



H.O.W.L. After School Program

Helping Others While Learning

2020 - 2021 Program Enrollment

Student Information

Student name: _____

Gender M F

Grade

Age _____

Elementary 1 2 3 4 5

Date of Birth _____

Middle 6 7 8

Expected Schedule

What days do you expect to utilize HOWL?

M T W Th F

Approximately, what time will you pick up your student? _____

Parent/Guardian 1

Name: _____

Relation: _____

E-mail: _____

Telephone: _____ Cell

Telephone: _____ Work

Telephone: _____ Home

Parent/Guardian 1

Name: _____

Relation: _____

E-mail: _____

Telephone: _____ Cell

Telephone: _____ Work

Telephone: _____ Home

Emergency Contacts

Name: _____

Relation: _____

Telephone: _____

Name: _____

Relation: _____

Telephone: _____

Name: _____

Relation: _____

Telephone: _____

Additional Authorized Individuals for Pick-Up

Must be 18 or Older

Name: _____

Relation: _____

Telephone: _____

Name: _____

Relation: _____

Telephone: _____

Contact

Jennifer Djonne

HOWL After School Program Director

951-266-0220 jdjonne@highland-academy.org

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Health/Medical Information

Any Special Needs/Health Issues: _____

Any Dietary Restrictions: _____

Any Food Allergies: _____

List Any Medications to be taken/kept at HOWL: _____

MEDICAL RELEASE The health history is correct so far as I know and the student herein described has permission to engage in prescribed activities unless noted otherwise. _____ (Initial)

HOLD HARMLESS CLAUSE I further agree that the Highland Academy Charter School H.O.W.L. After School, its Board of Directors, staff, and volunteers are hereby relieved of any and all liability, including but not limited to medical treatment or onsite assistance in the event of accident or injury to the enrolled student. _____ (Initial)

PUBLICITY RELEASE I hereby consent to the reproduction, publication, and use of photographs of the likeness of my child by Highland Academy Charter School H.O.W.L. After School for advertising, commercial, or any other purposes. _____ (Initial)

CONSENT I have read and understand the above and hereby give my permission to my student to participate in Highland Academy Charter School H.O.W.L. After School Program and to participate in all the activities/programs offered by H.O.W.L After School. Additionally, I understand that H.O.W.L. After School is not responsible for the time or manner in which my child may arrive or leave the program, and the H.O.W.L. After School and its property.. are not responsible for personal injury or loss of property.

Parent/Guardian Signature: _____ Date _____



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Program Enrollment

Program Policies

Prior to enrollment into Highland Academy Charter School's H.O.W.L. After School Program, parents/guardians must read, sign, and date all required enrollment documents.

1. Program Fees

- Acceptable forms of payments include cash and personal checks.
 - All checks must be made payable to: Highland Academy
 - H.O.W.L along with your student's name should be printed on the memo line of any and all personal checks
- Fees are due as outlined on the **Program Fees** sheet.
- Payments are non-refundable.
- Fees are subject to change with a thirty (30) day notice.

2. Enrollment Deposit

- A deposit of \$40.00 per student is due upon submission of enrollment packet.
 - This deposit will hold your students' space for the program.
 - The deposit fee will be applied towards your first month balance.
 - This fee is non-refundable.

3. Returned Payments

- There will be a \$25.00 fee for each returned check.
- Repayment for any returned transactions must be made in the form of cash only.
- After second notice of return all future payments will be required to be made in the form of cash only.
- Failure to produce repayment within fourteen (14) days of notifications will result in the immediate dismissal of your student from the H.O.W.L. After School Program.

4. Late Payments

- Payments received fourteen (14) business days from the due date will incur an additional \$20.00 late fee.
- Accounts carrying a balance thirty (30) days past due will result in the immediate dismissal of your student from the H.O.W.L. After School Program.



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5. Releasing Students

- Students may be picked up at any time between release of school and 6:00pm.
 - The fees remain the same regardless of pick-up time, with the exception of additional fees after 6:00pm pick-up.
- **Students MUST be picked up by 6pm**
- Authorized adults who are eighteen (18) years or older must sign your student out daily.
- Any change to authorized individuals to pick up students must be made in writing to Program Director, within twenty-four (24) hours.

