

**Mandarin Immersion Magnet School (MIMS)
After School Program 2020-2021
SchoolPay Registration Available Oct. 12**

FORMS ARE AVAILABLE ONLINE: <https://www.houstonisd.org/mandarinimmersion>
(SchoolPay link is posted on the school website)

NOTE: All Registrations are on a first come first serve basis

| Registration Info for 2020-2021 | Dates | Where |
|---|-------------------|---------|
| SchoolPay Registration Payment \$15.00 Registration Fee via schoolpay | Beginning Oct. 12 | Online |
| 2020-2021 Extended Day | Oct. 19 – June 11 | On Site |

After School Ext Day until 5:30 OR 6:30 for 2020-2021
Morning Care from 7:00 AM – 8:00 AM

| Ext day | Monthly Cost Full Time | Monthly Cost Half Time | Due Dates |
|--|---------------------------|---------------------------|---------------|
| October 19-30 | \$120.00 | \$112.50 | October 15 |
| November 2-20 | \$177.50 | \$168.75 | October 23 |
| November 30-Dec. 18 | \$177.50 | \$168.75 | November 20 |
| January 4-28 | \$225.60 | \$213.00 | December 11 |
| February 1-26 | \$225.60 | \$213.00 | January 22 |
| March 1-31 | \$225.60 | \$213.00 | February 19 |
| April 2-30 | \$225.60 | \$213.00 | March 26 |
| May 3-30 | \$225.60 | \$213.00 | April 23 |
| June 1-11 | \$107.00 | \$105.00 | May 21 |
| Occ Ext Day until 6:30 (5 Units) | \$75.00/set/in Full | | Due As Needed |
| Morning Care ONLY Oct. 19-Dec. 18 (without daily ASP) | \$175.00 | | Oct. 15 |
| Morning Care w/Ext Day Oct. 19-Dec. 18 discounted for Extended Time Enrollees | \$80.00 | | Oct. 15 |
| Morning Care ONLY Jan. 4 – June 11 (without daily ASP) | \$450.00 | | December 11 |
| Morning Care w/Ext Day Jan. 4 – June 11 discounted for Extended Time Enrollees | \$208.00 | | December 11 |
| There must be at least 10 students registered or service will be canceled. | | | |

Do not delay...register ASAP so that your services may begin on Monday, October 19.

NOTE: All Staff are HISD Employees fully trained with accordance to HISD Guidelines

Registration includes the following:

Registration Form, Authorization/Pick Up Form and payment via schoolpay

Extended Day Payment Plan for 2020-2021:

Payment Plan listed in Table Above

Spring 2020 outstanding balances

***Please pay your balance from Spring 2020
via schoolpay before registering for 2020-2021***

Questions regarding Registration: email: mclimsafterschool@sbcglobal.net OR ciasp2@sbcglobal.net

This form is to notify ASP Administration of my intended Ext Day Option. However, I understand I must log onto schoolpay.com to submit my payment. My payment will verify my registration. I understand that I will not be provided services if I do not pay via schoolpay.com by Oct. 15 for services to begin Oct. 19.

You are to download, fill out, scan and email to: mclimsafterschool@sbcglobal.net

Mandarin Immersion Magnet School (MIMS)

AFTER SCHOOL PROGRAM EXTENDED DAY OPTIONS 2020-2021

October 19 – June 11

If you wish to withdraw during the school year, please submit in writing a request for withdrawal. If you wish to reinstate, there is a \$25.00 reinstatement fee.

Extended Day Program

(√ Select One Option: Ext Day OR Occ Ext Day AND/OR Morning Care)

Activities include homework assistance and Indoor/Outdoor Activities

Full Time Ext Day until 6:30 PM: Payments are due as listed on the Front Cover Page. Please refer to the front cover page.

Half Time Ext Day until 5:30 PM: Payments are due as listed on the Front Cover Page. Please refer to the front cover page.

Morning Care ONLY from 7:00 AM – 8:00 AM: Payments are due as listed on the Front Cover Page. Please refer to the front cover page.

