

**HARLINGEN CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
FISCAL YEAR 2016-2017  
H.E.L.P. - PARENT REQUEST FORM**

Name of Campus: \_\_\_\_\_

Student #1's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student #2's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student #3's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

|                       |
|-----------------------|
| <b>Parent's Name:</b> |
| <b>Address:</b>       |
|                       |
| <b>Telephone #:</b>   |

**(Please keep an updated address at the school office at all times. Need this for Tax Statement at year-end.)**

**CHILD PICK-UP AUTHORIZATION**

I authorize ONLY the following individuals to pick up my child. I understand that any changes to this authorization list should be made prior to the time of pick-up.

| <u>Authorized Person</u> | <u>Relationship</u> | <u>Contact Tel. No.</u> | <u>Alt. Tel. No.</u> |
|--------------------------|---------------------|-------------------------|----------------------|
| 1. _____                 | _____               | _____                   | _____                |
| 2. _____                 | _____               | _____                   | _____                |
| 3. _____                 | _____               | _____                   | _____                |
| 4. _____                 | _____               | _____                   | _____                |

I have read the attached H.E.L.P. Guidelines and agree to the terms in the guidelines. I hereby request that my child be enrolled in the H.E.L.P. Program in the Harlingen Consolidated Independent School District. I understand there is a **\$30 Registration fee** in August and then the remainder of the tuition will be prorated over 9 months at **\$75.00** per student, per month. This fee structure is still based on the \$4 per day but prorated evenly over the entire school year. **Failure to make payment by the due date may result in withdrawal of student(s) from the H.E.L.P. Program. NO REFUNDS** will be given.

A **LATE FEE** of **\$20** will be assessed if payment is **NOT** received by the **3rd day grace period**. (The Late fee is per each child enrolled.) The Business Office will intervene, if needed, if payment is not received by the 4<sup>th</sup> day.

**School keeps this copy.**

**FEE SCHEDULE**

| <b><u>DATES</u></b> | <b><u>NUMBER OF DAYS</u></b> | <b><u>COST</u></b> | <b><u>PAYMENT DUE!</u></b> | <b><u>LATE FEE CHARGED AFTER</u></b> | <b><u>NO H.E.L.P.</u></b> |
|---------------------|------------------------------|--------------------|----------------------------|--------------------------------------|---------------------------|
| August 23-31        | 7                            | \$ 30.00           | At Registration            |                                      |                           |
| September 1-30      | 21                           | \$ 75.00           | August 31                  | Sept 6                               | September 5               |
| October 3-31        | 20                           | \$ 75.00           | September 30               | Oct. 5                               | October 10                |
| November 1-30       | 17                           | \$ 75.00           | October 31                 | Nov. 3                               | November 21-25            |
| December 1-19       | 13                           | \$ 75.00           | November 30                | Dec. 5                               | December 20-30            |
| January 4-31        | 19                           | \$ 75.00           | January 4                  | Jan. 9                               | January 2-3, 16           |
| February 1-28       | 19                           | \$ 75.00           | January 31                 | Feb. 3                               | February 20               |
| March 1-31          | 18                           | \$ 75.00           | February 28                | Mar. 3                               | March 13-17               |
| April 3-28          | 18                           | \$ 75.00           | March 31                   | Apr. 5                               | April 14, 17              |
| May 1-Jun 1         | <u>24</u>                    | <u>\$ 75.00</u>    | April 28                   | May 3                                | June 2                    |
| <b>TOTAL</b>        | <b>176</b>                   | <b>\$705.00</b>    |                            |                                      |                           |

***\*NOTE: NO HELP on Dec. 20th due to Holiday Early Release  
And No HELP on the Last Day of School June 2nd***

**Picking Up Child Late**

I also understand a late fee will be charged if I fail to pick up my child by six o'clock.

6:00 p.m. – 6:30 p.m. – **Additional \$10.00 per child**

After 6:30 p.m. – **Additional \$20.00 per child**

After 6:35 p.m. -- **THERE WILL BE NO SUPERVISION**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**School keeps this copy.**



## H.E.L.P. GUIDELINES – Parent’s Copy

The Harlingen Consolidated Independent School District will offer the H.E.L.P. Program at elementary campuses that provide a need for this service. The program will be for students in prekindergarten through 5<sup>th</sup> grade provided enough students enroll in the program.

### **REGISTRATION:**

Parents will register their children at their home campus.

*Pre-registration will take place beginning:*

*August 8 - 22, 2016*

### **BEGINNING DATE:**

If enough students register, the program may begin on Tuesday, August 23, 2016, the first day of school.

