

Mandarin Immersion Magnet School After School Program

Homework Study

Enrichment & Specialty Classes

Join Us! Sign Up!

Welcome!

Check out our QR Code





Mandarin Immersion Magnet School After School Program Welcome Back!!!

Our Mission is to provide a safe quality after school program via homework study and a variety of activities for children in grades PK-5 designed to nurture a sense of respect for themselves, as well as their community.

Dear MIMS Parents,

Welcome back! We hope your Summer has been a fun and safe one! We are so excited for 2022-2023!

MIMS ASP is our after school program held on site. We have been busy planning lots of activities. Beginning August 22, our daily program will consist of Extended Day, which will include homework study and enrichment classes taught by our after school staff, as well as specialty classes, taught by HISD Vendors for a separate cost scheduled to begin September 13. Soon our webpage will be set up for easy reference. (<https://www.houstonisd.org/domain/39415>)

We now have our QR Code!!! We hope this will provide you with a quick way to reference all information regarding MIMS ASP!!!

To assist you in planning...here are some sample schedules to show you how anyone interested in any component of our program can participate.

For students registered only in Extended Day (Daily or Occasionally)
Or Extended Day/Enrichment Class OR Extended Day/Specialty Class:

[Check out our QR](#)

4:00 PM – 4:45 PM Snack and Homework Study
4:45 PM – 5:45 PM Enrichment Class/Specialty Class
5:45 PM – 6:30 PM Indoor Activities until you pick up your child

For students registered only in Specialty Classes on any given day:

4:00 PM – 4:45 PM Snack and Homework Study
4:45 PM – 5:45 PM Specialty Class
5:45 PM Pick Up at the carline



We hope you will review the Registration Packet as a guide when selecting your items on schoolpay. You will see on schoolpay all Extended Day Options and all Enrichment Activities. Beginning August 22, you will see all Specialty Classes listed, which will begin September 13.

We are looking forward to a successful school year. If you have any other concerns and/or questions, please feel free to email Ms. Ponce de Leon OR Mr. Gonzalez OR Miss Trevino at: mclimsafterschool@sbcglobal.net

Sincerely,

Sylvia Ponce de Leon
Director, After-School Program

Sergio Gonzalez
Coordinator

Lesley Trevino
Bookkeeper



Mandarin Immersion Magnet School MIMS Registration Guide 2022-2023

AVAILABLE ONLINE BEGINNING August 1
REFER TO SCHOOL WEBSITE FOR SCHOOLPAY LINK

<https://www.houstonisd.org/domain/39415>

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

Registration Info	Dates	Where
Online Registration \$15.00 Registration Fee by August 12	August 1-12	via schoolpay
Online Registration \$25.00 Registration Fee after August 12	After August 12	via schoolpay
MIMS ASP & Enrichment Activities	August 22, 2022 – May 31, 2023	On Site
Specialty Classes (Tues-Thur) Registration begins August 22	Fall: September 13 – December 8 Spring: January 24 – May 18	On Site

After School Ext Day Offered for 2022-2023 (172 days)

Option Type	Time	Monthly Payment	1-time Supply Fee	2022-2023 Total
Full Time	4:00 - 6:30	\$220.00	\$50.00	\$2030.00
Half Time	4:00 - 5:30	\$206.00	\$50.00	\$1905.00
Occ Ext Day 5 Units	4:00 - 6:30	\$75.00/set		
Morning Care Supervision w/Extended Day Services	7:00 – 8:00	\$160.00 (Fall) \$185.00 (Spring)		
Morning Care Supervision Without Ext Day Services	7:00 – 8:00	\$350.00 (Fall) \$400.00 (Spring)		
Enrichment Activities Specialty Classes	Tuesday-Thursday 4:30-5:30	TBA		

Do not delay...register beginning August 1 for services to begin August 22
Your services will begin on Monday, August 29 if you register after August 12.

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 Activities 2022-2023

Registration begins August 22 via schoolpay

Monthly Online Payments via schoolpay are due monthly

Fall Classes: At Registration, Sept. 23, Oct. 21, Nov 18
Spring Classes: At Registration, 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

Questions: Contact Sylvia Ponce de Leon, Director: ciasp2@sbcglobal.net OR 713-529-3507

Contact Mr. Sergio Gonzalez (Coordinator) or Ms. Lesley Trevino (Bookkeeper)

mclimsafterschool@sbcglobal.net OR 713-295-5276



Mandarin Immersion Magnet School MIMS After School Payment Schedule 2022-2023

MIMS ASP Link:

<https://www.houstonisd.org/domain/39415>

Extended Day and Enrichment Activities (172 days)				
Due Date	Month of	Pymt #	Half Time \$	Full Time \$
One Time Supply Fee			\$50.00	\$50.00
At Registration	August	1	\$103.00	\$110.00
August 29	September	2	\$206.00	\$220.00
September 23	October	3	\$206.00	\$220.00
October 21	November	4	\$206.00	\$220.00
November 18	December	5	\$206.00	\$220.00
December 16	January	6	\$206.00	\$110.00
January 20	February	7	\$206.00	\$220.00
February 17	March	8	\$206.00	\$220.00
March 24	April	9	\$206.00	\$220.00
April 21	May	10	\$206.00	\$220.00
TOTAL			\$1905.00	\$2030.00

Morning Care Supervision (NON Refundable & No Prorations)			
Morning Care without Extended Day Services due at registration		August 22 – December 21	\$350.00
		January 9 – May 31	\$400.00
Morning Care with Extended Day Services due at registration		August 22 – December 21	\$160.00
		January 9 – May 21	\$185.00

All Payments are submitted via schoolpay. Refer to MIMS ASP Webpage for the link.

