



# Coleman Middle School

## BEFORE School Enrichment

### 2022 - 2023 Information Form

AM Hours  
7:30am – 9:15am  
PM Hours  
4:35 pm – 6:00pm

- \* The Coleman AM/ PM School Enrichment Program provides a safe, supervised place for students before & after school.
- \* The Enrichment Program itself is staffed by certified teachers who are available to help your student with homework.
- \* The hours are 7:30am – 9:15am, at which time your student can go to the cafeteria to enjoy a complimentary breakfast, or hang out with friends, until the school day begins.
- \* Parents must escort their students into the Media Center and sign the attendance log. The entry gate is on Manhattan, closest to Estrella. It is the first door on the left.
- \* Students are not permitted elsewhere prior to 9:15 without permission and/ or confirmation of a supervising teacher or sponsor (ie; SGA, band/ orchestra practice, clubs, etc.).
- \* Students may not be on campus before 7:30 am, as they will not be supervised, which poses a safety concern. If they are dropped off before 7:30, they will be referred to administration and may be removed from the program.
- \* Email Campus Director [kristina.chowning@hcps.net](mailto:kristina.chowning@hcps.net) with questions/ concerns.

#### Fee-Based Program Enrollment Criteria

For a child to be eligible to enroll in the Fee-Based Enrichment Program, he/she must be:

1. Independent in daily self-care needs.
2. No danger to him/herself or others.
3. Able to actively participate in large group activities with an adult/student ratio of 1 adult to 29 students.
4. Able to remain within the program location and under adult supervision without risk of elopement or wandering.

#### AM/PM Enrichment Program Fee Agreement

1. Payment is to be made by the date listed for the upcoming month and due by the end of the first full week. When payment is OVERDUE, the student may be WITHDRAWN from the program.
2. Monies paid are not refundable. Fees must be paid for the entire month, even if your child is absent or only attends occasionally. This ensures an appropriate teacher to student ratio for the safety and well-being of our students.
3. Please email your intention to withdraw your student two weeks prior to doing so to [kristina.chowning@hcps.net](mailto:kristina.chowning@hcps.net)

#### Enrollment Information

Payments run through MyPaymentsPlus.com - It's the same system used to add lunch money, order lockers, and pay for fieldtrips at schools in HCPS. It securely allows tracking of expenses for multiple students, at multiple sites. The link is under Events & Activities; click Before & After School Program; click student you wish to enroll; make appropriate selection for BEFORE or AFTER (listed in alpha order). Once selection is made, an info screen appears with program details, click NEXT for Enrollment Form. Once completed, click SAVE and registration will drop into SHOPPING CART. Upon payment, your student is enrolled.

| Tuition Due Date                                               | BEFORE School <u>ONLY</u> | AFTER School <u>ONLY</u> | <u>BOTH</u> Before & After School |
|----------------------------------------------------------------|---------------------------|--------------------------|-----------------------------------|
| AUGUST<br>Due by Friday,<br>August 12, 2022                    | \$126.00                  | \$102.24                 | \$228.24                          |
| SEPTEMBER<br>Due by Friday,<br>September 9, 2022               | \$165.38                  | \$134.19                 | \$299.57                          |
| OCTOBER<br>Due by Friday,<br>October 7, 2022                   | \$157.50                  | \$127.80                 | \$285.30                          |
| NOVEMBER<br>Due by Friday,<br>November 4, 2022                 | \$126.00                  | \$102.24                 | \$228.24                          |
| DECEMBER<br>Due by Friday,<br>December 2, 2022                 | \$133.88                  | \$108.63                 | \$242.51                          |
| JANUARY<br>Due by Friday,<br>January 6, 2023                   | \$118.13                  | \$95.85                  | \$213.98                          |
| FEBRUARY<br>Due by Friday,<br>February 3, 2023                 | \$149.63                  | \$121.41                 | \$271.04                          |
| MARCH<br>Due by Friday,<br>March 3, 2023                       | \$133.88                  | \$108.63                 | \$242.51                          |
| APRIL<br>Due by Friday,<br>April 7, 2023                       | \$149.63                  | \$121.41                 | \$271.04                          |
| MAY<br>Due by Friday,<br>May 5, 2023                           | \$157.50                  | \$127.80                 | \$285.30                          |
| <b>TOTAL SCHOOL YEAR</b><br>(if you'd like to pay all at once) | <b>\$1417.53</b>          | <b>\$1150.20</b>         | <b>\$2567.73</b>                  |