

Premier Academy

A Communities In Schools of Southeast Harris and Brazoria County
Afterschool Program



Parent/Student Handbook Program Year 2026 – 2027

Robert De Los Santos, Director

rdelossantos@cistxjv.org

Phone: 281-728-1888

Venus Higuera, Assistant Director

vhiguera@cistxjv.org

Phone: 979-313-9180

Like Us on Facebook at <https://www.facebook.com/cistx/>

Premier Academy Mission Statement:

Premier Academy (PA) promotes a safe, organized, caring and supportive environment that strives to empower students to be a community of learners in which each member strives for academic excellence and cares about one another. Our focus is on the whole child as we encourage each of them to meet academic challenges with openness, enthusiasm, and a willingness to solve problems while encouraging integrity, and leadership.

Premier Academy Program Overview:

Premier Academy (PA), administered by Communities In Schools of Brazoria County, offers an opportunity for students in Pre-K through fifth grade (Pre-K only offered at certain campuses) to participate in an educational and continual learning atmosphere. The program will focus on providing expanded academic enrichment opportunities such as:

- Our schedule will include 30 to 45 minutes of designated homework time. During this time staff members will monitor and work with the students upon request but will not provide one-on-one tutoring. Students are allowed to spend additional time doing homework during scheduled activities, at parent/guardian request. Homework guidance from the Premier Academy staff will include:
 - An explanation of the directions
 - Reading instructions and giving examples (this does not include grading or corrections to work as to defer to the school's teaching methods)
 - Please note, Premier staff are not responsible for checking student's belongings for homework. PA will offer Homework Help Monday through Thursday during the first block of programming. It remains the parent's responsibility to ensure assignments are completed and reviewed for accuracy daily.
- Offering a wide range of supplementary services, programs, and activities encompassing youth development, fine arts, technology, recreation, physical education, health and wellness, STEM, coding, and culinary arts. These initiatives are designed to enhance and supplement the standard academic curriculum. I understand that my student(s) will have supervised access to technology and the internet.
- Premier Academy maintains a student-to-teacher ratio of 1:15 in our Pre-K groups, and 1:20 in kindergarten and first-grade classrooms. In our second to fifth-grade classrooms, a ratio of 1:24 is maintained.
- Premier Academy is unable to offer a 1:1 student-to-staff ratio. While we strive to maintain a safe and supportive environment for all students, it is important to note that our staff-to-student ratios are designed to accommodate a group setting and may not be tailored to individualized attention.

ADMINISTRATION OF THE PROGRAM

The PA program is a joint effort between Communities In Schools (CIS) and Alvin ISD. Communities In Schools has the overall responsibility and management of the program at each individual campus. The program is not regulated by childcare licensing. This is a fee-based program offered outside of the AISD curriculum and instructional school day. PA is not AISD funded. No AISD or AISD taxpayer monies are used to support PA. Fees must be prepaid to allow your student(s) to participate in the program. Students must be enrolled at Pomona Elementary, Shirley Dill Brothers Elementary, Mary Burks Marek Elementary, Dr. James "Red" Duke Elementary, Don Jeter Elementary, Bel Nafegar Sanchez Elementary, or Nichols Mock Elementary to be considered for enrollment.

CUSTODY ORDERS AND TUITION RESPONSIBILITY POLICY

For the safety and security of your student(s) attending Premier Academy, we request that you provide us with any court orders pertaining to custody arrangements for your student when completing registration. Premier Academy will follow the document for the school year or until a new official order is submitted.

Our program will follow all court-ordered custody arrangements as they pertain to the authorized pick-up of students, including schedules, times, and dates. However, financial responsibility for tuition and fees is separate from custodial arrangements.

- Only one Brightwheel account may be created per family. The account holder who sets up the account is responsible for all financial obligations, including tuition and any other associated charges.
- Tuition is auto-drafted from the payment method on file. Our system will not divide or alternate payment drafts based on custody schedules or agreements. It is the responsibility of the parent or guardian who creates the account to ensure that payment arrangements are made and kept current.
- We do not mediate financial disputes between parents or guardians. Any internal arrangements between parents for shared payment must be handled privately and will not affect how the program processes payments.

