

# River Oaks Elementary After School Program Contract Agreement/Safety School Year 2009-2010

Dear Parent:

Please be advised that the River Oaks Elementary After School Program must provide a safe environment for your child. Every effort is made by the staff to ensure quality and safety. In addition, it is vital that you assist us in this area. By signing below, I agree to the following for the school year of 2009-2010:

1. Registration in any Enrichment Class and/or Extended Day Program during the Spring Semester 2010 school is as follows:  
**Fall Semester 2009: Extended Day Program:** August 24-December 18 **Enrichment Session:** August 31-December 11.  
Only 2 changes are permitted during the Add/Drop. No class changes will be made and **no refunds or credits will be issued after Sept. 11, 2009. However any class attended during the week of August 31-September 11 will be prorated.**  
**Spring Semester 2010: Extended Day Program:** January 5-May 27 **Enrichment Session:** January 11-May 21.  
Only 2 changes are permitted during the Add/Drop. No class changes will be made and **no refunds or credits will be issued after January 22, 2010. However any class attended during the week of January 11-January 22 will be prorated.**
2. **Parents or individuals authorized to pick up a student must sign out the student from their Enrichment and Extended Day Teacher at the time of pick-up. Failure to sign out the student from his/her After School Teacher will be regarded as an "Incident" and may result in suspension from the program for the remaining school year. For the safety and protection of all children in the program, I must be prepared to show photo identification when signing out my child.**
3. If my child is enrolled only in Enrichment Classes, individuals authorized or myself will pick up my child from the enrichment class. In addition, I understand I will sign out my child from the enrichment teacher. Furthermore, I understand it is my responsibility to inform any individual I have authorized to pick up my child of these pick-up procedures. Failure to do this will be regarded as an "incident" and may result in suspension from the River Oaks Elementary After School Program.
4. I understand that the times of the Enrichment Classes are: 3:30-4:20 & 4:35-5:25 and the hours of Extended Day are: Full-time 3:15-6:00 p.m.; Half-time 3:15-4:45 p.m.; Occasional 3:15-6:00 p.m.; Early Dismissal 12:45-3:15 p.m. OR 12:45-6:00 p.m. (refer to the River Oaks Elementary School Calendar for Early Dismissal dates). **If I enroll my child in Occasional Ext. Day and all of the days have been used, a 5-Unit Occasional Card will be automatically billed to my account. In addition, if my child is sent to Extended Day before or after an Enrichment Class or on an early dismissal day (15 minutes after the school bell has rung), a 5-Unit Occasional Card will also be automatically billed to my account. Furthermore, I understand that any OCC Purchases billed after October 9, 2009 (Fall Semester) OR March 12, 2010 (Spring Semester) MUST BE PAID WITHIN IN 24 HOURS OR THERE WILL BE NO SERVICES PROVIDED.**
5. If I am solely enrolling my child in Enrichment Classes, I must enroll him/her in a 3:30 class or Bridge Enrichment or Occasional Ext. Day in order for my child to participate in a 4:35 Enrichment Class. When I am late picking up my child from Enrichment I understand I will be issued a 5-Unit Occasional Card. When I am late picking up my child after 6:00 PM, from the After School Program, I understand I will be assessed a late pickup fee of \$2.00/minute. 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 atomic clock set up with the After School Staff in the cafeteria. NO exceptions will be made. It is advised for you to synchronize your time with this clock for pickup time.** Late pickup fees must be paid directly at the time of pickup or by the next school day by check or money order. **Please Note: Unpaid Late Pickup Fees double after 1 school day from the day they were assessed.**
6. I will notify the ASP Coordinator, **in writing (Phone Calls are not accepted) via** (no later than 1:00PM on any given day) **a faxed note or written note dropped off in the ASP Office or in the ASP Box (located in front school office) OR note via email (roecoordinator@sbcglobal.net) for any of the following reasons:**
  - A. I will be picking up my child before or at 3:15 p.m. or 12:45 p.m. on Wednesday.
  - B. Someone else, not listed on the Authorization Form, will pick up my child @ 3:15 p.m. or 12:45 on Wednesday.
  - C. My child will be walking home after school OR My child will be riding the school bus home.
7. Written notes may be emailed or left in the After School Box located in the front office. I understand the ROE After School Program is solely dependent upon parents paying on time. **CASH IS NOT ACCEPTED. PAYMENTS MUST BE SUBMITTED BY CHECK OR MONEY ORDER ONLY.** Furthermore, I understand that I am to pay at least 1/3 of my total bill at the time of registration and that the next two Fall payments are due by September 4, & October 2, 2009; For the Spring Semester, at least 1/3 of my total bill is due at the time of registration and the next two payments are due by: February 5 & March 5. Otherwise, for the Fall Semester, I will be assessed a monthly late fee of \$10.00 on or after Sept. 4 & Oct. 2, 2009; For the Spring Semester, I will be assessed a monthly late fee of \$10.00 on or after Feb. 5 & Mar 5, 2009. In addition, a fee of \$25.00 will be assessed to all accounts with an outstanding balance on November 6, 2009 for the Fall Semester; for the Spring, a fee of \$25.00 will be assessed to all accounts with an outstanding balance on April 1, 2010. I will be assessed a \$10.00 charge for each returned check. After 2 returned checks, payment must be made by money order. I understand that after school services may be suspended if I do not pay my bill on time.
8. Our After School Program demands a cooperative effort amongst volunteers, parents, students, and teachers. Discipline problems will not be tolerated. Abusive language, lack of cooperation with adults, and physical abuse of others are not permitted. A Zero Tolerance Policy will be enforced. The H.I.S.D. Code of Student Conduct will be enforced to ensure the safety of all students enrolled in the program. We do not provide staff trained to deal with special needs. In addition, any lack of cooperation by Parents will not be tolerated. Services will be suspended should disrespectful behavior be directed towards a staff member, either by a parent of a student or student in the After School Program.
9. **Disregard of these guidelines/rules calls for immediate dismissal from the After School Program. By signing to this contract, I am agreeing to all of the above and fully understand all information listed on the Parent Letter AND on any of the forms of this packet. In addition, ROE After School Program reserves the right to notify you of any additional guidelines.**
10. **I understand that my email address and/or phone number(s) may be given to the Provider of any class I have enrolled my child should the Provider find it necessary to contact me.**
11.  I authorize the River Oaks Elementary After School Program to include my child in photographs used for publicity.

Name of Parent (please print)	Parent's Signature	Date
Name of Student (please print)	Student's Signature	Date