



**Excellence in Extended Day Experiences**  
**TERMS AND CONDITIONS**  
**Contract Agreement/Safety Plan Fall 2019 (2 pages)**

By signing below, I understand the contents of this registration packet and agree to the following for the Fall 2019. Disregard of this contract and/or the contents in the registration packet will result in immediate dismissal from ROE CONNECTIONS.

1. I understand I am presently enrolling **for FALL 2019 via schoolpay.com**. Also, I understand that if I wish to continue my enrollment for the Spring 2020, I must register for Spring 2020. Registrations received on or after August 22 may be processed for services to begin Wednesday, August 28.
2. **AUTHORIZATION/EMERGENCY FORM:** I understand my SchoolPay registration will be revoked if I fail to electronically submit the Authorization/Emergency Form.
3. **IMPORTANT DATES/TIMELINES:** Note important dates:
  - Registration Fee by June 30: **\$15.00**
  - Registration Fee after June 30: **\$25.00**
  - Due Dates of Payments, each  $\frac{1}{4}$ : **At Registration; Sept. 20; Oct. 18; Nov. 15**
  - Dates of Ext Day: **Aug. 26 – Dec. 19**
  - Dates of Homework: **Sept. 3 – Dec. 13**
  - Dates of Enrichment Classes: **Sept. 9 – Dec. 13**
  - Add/Drop Deadline: **Sept. 27**
4. **CLASS TIMES:** I understand the times as follows: Full Time Plus Extended Day until 6:30; Full Time Extended Day until 6:00; Half Time Extended Day until 5:15; Enrichment Classes from 3:30-4:30 OR 4:35-5:35 OR Private Lessons 3:30-4:00; 3:35-4:35; 4:40-5:10; 5:15-5:45, and Homework Help for 1<sup>st</sup>-5<sup>th</sup> Grades from 3:30-4:30.
5. **PAYMENTS:** *(Please initial each item below on the line)*
  - ☐ **MUST BE SUBMITTED BY CHECK OR MONEY ORDER ONLY *made out to River Oaks Elementary*.** Cash is not accepted.
  - ☐ I will pay at least of  $\frac{1}{4}$  of my bill for the Fall 2019 Semester at registration. The next 3 payments are due: Sept. 20, Oct. 18, Nov. 15
  - ☐ I will be assessed a monthly late fee of \$10.00 after Sept. 27, Oct. 25, Nov. 22.
  - ☐ I will be assessed a \$35.00 charge for each returned check by HISD. I understand HISD will contact me via U.S. Mail regarding returned checks and that I am to direct my repayment to HISD directly, as the letter will instruct. Failure to do so will result in suspension of services.
  - ☐ I understand that after school services may be suspended if I do not pay my bill on time. In addition, any accounts with **outstanding balances remaining after Nov. 22 will be assessed a \$25.00 fee which will be rolled over to the Spring 2020 semester.** Failure to meet your financial obligations may result in suspension of services.
6. **ADD/DROP:** Only 2 changes are permitted during Add/Drop. No class changes will be made and **no refunds or credits** will be issued after September 27.
7. **PRORATION OF CLASSES:** ANY class attended from Sept. 9-Dec. 13 will be prorated. In addition, if you withdraw from a class, your bill will be prorated **ONLY** if your child is required to attend Tutoring Classes by his/her school teacher or if your child withdraws from River Oaks Elementary School. **In addition, no refunds will be assessed in the event of HISD canceling after-school activities for inclement weather or any other extenuating circumstances.**
8. **OCCASIONAL DAYS:**
  - If I purchase Occasional Days and all units are used, another 5-Unit Occasional Card will be **automatically billed** to my account.
  - I understand that any Occasional Day purchases billed after Nov. 16 **MUST BE PAID WITHIN IN 24 HOURS** OR THERE WILL BE NO SERVICES PROVIDED.



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9. **SIGNING CHILDREN OUT:** Either myself or other individuals authorized to pick up my child **must sign my child out** from the After School Staff at designated Pickup (i.e. Avalon, San Felipe). Failure to sign the student out will be regarded as an "Incident" and may result in suspension from the program for the remaining school year. **SHOWING PHOTO ID IS MANDATORY.**
10. **ENRICHMENT CLASSES BEGINNING AFTER 3:30 ONLY:** I **must** enroll my child in either a 3:30 enrichment class, Bridge UNTIL class time of Enrichment, or Occasional Extended Day in order for my child to participate in an Enrichment Class beginning after 4:00.
11. **LATE PICK UP:**
- If my child is picked up after 6:30 PM I understand I will be assessed a late pickup fee of **\$2.00/minute.**
  - When I am late picking up my child from Full-Time (2:50-6:00) OR Half-Time (2:50-5:15) or Enrichment I understand I will be **automatically issued a 5-Unit Occasional Card**, which provides supervision until 6:30 PM.
  - 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 at the Pickup location.
  - **Please Note: If late pick-up fees are not paid within 24 hours, the fee is automatically doubled** (Check or money order only)
12. **CHANGES IN HOW A STUDENT GETS HOME:** I **MUST** notify the ASP Coordinator **in writing** (phone calls **not** accepted) via faxed or written note dropped off in the **ASP Office or in the ASP Box** (located in front school office) OR via **email (roecoordinator1@sbcglobal.net)** for **ANY** changes in how my child gets home. **ONLY** the adult who registers the child is authorized to make changes in regards to pick up arrangements. **Without written permission, my child will not be permitted to leave.**
12. **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.
13. **SPECIAL NEEDS:** We do not provide trained staff to work with special needs students. Please contact the school administration with any questions.
14. **TECHNOLOGY DEVICES:** No technology devices may be used in the after school program by any student in grades K-5. All such devices must be kept in the student's backpack.
15. I understand that my email address and/or phone number(s) may be given to the Provider of any Enrichment class in which I have enrolled my child should the Provider find it necessary to contact me.
16. **MEDIA PERMISSION:** I authorize ROE CONNECTIONS to include my child in photographs used for publicity       YES             NO

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Name of Parent (please print)      Parent Signature      Date      **STUDENT NAME**

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