

Dear Parents:

Herod Elementary PTO is proud to present its Spring 2017 After-School Enrichment Program. Our goal is to provide a quality after-school program for the children at Herod. Enclosed in this packet are the class schedule, class descriptions and registration/emergency form. To maintain the quality of our program, we need your participation and cooperation. Below is information you should read regarding our policies.

**REGISTRATION. Online registration will begin January 1, 2017.** To access the link for online registration, visit the Herod website: <http://www.houstonisd.org/HerodElem> or the PTO website: [www.herodpto.org](http://www.herodpto.org). **In-Person registration will begin during the first week of school (January 3<sup>rd</sup> -5<sup>th</sup>) in the mornings from 7:30am-8am and afternoons from 3pm-5:30pm.**

Registration is complete only upon receipt of a signed registration form and at least 1/2 of the payment due (including a \$25 registration fee per student). If registering in-person: you may submit your payment either by Check, Money Order, MasterCard, or Visa. Cash payments may ONLY be accepted in-person and a receipt will be provided. Registration cannot be accepted from anyone who has an outstanding balance from any previous Enrichment session, or other unpaid balance with PTO.

**EXTENDED PAYMENT PLAN (TWO INSTALLMENTS).** An extended payment plan is available to you as a convenience. First payment (1/2 of tuition plus registration fee and supply fee) is due at registration; Second payment (1/2 of tuition) is due March 3, 2017. For your convenience, the system will automatically charge your credit card for the balance on that date. Please make your payments in a timely manner to avoid late fee charges. Post-dated checks will not be accepted for any payment. A late fee of \$20 will be assessed if payment is not made within 7 days of due date – by March 10th. We are solely dependent on payment of tuition and fees to meet our expenses and continue offering such programs. Failure to meet your financial obligations will result in suspension of your child from Enrichment class(es) if payment is not received by March 24th.

**NON-SUFFICIENT FUNDS POLICY.** If your check is returned to us unpaid due to non-sufficient funds (NSF), your child may be unable to attend classes until the funds are paid (including reimbursement of any costs to the PTO for the NSF check payment). We reserve the right to refuse any future payments by check in the event of your payment from a NSF account.

**CLASS CANCELLATION.** If your child is enrolled in an Enrichment class and it is canceled due to lack of enrollment, a full refund for that class will be issued. In the event of instructor illness, a substitute will be provided or students will be contacted as early as possible to inform them of the class cancellation and make-up day information.

**WITHDRAWAL.** A student may be withdrawn from any Enrichment class by providing written notice to the Enrichment Coordinator. A refund will be issued for any classes remaining after the withdrawal date. A refund cannot be offered if 3 or fewer classes remain. Tuition may not be carried over or held as credit to another semester.

**NO AFTER CLASS SUPERVISION.** Absolutely no supervision is provided after enrichment classes are dismissed unless your child is enrolled in the Extended Day Program. Parents must sign out their child/children from the Enrichment class instructor in the classroom or from the Coordinator in the cafeteria after classes have dismissed. All children must be picked up promptly when class is dismissed or you will be charged a late pick-up fee of \$2 per minute starting after the first 5 minutes that class has been dismissed. After the 5<sup>th</sup> late pick-up, your child may be suspended from the program.

**CONDUCT/DISCIPLINE.** In order to provide a safe and nurturing environment in which to teach Enrichment classes, students must exhibit appropriate behavior. Children enrolled in Enrichment classes are expected to follow the HISD Code of Conduct required at Herod Elementary. Children who fail to conduct themselves according to this standard will be given a warning and their parents will be notified of their misconduct. Continued misconduct will result in notification to Herod Elementary administrators and/or suspension from the Enrichment Program. Children suspended from the Enrichment program for misconduct will not be entitled to a refund of any tuition, fees, or registration paid.

**EARLY DISMISSAL DAYS. YES, Enrichment does take place on early dismissal days!** On days when early dismissal is at 12:30pm, Enrichment classes will begin at 12:45pm. Children should be picked up from their Enrichment classroom or from the cafeteria when their Enrichment class ends (usually by 1:45pm for the first hour of classes; about 2pm for Karate and 2:15pm for second hour Piano class), except children in Extended Day who will go to their Extended Day group.

**NOTIFICATION.** Herod Elementary PTO After-School Program is a separate entity from Herod Elementary School. It is important that you notify the Enrichment office in writing or via e-mail when your child will be absent, or you have updated information such as an address change or medical information. Emails should be sent to Cheryl Phillips at [CPhilli8@houstonisd.org](mailto:CPhilli8@houstonisd.org).

**NO FINANCIAL ASSISTANCE.** Financial assistance or scholarships are not available for Enrichment classes. There are no discounts for siblings, or for enrollment in multiple classes.

**Classes begin the week of January 9, 2017. Classes end the week of May 8, 2017.**

We are looking forward to another successful session of the After-School Enrichment Program. If you have any concerns or questions, please don't hesitate to contact me.

Sincerely,

Cheryl G. Phillips  
After-School Enrichment Coordinator  
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Telephone: 713.778.3315

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