

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

## Field Elementary Lion's Den Contract Agreement 2023-2024

**This form must be submitted to Ms. Anderson by Aug 23rd.**

By signing below, I understand that the content of this registration packet is for the Afterschool Program at Field Elementary, the Lion's Den, for the school year of 2023-2024. I understand that all employees of the Lion's Den are HISD employees. All safety procedures, conduct expectations and calendar days are in accordance with items already set forth by HISD, and I will adhere to them. Disregard or noncompliance with this contract agreement and/or contents of the registration packet will result in the immediate dismissal from Field's Lion's Den ASP. A contract agreement must be completed for every child in the program.

1. All payments will be made via SchoolPay. Each month participants will receive the code to pay for the program through a notice at the end of the previous month.
2. There will be a late fee of \$10.00 if payment is not received by the 10<sup>th</sup> of every month.
3. There are no refunds for days that HISD cancels afterschool activities, for students suspended from the program due to behavior, or any unused days of any given month.
4. Families with multiple students in the program will receive 2 codes each month: one for the regular rate and the other for the sibling rate. Please note that the sibling rate applies per sibling over the first student. (ie.: 1<sup>st</sup> student- reg. rate, 2<sup>nd</sup> and beyond- each the sibling rate.)
5. The hours for Lions Den 2023-2024 will be Monday-Friday dismissal until 5:30 pm. All students not picked up after 5:40 will be charged a late fee of \$1.00 per minute or \$50.00 per student, if not picked up by 6:00pm. After the 5<sup>th</sup> late pickup your family may no longer be allowed to participate in the afterschool program.
6. All dismissal changes must be received by Ms. Martinez or Ms. Anderson by noon.
7. All students must be signed out by an authorized person over the age of 18. A show of a valid ID is required upon request.
8. Behavior expectations: Please note that the employees of the Lion's Den will follow the HISD code of conduct. Any student that reaches 3 write ups will be suspended for 1 week of ASP. If the student reaches 3 times they are suspended, the student will no longer be allowed to participate in the program for the rest of the school year.
9. Technology: No student will be allowed to use any device like cellphones or handheld games. The ASP employees are not responsible for any lost, stolen, or broken items since they are not allowed.
10. **\*\*Parents\*\*** all students must be signed out; even on event/performance days. No student will be allowed to attend without being signed out in the front office with Ms. Blanco.
11. All vendors should be paid directly. Lion's Den will no longer be accepting payments for vendor classes, or clubs.
12. If you have a child(ren) that has certain food allergies, please let us know.
13. Parent/Guardians are responsible for updating contact information.

I, \_\_\_\_\_, have read the above and agree to adhere to each.

/

\_\_\_\_\_  
Student Name/Grade

/

\_\_\_\_\_  
Parent 1 Name (Sign & Print)/date

/

\_\_\_\_\_  
Parent 2 Name (Sign & Print)/date

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

## Field Elementary Lion's Den

### Pick-up Authorization/Emergency Form 2023-2024

Only the individuals listed here will be allowed to pick up students. Only the individuals listed as First and Second are authorized to make changes for the student(s) listed. An authorization form must be completed for every child in the program.

Student Name	Grade	Homeroom Teacher
Parent/Guardian (1)	Parent/Guardian (2)	
Parent/Guardian (1) email	Parent/Guardian (2) email	
Parent/Guardian (1) Phone (Mobile)	Parent/Guardian (2) Phone (Mobile)	
Parent/Guardian (1) Phone (Work/Home)	Parent/Guardian (2) Phone (Work/Home)	

Individuals listed below are authorized to pick up my child:

\_\_\_\_\_  
Name - Phone

\_\_\_\_\_  
Name - Phone

\_\_\_\_\_  
Name - Phone

My child will be picked up by another childcare provider: \_\_\_\_\_  
(Please list Provider)

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

## Field Elementary Lion's Den Registration Guide/Campus Contact Form 2023-2024

**>>ALL REGISTRATIONS ARE ON A FIRST COME FIRST SERVE BASE. Limited capacity for enrollment.<<**

Option Type	Time	Monthly payment
August/Registration Fee		One time: 65.00 per student
Single student	Dismissal to 5:30	260.00 full month 195.00 short month
Sibling rate (all students beyond the first. 5 <sup>th</sup> student free)	Dismissal to 5:30	208.00 full month 156.00 short month
Drop-In days (5 only) <b>*Not allowed for party days due to prior count</b>	Dismissal to 5:30	80.00 per set of 5 days.
NOTE: There are no prorations beyond what is listed. If you register or withdraw on any day during the month that month's payment will be due in full.		

