Nest Authorization/Emergency Form

(submit via email to heeaglesnest@sbcglobal.net)

After School Program 2021-2022

Only the individuals listed on Part 1 of this form are authorized to make any changes.

Part 1

Student Name _____ Grade Level 2021-2022 _____ 2021-2022 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 After School Program Contract Agreement 2021-2022

(submit via email to heeaglesnest@sbcglobal.net)

By signing below, I understand the contents of this registration packet is for the school year 2021-2022. 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.

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 after school services 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 AND 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 our after school program 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
After School Program Contract Agreement 2021-2022
(submit via email to heeaglesnest@sbcglobal.net)

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 the after school program 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 After School Program by any student in any grade level. All such devices must be kept in the student's backpack.

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 the after school program. I understand that enrolling in the After School Program does not include any other programs offered by the school (i.e. tutoring, clubs, etc.) and that the Harvard Elementary Eagle's Nest 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 Eagle's Nest, I must list the names of adults on the Authorization Form authorizing them to pick up my child from the Eagle's Nest. I understand my child will not automatically be sent to any activity not related to Eagle's Nest.

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 _____