I have read the above information and agree. (Parent/Guardian Initial)

SECTION 1: HOURS, PICK UP, HOLIDAYS, ABSENCES AND CLOSINGS:

HOURS OF OPERATION:

The PA program will operate after school on all instructional school days, except on early release days, until 6:30 p.m. for all campuses.

PICK UP INFORMATION:

Parents/guardians are responsible for picking up their student no later than 6:30 p.m. For the safety and security of your student(s), we kindly request that you inform PA staff in writing (email or handwritten, dated and signed letter) in advance if someone other than the individuals previously identified will pick them up. Persons picking up students must be listed on the emergency contacts and authorized pick-up list. We will not release your student to an unauthorized person without prior authorization.

- All individuals listed on the pickup information sheets must be over the age of 16 and possess a valid driver's license or government-issued ID. They will be authorized to sign the student out.
- Students are not permitted to check themselves out to walk, bike home alone or call a rideshare service.
- Parents may pick up their student at any time during program hours, except during the first 30 minutes to allow for proper check-in.
- Anyone picking up a student must present a photo ID. If the dismissal assistant changes, ID will be requested again.
- If an authorized adult is not reachable within 30 minutes after closing, campus police will be contacted.
- If staff suspect a pick-up person is under the influence of drugs or alcohol, 911 will be called immediately.
- Each student will receive one unique family check-out code, which must be used for student check-out and should only be shared with authorized individuals listed on the student's account.

Please list all emergency contacts and authorized pick-up individuals in order of priority. For those who may pick up your child and accompany them for medical treatment, check the "Emergency Contact and Release" box. If someone should be authorized for pick-up only on specific days (such as a babysitter), check the "Release Only" box next to their name.

ATTENDANCE/ABSENCES

Parents/guardians must inform the campus Site Manager if their student will be absent on any day. For specific daily absences, such as illness or appointments, notice should be provided by 2:30 p.m. to both program and school staff. In the event of an extended absence, written notice must be submitted to the Site Manager. No credits, refunds, allowances, or make-up days will be provided for occasional absences. The regularly contracted monthly fee remains due regardless of attendance, and no credit is given for single days missed.

HOLIDAYS:

I understand that Premier Academy will be closed on all holidays/breaks, professional learning days, teacher workdays, staff collaboration, and comp days, and early release days as indicated on the 2026 – 2027 ISD Academic Calendar. I agree that I will not receive a refund, credit, or any other allowance for holidays.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION:

I understand that the academy intends to be open and provide services for every instructional day of the school year, but that inclement weather, natural disasters, or major building issues may disrupt service occasionally. **No refunds will be issued due to school closure.** I will contact the Premier Academy staff to ensure that it is open during inclement weather/natural disasters. Premier Academy will follow Alvin ISD, CDC, and TEA guidance concerning COVID-19. If the closure occurs for more than ten business days, you will be notified regarding any decision related to monthly tuition fees.

I have read the above information and agree. (Parent/Guardian Initial)

SECTION 2: MONTHLY FEE AND FEES:

ENROLLMENT FEE:

I understand that an annual, non-refundable enrollment fee of **\$50 per student enrolled** is required and must be paid in advance. The fee remains non-refundable even if the student does not begin the program.

RE-ENROLLMENT FEE:

If you withdraw your student for any reason and choose to return within the same school year, a re-enrollment fee of \$50 per student will be assessed.

I have read the above information and agree. (Parent/Guardian Initial)

DISCOUNTS:

Our program offers different rates to accommodate the diverse needs of families within your school community.

1. Sibling Discount - 15% reduction on our monthly tuition for each additional student beyond the first.
2. Free/Reduced Lunch Discount - Families will need to submit a verification letter from Alvin ISD to qualify for the discounted rate.
3. AISD Staff Discount - All employees of AISD receive a reduced rate for their students.

(These discounts only apply when the full monthly fee is paid in advance.)

****Free/Reduced Approval Letters must be submitted for the current 2026 – 2027 School Year to receive the discount. No refunds or credits will be issued due to failure to submit the required documents.***

TUITION AGREEMENT:

Student Group	Monthly Rate
Regular rate	\$330
Alvin ISD employee	\$240
Free/Reduced lunch	\$240

MONTHLY FEE:

I understand I must pay the appropriate fee in advance. I further understand that rates are subject to change with reasonable notice as conditions require. If I enroll my student(s) between the 1st-15th of the month, the full monthly fee is due upon enrollment. If I enroll my student(s) between the 16th-31st of the month, half of the monthly fee is due upon enrollment.