6. Late Pick-Up

- **H.O.W.L. After School Program ends at 6:00pm- No Exceptions**
- Parents/Guardians are responsible for ensuring the timely pick-up of their student
- Any student picked up after 6:00pm will be charged an additional late pick-up fee of \$1.00 per minute per student.
- Payments for late pick-up must be submitted the following business day.
 - Inability to produce payment will result in the immediate dismissal of your student from the H.O.W.L. After School Program.
- Students not picked up by 7:00pm are considered abandoned and the appropriate authorities will be notified.

7. Parent Concerns/Issues

- If any concerns or issues may arise parents/guardians are expected to address their concerns to the H.O.W.L. After School Program Director.
- Any concerns or issues are not to be discussed while other students and/or parents are present.
- All concerns and/or issues are to be addressed via phone, e-mail, or scheduled appointment.
- Issues or concerns regarding other students enrolled in the H.O.W.L. After School Program are to be addressed with the H.O.W.L. Program Director.
- Enrollment of your student in H.O.W.L. After School program will be compromised if a parent/guardian approaches other students or parents regarding their grievances.



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8. Discipline

- Students attending H.O.W.L. After School **must abide by all** school rules set forth by Highland Academy Charter School.
- Failure to abide by school rules will result in consequences set forth by Highland Academy Charter School Administration.
- Any disciplinary actions will be referred to Highland Academy Charter School’s Administration staff.
- Failure to abide by rules can result in the immediate dismissal of the students from the H.O.W.L. After School Program.

9. The H.O.W.L. Program Director reserves the right to discontinue enrollment if it becomes necessary.

10. Documents Received and Reviewed

- Program Enrollment Application _____ (Initial)
- Program Policies _____ (Initial)
- Program Fees Sheet _____ (Initial)
- Covid—19 Memo _____ (Initial)

Please identify any relevant information that may be helpful to the H.O.W.L. After School Program staff:

I have read and understand the expectations set forth by Highland Academy Charter School H.O.W.L. After School Program. I understand any violations of the above policies may result in the immediate dismissal of my student from the program. My signature below acknowledges I have read and agree to the terms and conditions mentioned in H.O.W.L. After School Program Policies as well as the information provided on the Program Fees sheet.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Print name: _____



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Contact Information

Dear HOWL Parents and students,

I look forward to the 2018-19 school year. In order to help keep you up to date on information for the H.O.W.L. After School program it is important for you to check your e-mail regularly, as this is how we handle the majority of our correspondents.

H.O.W.L. After School Program will be utilizing the Remind App. You are able to choose to receive your reminders via e-mail or text message. This will also allow you to send me text messages without having to call the school or send an e-mail. However, if it is a lengthy matter the best course of communication is via phone call to the school or e-mail. At any time during the school year you can choose to unsubscribe from the Remind messages and remove yourself from future alerts. You **are not** required to download the app in order to receive messages.

Please complete the information below to select how you wish to receive H.O.W.L. After School Program reminders and information. If the below portion is left incomplete you will automatically be added to an e-mail list with the address on file with the Highland Academy Charter School.

Thank You!
 Jennifer Djonne
 H.O.W.L. After School program Director

Remind Alerts

How would you like to receive alerts from H.O.W.L. After School and the Remind app?

Student Name: _____



Name(s)	I wish to receive Reminders In the form of : (Please circle desired form)	Enter either cell phone number or e-mail address
	Text Message E-Mail	
	Text Message E-Mail	
	Text Message E-Mail	



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Program Enrollment

2020-2021 Program Fees

Schedule

Monday – Thursday 3:00– 6:00

Times will vary on minimum days

H.O.W.L. After School will not be held on school holidays or vacations

Cost

Payments can be made monthly or for the entire school year

Monthly prices change based on number of school days within each month.