Registration begins August 1<sup>st</sup> – August 23<sup>rd</sup>. The program dates are August 30<sup>th</sup> through June 4<sup>th</sup>. If there are any changes all participants will be notified via email. There will be a calendar of events available monthly. All students will be expected and required to work on homework for 30 minutes a day. All students will receive a snack each day. **\*\*Please note there will be no ASP the first 2 days of school, please make arrangements for those 2 days.\*\***

All payments will be due by the 10<sup>th</sup> of every month. After that date there will be a 10.00 late fee assessed per student. After day 20 your child will not be allowed to stay in the ASP until the account is current. All vendors will be collecting payments directly. Continue to use SchoolPay to pay for the monthly program cost.

### School Contacts

Mayra Martínez, [mmarti19@houstonisd.org](mailto:mmarti19@houstonisd.org), 713-867-5190

Laura Anderson, [laura.anderson2@houstonisd.org](mailto:laura.anderson2@houstonisd.org), 713-556-4558

Alice Blanco, [Ablanco4@houstonisd.org](mailto:Ablanco4@houstonisd.org)

### Attendance

The ASP time will be from dismissal to 5:30pm daily. All students should be picked up by 5:30. The start of the ASP will on Aug. 30, 2023. Parents you will need to make arrangements for the first two days and the last two of school. Please note that no classes or clubs will happen the 1<sup>st</sup> week of school or the last week of school so the programming will be set up differently. Attendance will be taken daily. Refunds will not be given for any days missed or consistent early pick up.

### Medication/Health

If your child is sick or injured, we cannot administer any medication. We only provide basic first aid and parents/guardians will be called for all other medical issues (fever/vomit/major injury).

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

## Field Elementary Lion's Den Class & Club Guidelines 2023-2024


**Please note that your child DOES NOT need to be enrolled in the Lion's Den ASP to participate in any club or class offered. There are requirements involved please read.**

All clubs offered by school staff are free of charge, however, may request donations of items needed. Also be aware that some clubs have requirements and may be by invitation only. See the Included calendar of an example of a typical week for class/clubs and etc. for our students. There may be some clubs/classes or activities that are only for ASP students because of the time the class or club starts.

Any student not enrolled in Lion's Den AND that is not picked up from the class/club within time of the coach or teacher will be charged the \$80.00 for 5 days. If the parent is consistently late (past the 1<sup>st</sup> 5 days charged for) OR refuses to pay the 5 day drop in fee, the student will be removed from the class or club without a refund.

All outside vendors will have a website based payment option. Parents be sure to make note and pay only for the classes for Field Elementary on the vendor website. Payment for the services will be located on schoolpay.com. Upon completion and return of the contract agreement AND the pick-up authorization forms will you be given the code to make the August/Registration fee and September payment. Please be aware that all vendors will have their own set of rules and regulations that all participants should follow. The school staff will work closely with our vendors to ensure our students are on the best behavior.

Example weekly calendar.



Mon:	Tue:	Wed:
Campus Beautification club: K-2 Only 4:00-4:45 (limited space) Running Club (Marathon): Grades 3-5 ONLY 3:10-4:10	Knight School (Chess Club) Open to all ages Class A: Class B: Running Club Regular: K-2 only (limited space) 3:10-4:10	Campus Beautification club: 3-5 Only 3:10-4:10 (limited space) Soccer Shots: K-2 Only Class A Class B
Thu:	Fri:	
Student Council 3-5 Only Must qualify, Limited Space 3:10-4:10 Yearbook Club: K-5th 3:45-4:45* Very limited Space	Safety Patrol: 5th grade only 3:10-4:10 Very Limited Space Weekly Wind-down Day 3:30-5:00pm All ASP Students	

**Please Note**

All times subject to change depending on teacher/coach. Parents will be notified when any classes are canceled. All Clubs & Classes have behavior

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

## **Field Elementary Lion's Den Behavior Guidelines Form 2023-2024**

Students will follow the same rules and regulations that are outlined in the Field Parent/Student Handbook.

We Expect Students To:

1. Follow instructions.
2. Respect other by keeping their hands and feet to themselves
3. Respect the property of others.
4. Abstain from fighting or name calling.

Please review the expectations with your child(ren). There will be a three strikes system put into place for violations. Notice to parents will be given for each strike. At the time of the third strike your child will be removed from the program for the 1<sup>st</sup> time one week. After the first offense if your child receives another 3 strikes you will be asked to find a different form of afterschool care for your child. Students will be removed immediately for fighting. There will be no refunds for student removal for behavior.

We Expect Parents To:

1. Pick up your child no later than 5:30pm.
2. Sign them out daily.
3. Provide a name and working phone number for everyone allowed to pick up your child. It is parent responsibility to keep the ASP updates on number changes.

Parents will also be held to the three strikes system. After 3 times of late pick up, failure to pay, or non-working numbers during emergency, your child(ren) will be removed from the Program and space offered to next family.

If there is ever any concern for behavior or other issues, the ASP staff will speak with parents and start a behavior log for those students. If parents have any concerns or questions about these procedures, please contact the ASP school contacts listed above.