



# Crockett Elementary Wolf's Den

## Contract Agreement 2022-2023

(Fill out this information on schoolpay. We will not accept this document.)

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 Crockett Elementary Wolf's Den (CE WD).

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 monthly. 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 CE WD 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. **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 Child Care.
- The official time for CE WD 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 \_\_\_\_\_



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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](mailto:heeaglesnest@sbcglobal.net) AND [ciasp2@sbcglobal.net](mailto:ciasp2@sbcglobal.net) AND [mgalleg8@houstonisd.org](mailto: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 CE WD 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 CE WD 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 CE WD. I understand that enrolling in CE WD does not include any other programs offered by the school (i.e. tutoring, clubs, etc.) and that the CE WD 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 CE WD, I must list the names of adults on the Authorization Form authorizing them to pick up my child from the CE WD. I understand my child will not automatically be sent to any activity not related to CE WD without my permission in writing.

11. **MEDIA PERMISSION:** I authorize Crockett Elementary Wolf's Den 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 \_\_\_\_\_