

Student Name: \_\_\_\_\_ Grade and Cluster: \_\_\_\_\_

OFFICE USE ONLY:

Fall Semester Paid: \_\_\_\_\_ Drop-in: \_\_\_\_\_

Spring Semester Paid: \_\_\_\_\_

## LANIER MIDDLE SCHOOL 2023-2024 AFTER-SCHOOL CARE AGREEMENT

Lanier Middle School offers an after-school care program for students whose parents are not able to greet their child at the end of the school day (Monday to Thursday) at 4:00 p.m. Participating families should carefully read and sign this agreement form which outlines and clarifies the responsibility of after-school staff, parents, and students. **No student will be allowed on campus after school without supervision.**

### Lanier Middle School agrees to:

- Starting September 11, 2023, provide after-school care from 4:00 to 6:00 p.m. Mondays-Thursdays that students are in attendance at school.
- Provide staff trained to work with and support students.
- Ensure the safety and security of every student in the program.
- Provide an after-school snack.

### Lanier participating parents agree to:

- Pay a fee of **\$500.00 for fall semester** and/or **\$600 for Spring Semester** to be paid in full at the start of each semester. **Payment shall be made online with School Pay.** Fall semester deadline is September 22, 2023. Spring semester deadline is January 12, 2024. At this time, due to staffing, the program is capped at 60 full time enrolled students. We will accept the first 60 students who have paid via School Pay AND emailed the completed enrollment forms for the student to [lanierafterschool@gmail.com](mailto:lanierafterschool@gmail.com)
- **OR**
- If you plan to use the drop in feature, before your student may participate in the after care, you must email the completed enrollment paperwork to [lanierafterschool@gmail.com](mailto:lanierafterschool@gmail.com). Before your student attends after care on a particular day, you must pay the **\$25.00** daily drop-in fee for after-school care **online with School Pay** AND email the \$25.00 receipt to [lanierafterschool@gmail.com](mailto:lanierafterschool@gmail.com)
- Come inside the school to sign out your child. Sign out will be by parent or guardian only, unless previous agreement has been made with the principal and/or after-school program manager. **Students are expected to sign in with their assigned teacher and remain in the classroom until signed out by their parent or guardian.**
- Provide an emergency contact name and phone number in the event your child is not picked up by 6:00 p.m. If the emergency contact is not available, HISD Police (713-892-7777) may be called to transport the student to Chimney Rock CPS (713-664-5701).
- **Pick up after 6:01 pm will result in a \$25 late fee, due at the time of pick up.** Late fees are to cover the additional teacher extra duty and support staff overtime required to care for the student. However, administrative discretion will be used for cases such as weather or extenuating circumstances. Continuous late pick-up may cause the student to be removed from the program.
- If we reach our enrollment cap of 60 students, we will create a waiting list of the students and add students to the program as circumstances allow.

### Refund Policy is as follows:

- Cancellation of program by September 30, 2023/January 31, 2024 – 75% of payment.
- Cancellation of program by October 31, 2023/March 8, 2024 – 50% of payment.
- Cancellation of program by November 17, 2023/April 12, 2024 – 25% of payment.
- Any cancellations after November 17, 2023/April 12, 2024 - will not receive a refund.

### Lanier participating students agree to:

- Arrive in the teacher lounge by 4:05 p.m. **Students must sign in upon arrival to the program.** Students who are habitually tardy may be removed from the program.
- **Upon signing in, students must remain with their assigned teacher** until signed out by their parent or guardian.
- Prepare in advance for attendance. Bring books/homework with you. **Going to lockers after sign-in will not be allowed.**
- Adhere to rules of the school and school staff at all times.
- Leave all toys and electronics at home. These items will be confiscated and returned only to the parents/guardian.

The school staff agrees to adhere to the agreement. The parents and students, as noted by their signatures below, will adhere to the agreement as set forth above. The agreement pertains to the fall and spring semesters of the 2023-2024 school year and is agreed upon on the date shown with the signatures noted below. If you have any questions or concerns, please feel free to contact the front office at 713-942-1900.

Parent signature & date:

Student signature & date:

\_\_\_\_\_

\_\_\_\_\_

LANIER MIDDLE SCHOOL AFTER-SCHOOLPROGRAM CONTACT INFORMATION

**Name of Student: (Last First M.I.):** \_\_\_\_\_

**HISD I.D. #:** \_\_\_\_\_

**Grade Level and Cluster:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender: M F (circle one)**

**Parent(s)/Guardian's Name:** \_\_\_\_\_

\_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**(Parent/Guardian) Cell Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**My child can be released to the following person(s) in case I don't arrive by 6:00 p.m.**

1. Name: \_\_\_\_\_  
Relation to student: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Relation to student: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**In case of emergency,**

Hospital preference: \_\_\_\_\_

Insurance: \_\_\_\_\_

Policy#: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

List any prescription medications your child takes with the dosage: \_\_\_\_\_

\_\_\_\_\_

List any allergies: \_\_\_\_\_

\_\_\_\_\_

Provide any other information to assist us in case of an emergency: \_\_\_\_\_

\_\_\_\_\_

**Child's Full Name:** \_\_\_\_\_