



After School Policy

Dear Parents,

If you are the parent of a returning Harmony Science Academy – Laredo student you are probably aware of our Aftercare Program but we would like to remind you of how our program works. We have also updated our after school policy. If you are new to our school then I hope these pages will provide you helpful introduction to our program.

If your child will be on campus at any time after school, even for sports, or other scheduled events, we ask that you take the time to familiarize yourself with the Aftercare guidelines found on the back of this letter.

Please know that the intention of these guidelines is to ensure the safety and well-being of your children if they are on campus after 4:30 PM (Middle/High). If you have any questions about Aftercare, please feel free to call the front office or Mrs. Hernandez-Aguilar and we will be more than happy to answer your questions.

Sincerely,

Mr. Mustafa Ayik, Principal



Aftercare Information and Guidelines

When and Where

Aftercare begins at 4:30 PM for middle and high school students and ends at 5:30 PM. Aftercare will be divided between middle and high school. Locations will be announced later.

Aftercare will take place after every full school day. **We do not provide aftercare when classes are not in session, early dismissals, staff development, holidays, or school closures due to bad weather.**

Who should attend and who will be charged?

Any student who is on campus after 4:30 PM and not in a structured activity, such as a club, team practice, must sign in.

Students who are not picked up on time from a structured activity, such as team practice, clubs, detention, etc., will be sent to Aftercare, and families will be charged for that time.

Students who have to wait for siblings on campus will also be sent to Aftercare.

Students who stay afterschool to watch a game, awards ceremony, etc. will be sent to aftercare. They will be charged until parents show up and sign them out.

When is there no charge?

If a team practice is canceled with the less than a two-day notice, students who need to go to aftercare will not be charged. If students are notified of such change **two days** or more in advance, there is a charge for those who need to attend Aftercare.

Keeping track of students.

Our goal is to keep track of students. Students may not leave Aftercare to run errands without specific permission from the Aftercare staff.

Signing Out

Parents or persons designated by the parents must come to the front office and sign the students out. Front office personnel will call for students from their assigned locations.



Fee

The Aftercare fee is \$5.00 per day. There is an additional charge of \$1.00 per minute for students picked up after 5:30 PM. Students not enrolled in the Aftercare will be charged \$6.00 per day. Billing is done on a monthly basis. (See due dates below)

Snacks

Students in Aftercare will be given a snack at 4:45 PM. If you know that your child will be in Aftercare until 5:30 PM you may want to send additional food.

Respecting the guidelines

Harmony Science Academy has a right to call Child Protective Services, Police Department, or related authorities for the students who are on the campus after 5:30 PM. Students will not be able to stay on the campus after 5:30 PM unless student is participating in an activity with a teacher/sponsor.

Students or families showing chronic disregard to Aftercare guidelines may lose the opportunity to return for the following school year.

Contact Information

Please call the front office for any questions or concerns at (956) 712-1177.



After School Childcare Program

Dear Parents,

We will start our After School Program Tuesday September 2, 2014. If you are interested in enrolling your son/daughter please contact the front office to sign the Aftercare form.

Fees and Payment Policy

Tuition is \$5 per day per child

Tuition fees are non refundable

Tuition fees are due at the end of each month.

Tuition fees are due even if the student does not attend due to absence

Parent Agreement

I understand that the after school program is open according to the official school calendar and is closed during vacations, staff development and bad weather days.

I understand that I am responsible for each monthly payment which is due by the first day of each month. If tuition is not paid by such a date a **late fee** of \$10.00 will be charged.

I understand that if my child is absent from the after school program I am still responsible for the fees.

I understand that the caregiver watching my child(ren) are responsible for their well-being from the time he/she arrives at the program until my child leaves.

I understand that if I withdraw my child from the program I will not be given a refund.

I understand that services are only offered until 5:30 p.m. and if I am late I will be charged a late fee of \$1.00 per minute that I am late.

Homework

20 minutes is designated for homework completion on a daily basis.

The caregiver will only monitor the students. Under no circumstances will homework be done for the student. If the students require assistance, the caregiver will help them at their discretion. It will be your child's responsibility to try to complete their work within the time given. Caregivers are not responsible for completion of the student's assignment. **STUDENTS SHOULD NOT BRING ANY TOYS.**

Please return signed form by August 29, 2014.