We follow the Alvin ISD academic calendar to set our monthly prices. Based on the 2026-2027 calendar, no month will be prorated due to breaks or holidays.

I understand that the monthly fee is due and payable on the 1st day of each month and will be automatically drafted on my desired date below. A late fee will automatically be charged on the 3rd day of each month and drafted.

****All active accounts will be set to automatic draft for the 2026-2027 School Year.***

I have read the above information and agree. (Parent/Guardian Initial)

REFUNDS

I understand all fees (monthly, enrollment, or activity) are **non-refundable**.

I have read the above information and agree. (Parent/Guardian Initial)

ELECTED 1ST OF THE MONTH AUTO DRAFT:

For the auto draft option elected on the 1st of each month, if the payment in full is not received on time, a second auto draft attempt will be made on the 3rd of the month. In the event of non-payment, I agree to electronically pay a late payment fee of \$30, which will be added to the account on the 3rd of the month.

ELECTED 1ST & 15TH OF THE MONTH AUTO DRAFT:

1st of each month payment, if the payment in full is not received on time, a second auto draft attempt will be made on the 3rd of the month. In the event of non-payment, I agree to electronically pay a late payment fee of \$30, which will be added to the account on the 3rd of the month. Payment on the 15th of each month payment, if the payment in full is not received when due, a second auto draft attempt will be made on the 16th of the month. In the event of non-payment, I agree to electronically pay a late payment fee of \$30, which will be added to the account on the 17th of the month.

I have read the above information and agree. (Parent/Guardian Initial)

AUTO DRAFT DATE & FEES:

I authorize Premier Academy to automatically deduct my monthly fee on the specified date I selected in the Brightwheel system. I understand that this permission will remain in effect through May 2027 or until I withdraw from the program. I am fully aware that in case of a denied draft, late fees and/or suspensions may be applied according to the program's policies. A 3% processing fee will be applied to debit/credit card transactions, where allowed by law. However, no additional fees will be applied if you choose to use an ACH account for payment.

If two ACH transactions fail within the same month, you will be required to switch to debit or credit card payments. At that time, all outstanding balances, including any applicable returned payment fees, must be paid in full to continue services.

If three ACH transactions fail within the same month, ACH payments will no longer be accepted on the account. Future payments must be made by debit or credit card only, and services may be suspended until the account is brought current and an approved payment method is established.

A \$20 fee will be charged for each returned ACH transaction.

I have read the above information and agree. (Parent/Guardian Initial)

SUSPENSION OF ACCOUNT DUE TO NON-PAYMENT:

Elected 1st of the Month Auto draft:

I acknowledge that if my account remains delinquent on the 4th day of the month, my student's participation will be temporarily suspended until my account is brought up to date.

Elected 1st & 15th of Month Auto draft:

I acknowledge that if my account remains delinquent on the 4th day of the month, my student's participation will be temporarily suspended until my account is brought up to date.

I acknowledge that if my account remains delinquent on the 17th of the month, my student's participation will be temporarily suspended until my account is made current.

The academy cannot guarantee a child's spot will be held when a child is suspended due to non-payment of the monthly fee. Any unpaid monthly fees may be sent to a third-party collection agency.

I have read the above information and agree. (Parent/Guardian Initial)

CHARGES AND PROCEDURE FOR LATE PICK-UP:

PA is open until 6:30 p.m., Monday through Friday. I understand that if I fail to pick up my student(s) by the scheduled closing time, I will incur a late fee of \$4 per minute for each student until I retrieve them.

[Any charges incurred from the 1st to the 15th of the month will be automatically deducted on the 15th, while charges accumulated between the 16th and 31st will be automatically deducted on the 1st of the following month.]

We will begin contacting primary guardians at 6:35 p.m. If no one has responded by 7:00 p.m., Alvin ISD Police will be notified.