Morning Care w/Ext Day from 7:00 AM – 8:00 AM: Payments are due as listed on the Front Cover Page. Please refer to the front cover page.

| | √5 Units | √10 Units | √15 Units | √20 Units | √25 Units |
|---|----------|-----------|-----------|-----------|-----------|
| Occ Ext Day until 6:30 One Time Supply Fee is also due. See school pay for info on this fee. | \$75.00 | \$150.00 | \$225.00 | \$300.00 | \$375.00 |

- * I have selected above my option (Ext Day OR Occ Ext Day AND/OR Morning Care).
- * I understand the payment schedule as posted on the front cover page of this packet.
- * I will pay via schoolpay by the deadline dates listed for each month or services will be suspended.
- * I am submitting the following forms via email to mclimsafterschool@sbcglobal.net:
 1. Page 2: Ext Day Option Form
 2. Page 3: Authorization/Emergency form
 3. Page 4-5 Agreement

Student Name: _____

Grade Level: _____

Classroom Teacher: _____

Parent Name _____ Signature _____ Date _____

Person(s) Responsible for bill and contact info: _____

Person(s) Responsible for bill and contact info: _____

Mandarin Immersion Magnet School (MIMS)
After School Program Agreement/Safety Plan 2020-2021

You are to download, fill out, scan and email to: mclimsafterschool@sbcglobal.net

By signing below, I understand the contents of this registration packet and agree to the following for the 2020-2021 school year. Disregard of this agreement and/or the contents in the registration packet will result in immediate dismissal from MIMS ASP. **If I withdraw and wish to register again, I will be assessed a \$25.00 reinstatement fee.**

1. I understand that I am enrolling **only for 2020-2021**.
2. **TIMELINES:** I have received a copy of the timeline with all important dates, including registration dates, payment due dates, and the dates that Extended Day, Morning Care, begin and end. (Timeline and Payment Schedule are listed on front cover.)
3. **CLASS TIMES:** I understand the times of Extended Day Options, Morning Care.
4. **PAYMENTS VIA SCHOOLPAY:** *(Please initial each item below on the line)*
_____ **MUST BE SUBMITTED BY THE DUE DATES LISTED ON THE FRONT COVER PAGE.**
_____ If I enroll Occasional Ext Day and/or Morning Care I must submit the total cost as posted on Schoolpay.com
_____ 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 after school services may be suspended if I do not pay my bill on time. Accounts with outstanding balances after Dec. 13 will be assessed a \$25.00 Rollover Fee and your balance will be rolled over to Spring 2021.
5. **NOTE: NO refunds OR credits will be assessed in the event of HISD canceling after-school activities for inclement weather or any other extenuating circumstances.**
6. **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.
 - If I purchase sets of Occasional Days and they run out, another 5-Unit Occasional Card will be **automatically billed** to my account and I am responsible for submitting my payment via schoolpay immediately.
7. **SIGNING CHILDREN OUT:** Either myself or other individuals authorized to pick up my child **must sign my child out** from the after school program at the time of pick-up. Failure to sign 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.**
8. **CHANGES IN HOW A STUDENT GETS HOME:** I **MUST** notify the ASP Coordinator **in writing** (phone calls or fax **not** accepted) via **email to:** mimsdismissal@houstonisd.org **AND** (ciasp2@sbcglobal.net **AND** mclimsafterschool@sbcglobal.net) **before the "cut off time" of 2:30** for **ANY** changes in how my child gets home. **Without written permission, my child will not be permitted to leave.**
9. **Morning Care:** I understand that Morning Care is from 7:00AM-8:00AM. Only supervision in a quiet environment is offered and my child needs to bring a book to read.
10. **LATE PICK UP:**
 - If my child is picked up after 6:30 PM I will be assessed a late pickup fee of **\$2.00/minute**.
 - When I am late picking up my child from Half Time, I will be **automatically issued a 5-Unit Occasional Card** which will provide supervision until 6:30 PM. 1 Unit from this card will be used for the late pick up and I understand that I will have 4 Units remaining.

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After School Program Agreement/Safety Plan 2020-2021**

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- 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 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)
11. **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.
12. **SPECIAL NEEDS:** We do not provide staff trained to deal with special needs. Please contact the school administration with any questions.
13. **TECHNOLOGY DEVICES:** Personal technology devices may not be used (ipads, cell phones, smart watches, headphones for entertainment, etc). However, devices for the sole purpose of MIMS Online School Learning will be allowed for academic assignments.
14. 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.
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. I understand that enrolling in the MIMS After School Program does not include any other programs offered by the school (i.e. tutoring, clubs, etc.) and that the MIMS 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) to pick up my child from the MIMS After School Program, I must list the names of adults on the Authorization Form authorizing them to pick up my child from the MIMS After School Program. I understand my child will not automatically be sent to any activity not related to the MIMS After School Program.
17. I understand that all ASP Staff are HISD Employees and they have been trained by HISD to adhere to all COVID Guidelines as set up by HISD.
18. **MEDIA PERMISSION:** I authorize MIMS ASP to include my child in photographs used for publicity.
 YES **NO**

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

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