Rules and Regulations for the After School Childcare Program

- Rules and regulations that are outlined in HARMONY SCIENCE ACADEMY-Laredo Student Handbook apply to the program.
- Your child will be supervised inside until 5:30 PM.
- If there is any tutoring, club or any other activity in the school, your child must report to the after school care and get the permission from the supervising teacher by showing their club pass.
- After 5:30 PM, there will be an additional charge of \$1.00 for every minute for each student not picked up on time.
- Any unpaid balances will be transferred to the next month.
- Any students who have not been picked up on time will be sent to after school care and charged an after school fee. **No exceptions are made.**
- Payments must be made by the first day of each month.
- Please make checks payable to HARMONY SCIENCE ACADEMY-Laredo
- Don't forget to include your child's name on the check.

If you do not make a payment by the first day of each month the student will be withdrawn from the program. The student will not be accepted to the program until the money is paid. If such situations happen more than once, then the student would not be accepted to the program anymore.

For more information, please contact Mrs. Hernandez-Aguilar at (956) 712-1177



AFTER SCHOOL PROGRAM POLICIES

1. ADMISSION

Each student must be enrolled in the after-school program by a parent or legal guardian approval. The fee for After School Program (ASP) is \$5 per day (paid monthly). The fee must be paid before the enrollment for each month. The students will not be able to attend the program until the fee is paid. If the fee is not paid until the 5th day of the month without any written notice to the After School Coordinator, the issue will be discussed with the Assistant Principal and this may result in discontinuing of after-school enrollment.

2. ATTENDANCE

Daily attendance will be taken during the classes and activities (clubs and study hall). All students are to attend all classes regularly and promptly for which they are scheduled. If a student misses a class, parent will be informed immediately. If a student misses 10 percent of all programs, he/she will be withdrawn from the ASP unless he/she provides a valid excuse in writing.

If it is necessary for a student to be absent from the after-school program for any reason, the parent or legal guardian should call the school office (956)712-1177. If the school office has not received a phone call, students must bring a written statement from parents or guardian to the after-school office upon returning to school. If a teacher has to work with an ASP student, he or she must give him/her an after school pass and inform the After School Coordinator. Teachers will provide these passes. If you need some more later, you may get them from front office. And also if a teacher has cafeteria duty and sees a student without after school hall pass, he or she has the right to put him/her out of the school or in detention. No exceptions. No excuses.

3. DISCIPLINE POLICY

The purpose of discipline policy is to facilitate a positive after-school climate where each student feels safe and secure; where faculty and staff agree on general principles of discipline within a framework of progressive discipline; where parents are kept informed of their child's behavior and are encouraged to support the school's decisions; and where all students are provided with opportunities to grow in personal and social development and, if they are involved in a discipline concern, are given due process.

Rules and regulations outlined in HARMONY SCIENCE ACADEMY - Laredo Student Handbook will be applied to the After-School Program and all students enrolled in the After School Program are expected to obey them. If a student fails to do so for the first time, the parent will be informed and the student will get a warning. If the office receives another



discipline referral from the same student then a parent conference will be held and the student will be suspended from after school program for one week. If the third discipline action happens, student will be expelled from the After-School Program and he or she may not enroll for the existing academic year.

4. PICK UP POLICY

Your child will be supervised inside until 5:30 PM. After 5:30 PM, there will be an additional charge of \$1.00 for every 1 minute the student is left on campus. For more information, please contact Mrs. Hernandez-Aguilar at (956) 712-1177 (Please see attachment 1: Late Pick-Up Notice)

5. MEDICATION POLICY

A parent or guardian will be called to pick up a child who is sick or injured. Medicine will not be administered without written permission from the parent or legal guardian.

6. STUDY HALL POLICY

If a student has homework, he or she must work on that. If he claims that he doesn't have any homework. If a student finishes his homework early, he must read a book (no exceptions). ASP will not provide any books. We are going to use a DPS System in the study hall.

7. Activities

We will offer various activities throughout the week with each day being a different one. We will provide the student with an activity schedule as the program begins. Activities will be allowed after students have worked on their homework.

8. DPS SYSTEM

DPS system applies to all students who are being cared for in the After Care Program.

9. PAYMENT

You must make your payments by the first day of the month to the Front Office.

Any unpaid balances will be transferred to the next month.

Any students who have not been picked up on time will be sent to after school care and charged an after school fee. No exceptions are made.

Please make checks payable to HARMONY SCIENCE ACADEMY-Laredo and please don't forget to include your child's name on the check.



AFTER SCHOOL PROGRAM CLASSROOM RULES FOR STUDENTS

BEFORE THE BELL RINGS

1. When you enter the class, go to your assigned seat and put your materials in its appropriate place.
2. Do not hang around in the classroom. Either sit down in your assigned seats or take care of your business before class.
3. Keep your hands and feet to yourself.
4. Singing, humming, and yelling are not allowed
5. Writing or drawing on the board is not allowed without permission.
6. If you need a book from your locker, please ask permission from the teacher at the beginning of the class.