I have read the above information and agree. (Parent/Guardian Initial)

WITHDRAWAL FROM PREMIER ACADEMY:

I agree to pay all monthly and/or outstanding fees whether my student(s) attend or not. I understand that if my student's last day falls between the 1st -15th, then I am responsible for half the monthly fee. If my student's last day falls between the 16th – 31st, then I am responsible for the full monthly fee. I understand that when my student(s) is withdrawn, he or she will only be eligible for re-admission based on space availability and all other enrollment criteria. If my student(s) is selected for re-enrollment, I will be required to pay a \$50 per student(s) re-enrollment fee, and any outstanding balance (including monthly or late fees) when my student(s) were withdrawn, I will be required to bring my account current before re-enrollment.

I also understand that a two-week notice is required for withdrawal, along with the submission of our official Withdrawal Request Form. This form can be accessed via QR code, link, or directly from your campus Site Manager.

[Use this link to submit your withdrawal from Premier Academy](#)



If two weeks' notice is given between	
1 st – 15 th	Pay half the monthly fee
16 th – 31 st	Pay the full monthly fee

***I understand all fees (monthly, enrollment, or activity) are non-refundable.**

I have read the above information and agree. (Parent/Guardian Initial)

SECTION 3: DROP-IN PROGRAM:
ATTENDANCE COMMUNICATION:

Please inform the Site Manager via email, text, or call before 2:30 P.M. if your student will be attending on a specific day.

PAYMENT OF DROP-IN FEE:

I acknowledge that the Drop-In fee must be paid in advance. Furthermore, I am aware that rates may be subject to change with reasonable notice based on prevailing conditions. I hereby agree to pay \$30 per day for each registered student for drop-in attendance that my students participate in. It is understood that I must maintain a minimum account balance of \$90 per student to account for potential Drop-In days.

If my account balance reaches \$0, I authorize Premier Academy to automatically deduct the fee from my account.

All funds in student accounts must be used before the end of the school year or they can be rolled over to the next school year.

No refunds will be issued for funds left in the account.

***Please note that families are only able to use debit/credit cards for Drop-In Accounts.**

I have read the above information and agree. (Parent/Guardian Initial)

AUTO DRAFT DROP-IN FEES:

I give Premier Academy permission to auto-draft my Drop-In fees. I understand this permission will stay in effect through May 2026 or upon withdrawal from the program. I am also aware suspensions may apply should the draft be denied.

I have read the above information and agree. (Parent/Guardian Initial)

SECTION 4: MEDICAL INFORMATION:

NURSE:

I understand there are no nurses on campus, nor do Premier Academy staff have access to the nurse's office during program hours. If my student becomes sick during program hours, I will be contacted to pick my student up.

MEDICATION:

I am aware I am responsible for informing the Premier Academy staff (Director and Site Manager), in writing, should my student have specific allergies, medical conditions, or medical needs that may require attention. Medication cannot be administered unless written permission is provided by the parent or guardian and in original packaging. The Site Manager on each campus can provide each parent with a copy of the Medication Permission form should he or she require one. All medication will be stored in a locked cabinet in the Site Manager's office.

To ensure the safe administration of medication at Premier Academy, the following guidelines must be followed:

- Premier Academy requires updated medical files that match the information in the school file to ensure accuracy and proper care.
- Written permission from the doctor and/or parents is necessary for PA staff to administer medication to students.
- All medication must be in its original packaging, and the prescription label should contain the student's name, current date, medication name, dosage, and designated time for administration. The medication will be securely stored in a locked location within the PA office.
- In the event of a medical emergency that requires immediate treatment, emergency services (911) will be contacted, and parents will be notified promptly.
- If a student requires the use of an EpiPen, it is mandatory for us to call 911.
- Parents have the responsibility of providing up-to-date alternate emergency contact information in case they cannot be reached directly.
- If your student carries emergency medication such as an inhaler or EpiPen, please inform us. With written permission and instructions from the nurse, we will be able to administer the medication accordingly.

NUT ALLERGIES:

We are a nut-free program. No tree or ground nut products are permitted to be brought into program for snack by any student.

EPI-PENS/INHALERS:

If your student carries emergency medication such as an **Inhaler or EpiPen**, please notify our staff. A completed Medication Permission Form is required in order for staff to administer these medications. You may obtain this form from your Site

Manager.

Please note:

Students who require an EpiPen or inhaler must provide one to campus staff to be enrolled in Premier Academy. Failure to supply the required medication may result in removal from the program for safety reasons.