### **FEE SCHEDULE**

| <b><u>DATES</u></b> | <b><u>NUMBER OF DAYS</u></b> | <b><u>COST</u></b> | <b><u>PAYMENT DUE!</u></b> | <b><u>LATE FEE CHARGED AFTER</u></b> | <b><u>NO H.E.L.P.</u></b> |
|---------------------|------------------------------|--------------------|----------------------------|--------------------------------------|---------------------------|
| August 23-31        | 7                            | \$ 30.00           | <b>At Registration</b>     |                                      |                           |
| September 1-30      | 21                           | \$ 75.00           | <b>August 31</b>           | Sept 6                               | September 5               |
| October 3-31        | 20                           | \$ 75.00           | <b>September 30</b>        | Oct. 5                               | October 10                |
| November 1-30       | 17                           | \$ 75.00           | <b>October 31</b>          | Nov. 3                               | November 21-25            |
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| May 1-Jun 1         | <u>24</u>                    | <u>\$ 75.00</u>    | <b>April 28</b>            | May 3                                | June 2                    |
| <b>TOTAL</b>        | <b>176</b>                   | <b>\$705.00</b>    |                            |                                      |                           |

## H.E.L.P. Guidelines

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#### **PAYMENT:**

Monthly payment is **due in advance** on the last day of the month. Payment is required for the number of days in the month. No partial payments or drop-in rates are allowed. Parents must commit to and pay for a full month even if a child does not attend each day. **NO REFUNDS** will be given.



Please remember to utilize our option to pay online through your **Mealpay Plus account**. (Online payment system for Food Service meals) If you do not have an account setup with Mealpay Plus, then please sign up at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). You will need your child's student ID# to register. Your campus can give you this information, if needed.

**A late fee will be assessed if payment is NOT received by the 3rd day of the grace period.** (ex. Oct. Payment due September 30<sup>th</sup> – Charged \$20 late fee if not paid by Oct. 3rd) Please refer to the above schedule for Grace Period.

#### **SNACKS:**

The HCISD Child Nutrition Department will provide afternoon snacks

#### **LATE FEE:**

6:00 p.m. – 6:30 p.m. – Additional \$10.00 per child  
After 6:30 p.m. – Additional \$20.00 per child  
After 6:35 p.m. – **THERE WILL BE NO SUPERVISION**

#### **RECEIPTS:**

A receipt will be issued to the parent for all fees collected. These receipts will be the parent's support for any reimbursement plans or tax credits they might require. **A tax statement with the total amount of fees collected will be issued by the Business Office.**

**\*Please note this Tax Statement will be issued to the Parent who signs this Parent Agreement Form. Any changes to your mailing address from this Agreement Form should be made at the school office to ensure the Business Office has the correct address for mailing.\***

#### **ABSENCES:**

If your child will not be attending the H.E.L.P. program on a particular day, please contact the school office to inform them of your child's absence from the H.E.L.P. program. No refunds will be given.

## **H.E.L.P. Guidelines**

### **Page 3**

#### **REGISTRATION:**

Registration for the H.E.L.P. program will occur **prior to the August 23rd school date.** A Parent Request Form, or contract, will be signed by the parent. The Parent Request Form will also authorize who will be able to pick up their child including telephone numbers for each authorized person. The child will only be released to those listed on the Parent Request Form. If the parent wishes to have someone else pick up their child, then it is the parent's responsibility to notify the campus of any authorization changes.

#### **WITHDRAWAL:**

Once a parent has signed the Parent Request Form a contract has been entered with the District for the services requested at the agreed monthly fee.

If a parent chooses to stop using the program, any paid fees are non-refundable.

#### **DISMISSAL PROCEDURES:**

A sign-out sheet will be placed in a designated area for parents to sign-out their child when they pick them up. This should include the name of the child, the name of the person picking up the child and at what time.

Parents may pick up their child prior to 6 pm and are responsible for making arrangements to pick up their child by 6 pm, if they are unable to do so. Children will **ONLY** be released to authorized people identified on the Parent Request Form. A photo identification card may be requested from those picking up the child. **Children will not be allowed to walk home from the program.**

Please note that any child custody issues, or restraining orders, should be brought to the Principal's attention by the parent who will inform the HELP monitors of the situation. Copies of such legal documentation should be submitted to the Principal.

#### **ILLNESSES/ACCIDENTS/BEHAVIORAL PROBLEMS:**

In the case that a child becomes ill during the program, the parent will be notified immediately to pick up their child. The Parent Request Form should have different telephone numbers available for each parent, or authorized person to pick up the child. Refer to this form to obtain such information to alert the parent that their child is ill.

If a child is involved in an accident or has demonstrated inappropriate behavior, then an Accident Report or Incident Report will be prepared and shown to the parent as they pick up their child. Both the HELP monitor and parent are required to sign and date the form stating that the situation has been explained to the parent.