DURING THE CLASS PERIOD

01. Get your materials ready for the assignment of the day.
02. If you are late, please knock on the door and enter the class with your permission.
03. Do not stand up without permission.
04. Do not wad up your papers into a ball. Fold it up and leave it on the corner of your desk until break time. Do not get up to throw away your trash during class time.
05. Your seat and desk must be clean before you leave the class. You are responsible for the area around your seat. If there is trash around your seat before the bell, you must come tell the teacher so that you will not be responsible to clean it up. Before you leave, you must push your chair under the desk. Follow the directions at the first time they are given. Do not talk back.
06. You are not allowed to eat, drink, (even candy) or chew gum in class, even during the break time.
07. You must sit properly at all times.
08. No students are allowed to use any version of "Shut up/Stupid, etc. "
09. No student is allowed to leave the class without a HALL PASS. If a student leaves the class without a Hall Pass Card he or she will get a DPS.
10. During the after school period students must do their homework. Teachers will help students if they need to get help. Students who finish their homework must show it to the teacher. Regardless of whether or not a student finishes his or her work, they are required to stay quiet until 4:15 pm. He or she may work on another assignment.
11. Bring all of your homework materials to the class you are scheduled before 3:00 pm. If you forget them in your lockers you will receive one DPS.
12. If you have any questions or need help, raise your hand and wait to be recognized before speaking.

CONSEQUENCES

01. You will get DPS. Depending on the situation, we may contact with your parent and Assistant Principal.
02. Your parent(s) will be contacted; you will be written a discipline referral form and sent to the Assistant Principal.

Please return signed form by August 29, 2014.



HARMONY SCIENCE ACADEMY

4401 San Francisco Ave, Laredo, TX 78041 ♦ Tel: 956.712.1177 ♦ Fax: 956.712.1188 ♦ www.hsalarado.org

Date: _____ (2nd Notice)

Dear Parent of: _____:

This is to inform you that as of _____, your child, _____, had still not been picked up from school. Dismissal is at 3:10 p.m. and you have until 3:30p.m. (Elementary) 4:25 (Middle/High) to pick up your child. If you are experiencing difficulty in picking your child up from school on time, we have an after-school program available for your child to attend until 5:30 p.m. You will need to register your child in this program if you choose to use it.

However, if you do not choose to enroll your child in the after-school program, you must pick your child up by 3:30 p.m. (Elementary) and 4:25p.m. (Middle/High), or we may be forced to take more serious actions.

Time Picked Up	SAMPLE	Date
Parent Signature		Date

Sincerely,
HSA-Laredo Administration

Please return signed form by August 29, 2014.



After School Childcare Program (sign & return)

I have read and understood the After School Program Policies and the steps that will be taken if I don't pick up my child on time.

Students Name: _____ Grade/Section: _____
(Please Print)

Parents Name: _____
(Please Print)

Parents: Signature: _____ Date: _____

By signing below, I agree to have my student(s) participate in the aftercare program from 4:30-5:30PM.

I understand that if fees are not paid by May 31st then my son/daughter not be reenrolled for the following school year.

I understand that if fees are not paid then it will be deducted from my book deposit.

I understand that Harmony Science Academy has the right and will make changes at any time.

Student Name: _____ Grade: _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____

By signing below, I DO NOT wish to have my student(s) participate in the aftercare program because I, the parent, will pick up the student(s) before 4:30PM.

Student Name: _____ Grade: _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____



2014-2015 School Year

Dear Parents,

Just a reminder that payment for the after school program is due the last school day of each month (covering a month ahead). Below are the due dates and how the fee is due per month per child.

Thank You,

Harmony Science Academy

Due Date	Days Child Attends	Total Due (per child)
Friday August 29, 2014	21 days	\$105.00
Tuesday September 30, 2014	22 days	\$110.00
Friday October 31, 2014	15 days	\$75.00
Friday November 21, 2014	14 days	\$70.00
Thursday December 18, 2014	19 days	\$95.00
Friday January 30, 2015	18 days	\$90.00
Friday February 27, 2015	17 days	\$85.00
Tuesday March 31, 2015	21 days	\$105.00
Thursday April 30, 2015	20 days	\$100.00
YEAR	TOTAL	\$835.00 (per child)

***** HSA has the right to make changes at any time & will inform parents if this occurs. ***
If you have any questions please do not hesitate to contact fhernandez@harmonytx.org**

Please return signed form by August 29, 2014.