I have read the above information and agree. (Parent/Guardian Initial)

SECTION 5: PROGRAM GUIDELINES:

PERSONAL BELONGINGS AND ELECTRONIC DEVICES:

PA is not responsible for lost, stolen or damaged items. Personal items considered valuable should be left at home. Staff members will not hold personal belongings or money for students. Premier Academy permits students to possess personal cell phones for safety purposes; however smart watches and earbuds are not permitted. Cell phones must remain silent in their backpack during the program. If a student uses a device without permission during the program, the device will be confiscated. The parent may pick up the confiscated device at pick up that day.

I have read the above information and agree. (Parent/Guardian Initial)

SNACK:

We provide one snack per day for the students. However, if your student has any food allergies, dietary restrictions, or specific preferences regarding snacks, you are welcome to send a snack with them to school.

***Please ensure that the snack is nut-free, as our program prohibits tree nuts or ground nut products.**

I have read the above information and agree. (Parent/Guardian Initial)

EXTRACURRICULAR ACTIVITIES & STUDENT EVENT LOG

Premier Academy does not assume responsibility for transporting students to or from extracurricular activities outside of our program. It is the parent's or guardian's responsibility to arrange any necessary transportation for such events.

If a student needs to attend a school club, practice, tutoring session, or special event during program hours, they must sign the Student Event Log before leaving. While the student is away from the program and under the supervision of school-day staff, Premier Academy does not assume responsibility. Responsibility resumes only once the student signs back in with our staff.

SECTION 6: STUDENT CODE OF CONDUCT

STANDARDS FOR STUDENT CONDUCT:

All students enrolled in PA are expected to follow these guidelines, demonstrate appropriate behavior, and accept responsibility for their actions in order to remain in the program.

By signing below, both parent/guardian and student agree to abide by these expectations and acknowledge the associated consequences, helping to create a safe and productive environment for all participants.

Premier Academy Behavioral Expectations Policy:

Rules of conduct for each classroom will be based on the following expectations, along with additional age-appropriate classroom guidelines:

- Students will adhere to the district dress code while attending the program.
- Students will behave responsibly and demonstrate courtesy and respect toward others.
- Students will obey all campus and classroom rules.
- Students will respect the rights and privileges of other students, teachers, and staff.
- Students will respect school property, Premier Academy property, facilities, and the belongings of others.
- Students will refrain from selling or distributing unauthorized materials or items.
- Disrespectful, abusive, or profane language will not be tolerated.
- Harassment of any kind, including physical, verbal, or sexual harassment, will not be tolerated.
- Inappropriate or unwanted physical contact will not be tolerated.
- Students are not allowed to take pictures or videos of other students or staff members.
- Weapons, drugs, alcohol, tobacco, threats of harm, or threats involving weapons are strictly prohibited. Violations may result in immediate removal from the program and notification of school authorities and/or local law enforcement.

Any inappropriate behaviors, including disrespectful conduct, foul language, physical aggression, or unwanted physical

contact directed toward students or staff members, will not be tolerated. Parents/guardians will be notified following disciplinary action or incidents involving inappropriate behavior.

Discipline Management Techniques

The following discipline management techniques may be used individually or in combination for violations of the Student Code of Conduct, campus rules, classroom expectations, or Premier Academy policies:

- Logical consequences
- Reflection time
- Seating changes
- Loss of privileges
- Supportive guidance from PA and/or school staff
- Temporary confiscation of contraband or disruptive items
- Disciplinary action, including suspension or removal from the program
- Referral to legal authorities when necessary

Disciplinary Procedure Policy

Unacceptable behavior may result in suspension from care pending an investigation. Investigations may include obtaining witness statements, reviewing video footage, and conducting interviews with PA staff. Due to privacy laws, Premier Academy may be limited in the information that can be shared with parents/guardians when other parties are involved. Incident reports may be made available to parents/guardians within 48 business hours upon request. No refunds will be issued for suspensions or terminations resulting from unacceptable behavior.

1st Incident

Staff will discuss positive alternative behaviors with the students. Parents/guardians will be notified verbally and/or in writing. Depending on the severity of the incident, the student may be suspended for up to three days or removed from the program.