Occasional Ext Day Units (4:00-6:30) sold in set of 5 units for \$75.00

Enrichment Activities (4:30-5:30) on Tuesdays-Thursdays beginning August 22 and are taught by our ASP Staff. Registration begins August 1.

Specialty Classes (4:30-5:30) offered by HISD Approved Vendors on Tuesdays-Thursdays beginning September 13. There is a separate cost for each class. Registration begins August 22.

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, Enrichment Activities & Specialty Classes

Full Time until 6:30 PM and Half Time until 5:30: 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 6:30) – 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 ASP, 1 Unit will be used. Anyone picking up after 6:30 PM will be assessed a late pick up fee of \$2.00/minute.

Morning Care Supervision from 7:00 AM – 8:00 AM – Students may be dropped off as early as 7:00 AM for morning supervision.

Enrichment Activities & Specialty Classes - Offered only on Tuesdays-Thursdays. Enrichment Activities are taught by MIMS ASP Staff and will begin August 22. Specialty Classes are taught by HISD Approved Vendors for an additional cost and will begin September 13.

Questions: email us: ciasp2@sbcbglobal.net AND mclimsafterschool@sbcbglobal.net

For your convenience, please post in your home for easy access.



**Mandarin Immersion Magnet School (MIMS)
AFTER SCHOOL PROGRAM – 2022-2023
SAMPLE ENRICHMENT ACTIVITIES**

(Do not filled out and submit this form. Make your selections on schoolpay. We are not accepting hard copies.)

Note a Sample List of Enrichment Activities listed below. On schoolpay, you will select one activity per day. Snack/Homework Study Time will be scheduled from 3:50-4:45. All Enrichment Activities will be scheduled from 4:45-5:45.

Day	Enrichment Activity	Grades
Tuesday	Soccer	PK-K
	Jewelry Making	1-2
	Art	2-3
	Yoga	3-5
	Dance	6-8
	Free Play - Playground	PK-8
Wednesday	Jewelry Making	PK-K
	Art	1-2
	Yoga	2-3
	Dance	3-5
	Soccer	6-8
	Free Play - Playground	PK-8
Thursday	Art	PK-K
	Yoga	1-2
	Dance	2-3
	Soccer	3-5
	Jewelry Making	6-8
	Free Play - Playground	PK-8

Student Name _____ Grade _____



Mandarin Immersion Magnet School (MIMS)

MIMS After School Program

Authorization/Emergency Form

After School Program 2022-2023

Part 1

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

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

Student Name _____ Grade Level 2023-2023 _____ 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: mclimsafterschool@sbcglobal.net AND ciasp2@sbcglobal.net
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.



Mandarin Immersion Magnet School (MIMS) After School Program (ASP) 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 and Specialty Classes are set up by Approved HISD Vendors. 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 MIMS ASP.

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. All 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 MIMS ASP 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. MORNING CARE LATE PICK UP:

- Drop off at 7:00 AM for morning supervision. We will have staff available.
- I understand that I must pick up my child by 6:30 PM if enrolled in Full Time or 5:30 PM if enrolled in Half Time.
- If my child is picked up after 6:30 PM 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 6:30 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 MIMS ASP 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 _____



**Mandarin Immersion Magnet School (MIMS)
After School Program (ASP)
Contract Agreement 2022-2023**

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

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: mclimsafterschool@sbcglobal.net AND ciasp2@sbcglobal.net and sgonza39@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 MIMS ASP at the time of pick-up. Failure to sign out the student from MIMS ASP 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 MIMS ASP 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 MIMS ASP. I understand that enrolling in MIMS ASP does not include any other programs offered by the school (i.e. tutoring, clubs, etc.) and that the MIMS ASP 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 MIMS ASP I must list the names of adults I authorize to pick up my child from MIMS ASP. I understand my child will not automatically be sent to any activity not related to MIMS ASP without my permission in writing.

11. MEDIA PERMISSION: I authorize Mandarin Immersion Magnet School 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 _____

MIMS ASP Schoolpay begins August 1!

Schoolpay is set up for you to register and purchase all items via your credit card. This is the only method of payment MIMS is accepting for ASP. We will not be accepting any hard copies of any documents. Everything is set up on schoolpay. You will be required to enter all fields when logging on and selecting your items.

Should you have any questions regarding schoolpay troubleshooting, click on the help button on schoolpay. They will assist you very quickly. The ASP Staff is unable to assist you with any troubleshooting on schoolpay.

***Note that Schoolpay charges their customers a convenience fee. This convenience fee covers the costs of your transactions. Visa, Mastercard, and Discover charge a fee each time a transaction is processed. In addition, the district is charged a fee for using the software. MIMS does not receive any form of payment from the convenience fee assessed to you.

All payments are to be submitted via schoolpay. Checks, Money Orders and Cash are not accepted. The schoolpay link is: <https://schoolpay.com/link/MIMS22-23>

When you click on the link you will log into your account OR create an account if you do not have one already. At the time you submit your payment, Schoolpay sends you an automated email verifying your payment via a receipt.

Thank you!