



# HARMONY SCIENCE ACADEMY - EULESS

701 s Industrial Blvd Suite 115, Euless, TX, 76040 ♦ Tel: 817-354-3000 ♦ Fax: 817-354-3008

## Beyond the Bell (BtB) The After-School Program of HSA-Euless

### PROGRAM POLICIES

#### 1. ADMISSION

Harmony Science Academy's BtB program is for Harmony Science Academy - Euless students only. Siblings or friends of students may not attend. Each student must be enrolled in the after-school program by a parent or legal guardian.

The monthly fee structure for the After-School Program is as follows:

- Dismissal – 4:00 PM (\$75)
- Dismissal – 5:00 PM (\$150)
- Dismissal – 6:00 PM (\$225)
- Clubs Only: Dismissal – 4:00 PM (\$30 per club)

Enrollment is based on each calendar month. **(HSA-Euless BtB does not pro-rate.)** If the payment is not made on time, a \$5 late fee will be charged per day. If the payment is not received by the 10<sup>th</sup> day of the month in which services are rendered (6:00 pm) your child will not be allowed to attend the BtB program.

#### 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 has an unexcused absence, the parent/guardian will be notified.

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 (817.354.3000). If the school office has not received a phone call, students must bring a written statement from their parent or guardian to the office upon returning to school. **If a teacher has to work with a BtB student, he or she must give him/her a BtB-WPP (Beyond the Bell Work Permission Paper) and inform the After School Coordinator.** The after school coordinator will provide these papers. You may get these forms from the front office. **If a teacher sees a student without BtB-WPP or 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 Student Handbook will be applied to the "Beyond the Bell" 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 more than one discipline referral from the same student, 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

Students must be picked up on time. Students who stay until 4pm will be dismissed just like a regular dismissal from the back side of the building. Students who stay until 5pm or 6pm must be checked out by the parent/guardian from the back side and

inside the cafeteria. You may be asked to show your ID. **There will be an additional charge of \$5.00 for every 10 minutes (for each student) who are picked up late.** This late pick up fee must be paid in full prior to the following month's enrollment. If this fee is not paid by the deadline, BtB services will be suspended until all balances are paid in full.

If special arrangements have not been approved by the After School coordinator beforehand, Harmony Science Academy-Eules reserves the right to contact Child Protective Services (CPS) regarding students who are not picked up on time. Once again, in the event of an unavoidable emergency or uncontrollable circumstance, it is absolutely necessary that you contact the front office or the After-School coordinator so that they are aware that you will be late. **In the event that students are repeatedly (3 or more times) picked up after 6:00PM, BtB services will be suspended until adequate arrangements for timely pickup have been made.**

## **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. All medical-related issues must be processed and administered by the school nurse.

## **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, he needs to bring a paper indicating that there is no homework that day from his teacher.

No paper without signature, name of the student, name of the subject and date is acceptable.

If a student finishes his homework early, he must read a book (no exceptions). BtB will not provide any books.

## **7. DISCIPLINE SYSTEM**

If a student breaks the rules, s/he will receive DPS points for each offense. If s/he gets 4 study hall-related DPS in a month, then s/he will not attend After School Programs for the following month.

We will also use the database tracking system.

## **8. PAYMENT**

You must make your payments between 1st and 5th day of each month to the Front Office. Payments **MUST** be placed in the BtB black lock box located by the main office door located at the front entrance.

Monthly fees are as follows:

Dismissal to 4:00 PM (\$75)

Dismissal to 5:00 PM (\$150)

Dismissal to 6:00 PM (\$225)

Payment may only be rendered by money order, check, or credit card (**NO CASH.**) Please make checks payable to Harmony Science Academy-Eules.

**Don't forget to include your child's name on the check.**

If you fail to make a payment between 1st and 5th day of the month, a \$5 late fee will be charged per day. If the payment is not received by the 10<sup>th</sup> day of the month in which services are rendered (6:00 pm) the student will not be accepted to the program until all fees are paid in full. Recurring issues regarding payment may result in a denial of after school services.

No money will be refunded in any case.

Do not forget to take a receipt.

## **9. MODIFICATIONS**

HSA-Eules reserves the right to modify this policy as needed with/without advance notification.

**PARENTS-STUDENTS:** Please read the Beyond the Bell Program Policies carefully. Then sign and return the attached contract to the school office.



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## **Beyond the Bell** **The After-School Program of HSA-Euless**

I have read, understood, and agree to abide by the preceding two (2) pages of Beyond the Bell After-School Program rules and regulations.

Student's Section: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

Date: \_\_\_\_\_