



# Field Elementary Lion's Den Registration Guide 2022-2023

**AVAILABLE ONLINE BEGINNING AUGUST 1**

**NOTE: All Registrations are on a first come first serve basis  
WE ARE NOT ACCEPTING ANY HARD COPIES OF THIS PACKET.  
ALL INFORMATION IS TO BE ENTERED ON SCHOOLPAY**

**LINK TO FIELD ELEMENTARY LION'S DEN WEBPAGE:**

<https://www.houstonisd.org/domain/47539>

**LINK TO SCHOOLPAY: [www.schoolpay.com/link/Field2022-2023](http://www.schoolpay.com/link/Field2022-2023)**

Registration Info	Dates	Where
<b>Online Registration</b> \$15.00 Registration Fee by August 15	August 1 - 15	schoolpay online
<b>Online Registration</b> \$25.00 Registration Fee after August 15	After August 15	schoolpay online
<b>Extended Day (Mon-Fri) Enrichment Activities (Tues-Thur)</b>	August 22, 2022 – May 31, 2023	On Site
<b>Specialty Classes (Tues - Thur) (offered by HISD Approved Vendors)</b>	Fall: September 13-December 8 Spring: January 24-May 18	On Site

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	
Enrichment Activities taught by School Staff (Tues – Thurs)	3:45 - 4:45	\$55.00/class	

**NOTE: There are no prorations. If you register on any day during the month, the entire cost of the month is due.**

**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 & Specialty Classes 2022-2023**

**Monthly Online Payments via schoolpay are due monthly**

**Fall Classes: August 29, Sept. 23, Oct. 21, Nov 18**

**Spring Classes: Dec 16, 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](mailto:ciasp2@sbcglobal.net)**

**Questions: Contact Sylvia Ponce de Leon, Director: [ciasp2@sbcglobal.net](mailto:ciasp2@sbcglobal.net)**



# Field Elementary Lion's Den Payment Schedule 2022-2023

(172 school days)

**Lion's Den Webpage:** <https://www.houstonisd.org/domain/47539>

<b>Extended Day and Enrichment Activities</b>					
Due Date	Month of	Pymt #	Half Time \$	Full Time \$	***Enrichment Activity \$
At Registration	August	1	\$90.00	\$130.00	
August 29	September	2	\$180.00	\$260.00	\$55.00
September 23	October	3	\$180.00	\$260.00	\$55.00
October 21	November	4	\$180.00	\$260.00	\$55.00
November 18	December	5	\$90.00	\$130.00	
December 16	January	6	\$180.00	\$260.00	\$55.00
January 20	February	7	\$180.00	\$260.00	\$55.00
February 17	March	8	\$180.00	\$260.00	\$55.00
March 24	April	9	\$180.00	\$260.00	\$55.00
April 21	May	10	\$180.00	\$260.00	\$55.00
<b>TOTAL</b>			<b>\$1620.00</b>	<b>\$2380.00</b>	
<b>Occasional Ext Day Units sold in set of 5 units for \$80.00</b>					
<b>Enrichment Activities (3:45-4:45) on Tuesdays-Thursdays</b>					
<b>Fall Cost: \$165.00 (Sept. 13-Dec. 8) Spring Cost: \$275.00 (Jan. 24-May 18)</b>					
Students not registered in Extended Day may register for Enrichment Classes.					
However, there is a cost to cover the time/bridge of time from 2:50-3:45.					
NOTE: Tuesday: \$55.00; Wednesday: \$55.00; Thursday \$60.00					
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 and Enrichment Class Options

**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.

**Enrichment Activities (refer to page 3 for class listings):** Offered only on Tuesdays-Thursdays and are taught by Field Elementary Staff. The listed cost on the table above is per class. (HISD Approved Vendors may offer classes in the future and the cost for their classes will be for a higher cost.) If you are not registered in any Extended Day Option and wish to only register for an Enrichment Activity, you must purchase Bridge. You will find Bridge on schoolpay.





# Field Elementary Lion's Den Authorization/Emergency Form 2022-2023

(All info is required on schoolpay. Do not fill out this form.)

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

Part 1

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# \_\_\_\_\_

Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

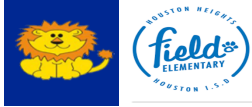
Name \_\_\_\_\_ Work Phone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Other Phone# \_\_\_\_\_

**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:
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.

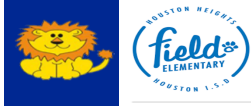


## Field Elementary Lion's Den Contract Agreement 2022-2023 (This form will be signed off on schoolpay.)

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 Field Elementary Lion's Den.

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) and Enrichment Activities are set up monthly (refer to page 2 of this packet). Purchases for 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, as listed on page 2 of this packet.
  - I understand that at the time of Registration I must have a -0- balance for all previous semesters. I understand that Field Elementary will suspend the after school services 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 I 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 as follows: If I register in the middle of the month/semester or 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 register 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 and it will be my responsibility to submit my payment via schoolpay.
6. LATE PICK UP:
  - 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 Services.
  - The official time for the after school program will be gauged by the clock located in the Pick Up location in the school.
  - Please Note: If late pick-up fees are not paid within 24 hours, the fee is automatically doubled.

Student Name \_\_\_\_\_



**Field Elementary Lion's Den  
Contract Agreement 2022-2023**  
(This form will be signed off on schoolpay.)

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: [MMARTI19@houstonisd.org](mailto:MMARTI19@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 out my child from the after school program at the time of pick-up. Failure to sign out the student 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 are 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.

**NOTE for NON Lion's Den Registrants not picked up from school dismissal by 3:05: School Administration will send your child to Lion's Den (LD) if you do not pick up by 3:05. When you do pick up from LD by 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 3:05 for a 2<sup>nd</sup> 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 Lion's Den 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, I 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 Field Elementary Lion's Den After School Program 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) pick up my child from Lion's Den, I must list the names of adults on the Authorization Form authorizing them to pick up my child from the Lion's Den. I understand my child will not automatically be sent to any activity not related to Lion's Den.

11. MEDIA PERMISSION: I authorize Field Elementary Lion's Den After School Program 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 \_\_\_\_\_