Payment Methods

Payments can be made in the form of cash, check, or money order

All checks and money orders must be **made payable to Highland Academy Charter School**

Description	Amount	Due Date
2020 - 2021 School Year	\$800	August 15, 2020
Monthly		
August	\$90	August 6, 2020
September	\$105	September 1, 2020
October	\$95	October 1, 2020
November	\$75	November 1, 2020
December	\$65	December 1, 2020
January	\$65	January 11, 2020
February	\$75	February 1, 2021
March	\$115	March 1, 2021
April	\$95	April 1, 2021
May	\$105	May 3, 2021
June	\$20	June 1, 2021

***All payments are non-refundable**

Contact

Jennifer Djonne

After School Program Director

951-266-0220

jdjonne@highland-academy.org

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Dear Parents and Guardians,

As the H.O.W.L. After School Program Director it is my goal and mission to provide your students with a safe, encouraging, and educational environment after school when going home may not be an immediate option. Following is some additional information to help you better understand what H.O.W.L. After School is and the services we provide.

Everyday at H.O.W.L. your students will be provided with a small snack. These snacks include granola bars, chips, crackers, and other various items. Peanut and gluten free options are available for students with dietary restrictions. Your students are welcomed to bring additional food or snacks they enjoy. Microwaves are available.

While myself and our talented staff members do our best to oversee, motivate, and assist with completion of homework and other assignments it is solely the responsibility of your students to stay up to date on their school work. Ultimately, your students are responsible to sit down and complete their assignments. While at H.O.W.L. students are given ample time and resources to complete their assignments. I perform weekly grade checks for students to help them be aware of missing, incomplete, or upcoming assignments. I also maintain regular contact with their teachers. Students are aware of their educational expectations, and we are here to provide them with the resources, support, and guidance to succeed, but this can only be accomplished with their cooperation and effort.

Each day at H.O.W.L. begins with an opening exercise. This may include review games, team building activities, reading, or other fun games. The purpose of these opening activities is to give the students a break from traditional classroom settings build relations with students from various grades, and promote a creative thought process. Fridays are designated as “Fun Friday”. Each Friday has games, activities, and/or crafts that connect to a theme.

H.O.W.L. serves all students at Highland Academy from 1st grade to 8th grade. While we do our best to keep the Elementary and Middle school students separate, there are times where the grade levels will be mixed. This typically takes place on Fridays and for team building activities. Separation of grades is also impacted by number of students enrolled and staff availability.

I look forward to the year ahead and getting to know your students. If any questions arise please do not hesitate to contact me. Thank you for your continued support to our Husky Family!

Jennifer Djonne
H.O.W.L. After School Program Director



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Covid-19 Memorandum

As we have seen so many changes coming into this school year we will continue to adapt to these changes for the benefit and safety of our students, staff, and community. Please see below for an outline of changes H.O.W.L After School will be making.

***H.O.W.L. After School follows all the guidelines and requirements set forth by Highland Academy Charter School**

Enrollment

Space is limited. Any enrollment applications turned in after H.O.W.L is full will be placed on a waiting list. An Enrollment Packet must be submitted for each student who intends to attend H.O.W.L (even if your student has attended H.O.W.L. in the previous school year). One completed packet is acceptable for siblings within the same household.

Spacing/Social Distancing

During students' time at H.O.W.L. we will do everything in our power to ensure proper social distancing. If for whatever reason we are unable to distance properly students will be required to wear a face covering.

Pick-Up

To minimize commonly touched surfaces (pens, door knobs, etc...) and to maintain spacing, parents **will not** be permitted to enter the H.O.W.L. building upon pick-up. Instead, parents will be provided a number to text and your students will be escorted to your vehicle.

Fees

In the past, multiple options were available to pay for the usage of H.O.W.L. To ensure proper spacing of students paying for the month or the entire school year are currently the only options for payments. The monthly fee is due upon the date included on the Program Fees page. Failure to submit the monthly payment will result in your student's dismissal from H.O.W.L and that space will be given to a student on the Wait List. The fee is that same regardless of how often your student attends H.O.W.L. If and when school schedules change (going through Fridays or a temporary closure) Program Fees will be re-evaluated and parents will be notified via e-mail that was provided on page 1 of the enrollment packet.