

Dear River Oaks Parents,

River Oaks Elementary is proud to present its Spring 2010 After-School Program. **Enclosed in this packet are the Extended Day and Enrichment class schedules and descriptions, Extended Day/Homework/Enrichment registration Forms, Tuition/Fees Payment Form, Pickup/Emergency Form, and Contract Agreement.** River Oaks Elementary prides itself on providing a quality After-School Program. To maintain this quality, we need your cooperation.

1. **DEADLINES:** Registrations received during Early Registration (December 9-15) will be processed as they are received. The date of registration submission will be recorded on your paperwork. You will be sent via U.S. mail a statement after December 28, 2009. Statements for Registrations received after December 18 will be available for pick up in the After School Office during the week of January 5, 2010. Registration Forms may be dropped off in the After School locker located by the After School Office beginning December 16, 2009.
2. **OUTSTANDING BALANCES:** Registration cannot be accepted from anyone who had an outstanding balance from any other previous semesters. Registrations submitted must include a separate check for their outstanding balance in addition to their first payment. **No exceptions will be made.**
3. **You may submit your payment via check or money order made payable to RIVER OAKS ELEMENTARY.** DO NOT send cash. Extended payment schedules are available by checking the appropriate box on the Tuition Fee Form form. Please make your 3 monthly payments in a timely manner. Late charges of \$10.00 per month will be assessed for payments received after each of the due dates: February 5 and March 5. **In addition, any outstanding balances remaining after April 1 will be assessed a \$25.00 collection fee. Failure to meet your financial obligations may result in suspension of services to you. We are solely dependent on payment of tuition and fees to meet our expenses.**
4. Scholarships based on financial need for the After School Program are available. You must contact Ms. Ponce de Leon for further information @ 713-529-3507 or at [ciasp@sbcglobal.net](mailto:ciasp@sbcglobal.net)
5. Beginning the first week of school, students enrolled in the After School Program are to report to their assigned classrooms listed on the first statement. The Master List of Extended Day Programs will be posted outside the After School Office. Note the following:
  - You will receive via U.S. mail after December 28 the Spring Statement with your child's classes. You must provide for your child (Kindergarten-2<sup>nd</sup> grade only) an index card listing his/her classes on a daily basis so we may assist your child in reporting to his/her color group and classes during the 1<sup>st</sup>-3<sup>rd</sup> week of school. **Therefore, it is your responsibility to send your child to school with an index card pinned onto their shirt. We are depending on you, the parents, to send your child to school with this.** ALL after school enrichment classes WILL MEET from January 11-May 21, 2010 except on school holidays and staff development days.
  - **During the first week of school**, students are to report directly to their color groups. Supervision for students enrolled in Full time Ext. Day, Half-time Ext. Day and Occasional Ext. Day will be provided care from the time school is dismissed until 6:00 PM. Students enrolled in Full time and Half-time Ext. Day do not need to enroll in Early Dismissal Enrichment.
  - Students who need supervision every Wednesday **SOLELY** during the early dismissal time must enroll in Early Dismissal Enrichment. **The time of coverage is from 12:45-3:15pm.**
  - Students enrolled in a 3:30 Enrichment Class on Wednesdays must enroll in Early Dismissal Enrichment. **The time of coverage is from 12:45-3:15pm PLUS the Enrichment Class Time of 3:30-4:30pm.**
  - Students enrolled **SOLELY** in a 4:35 Enrichment Class on Wednesdays must enroll in Early Dismissal Enrichment and Bridge Enrichment/Wednesday. **The time of coverage is from 12:45-4:35pm PLUS the Enrichment Class Time of 4:35-5:35pm.**
  - Students who are in need of supervision no more than 3 days per week, **not including Wednesdays**, should register for Occasional Extended Day to be used on any day that is NOT an Early Dismissal Day. Refer to the description of the Ext. Day Programs for further explanation of Occasional Ext. Day units.
  - If there are special circumstances in which supervision will be needed on an Early Dismissal Time, you must purchase an Occasional Ext. Day Card of 5 units. If additional units are needed, you may purchase them **ONLY** in increments of 5 units for \$50.00. (**1 unit = 12:45-3:15pm; 2 units = 12:45-6:00pm**)
6. Please note the following important details regarding your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, choices:
  - If the 1<sup>st</sup>, 2<sup>nd</sup>, AND 3<sup>rd</sup>, choices are filled, you will be sent an email informing you of available classes. **You must respond to this email within 2 working days (Mon-Fri) if you wish to select another class.**
  - If we do not hear from you within 2 working days, be aware that the remaining spots in the available classes may be filled by other students.
  - If you 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 teacher illness, a substitute will be provided OR students will be contacted as early as possible to inform them of a class cancellation.
5. Please be aware that other area day care programs can make arrangements to pick up your child at school if the River Oaks Elementary After School Program does not accommodate your needs.  
We are looking forward to a successful session of the After-School Program. If you have concerns and/or questions, do not hesitate to contact me.

Sincerely,  
Sylvia Ponce de Leon  
Director, After-School Program  
713-529-3507  
email: [ciasp@sbcglobal.net](mailto:ciasp@sbcglobal.net)