2nd Incident

The student may receive up to a three-day suspension. Parents/guardians are required to discuss with PA staff a Behavior Plan before the student returns to the program after a suspension. Ongoing communication may continue regarding behavior progress and strategies for student success.

3rd Incident or Gross Violation

Suspension or termination from the program may occur as a last resort. Actions taken will be at the discretion of Premier Academy Director and administration team.

Examples of behaviors that may result in immediate removal include, but are not limited to:

- Hitting or physically harming staff or students
- Damaging property
- Running away or leaving the program without permission
- Inappropriate or unwanted physical contact
- Threats of violence or unsafe behavior

ANY of the above behaviors will not be tolerated including disrespectful behaviors; foul and unacceptable language; or inappropriate physical contact directed towards other students or staff members of the Premier Academy program. Parents will be notified following any discipline action.

I have read the above information and agree. (Parent/Guardian Initial)

REMOVAL/SUSPENSION FROM PREMIER ACADEMY:

Students exhibiting behaviors that interfere with the safety, well-being, or learning environment of others may be temporarily suspended or permanently removed from the program.

Behaviors that may result in suspension or removal include, but are not limited to:

- Leaving the site without permission
- Physical aggression
- Tantrums or disruptive behavior
- Rudeness or disrespect toward staff or students
- Inappropriate or unwanted physical contact
- Indecent exposure
- Unsafe behavior toward self or others

Parents/guardians will be informed if behavioral concerns occur during the program day. If a student's behavior becomes unsafe to themselves or others, a parent/guardian or authorized emergency contact may be required to pick up the student within one hour.

Students may also be removed from the program for:

- Nonpayment or continual late payment of fees
- Multiple late pickups
- Ongoing behavioral concerns
- Possession of weapons, drugs, alcohol, or tobacco
- Threats of violence or harm
- Hitting Premier Academy staff

Violations involving weapons, drugs, alcohol, tobacco, or threats may result in immediate removal and notification of school authorities and/or local law enforcement.

Parent and Guardian Conduct Expectations:

We are committed to maintaining a safe and harassment-free environment for all participants and employees. Premier Academy encourages respectful communication and does not tolerate hostile, aggressive, threatening, or disruptive behavior.

Premier Academy reserves the right to remove students from the program if a parent/guardian displays aggressive, threatening, or disrespectful behavior toward staff members or others associated with the program.

I have read the above information and agree. (Parent/Guardian Initial)

PARENT/STUDENT ACKNOWLEDGEMENT AND CONSENT

For my student(s) to participate in PA, I agree to the following:

- I agree to pick up my student(s) by the end of the program. If unable, I will make alternate arrangements and inform staff. If my student(s) is not picked up on time, I understand I or an emergency contact will be contacted. A late fee of \$4 per minute will apply if pick-up is after closing. If communication fails, local authorities will be notified.
- I understand that my student(s) should be capable of independent toileting.
- I understand that homework assistance and enrichment activities will be provided daily. It is the student(s) responsibility to complete homework assignments and I, as the parent or guardian, am responsible for verifying that the homework is accurate and complete.
- I agree to direct any questions or concerns regarding the PA program or my student(s) to the Site Manager of their program. If my concern remains unresolved after consulting the Site Manager, I will contact the PA Director.

I acknowledge that I have received and thoroughly read and agree to abide by the PA Parent/Student Handbook that was provided to me.

I confirm that I have carefully reviewed and agree to abide by the terms and conditions outlined in the student expectations and consequences section.

I have gone over the PA Parent/Student Handbook with my student, discussing the rules and the consequences associated with their behavior.

I fully agree to comply with the policies, terms, and conditions outlined in the PA Parent/Student Handbook, as well as the Release of Information.

Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Student Name: _____ Student School Name: _____

Keep this handbook for your reference.

**Premier Academy (PA)
RELEASE OF INFORMATION FORM**

I give permission for the release of information for (my student), _____ who

attends _____ in Alvin ISD.

(School Name)

I understand that the information collected on the PA forms is:

Maintained in a secure computer database and a case file. This information is used by PA to document services provided to students and families to evaluate the PA program. I also understand that PA may use the information to verify PA participants, update service information, and provide closure and follow-up information. I authorize PA to maintain the information provided for the purposes noted above in the PA computer database and case file.

I understand that my permission is being given so that:

PA can provide and/or obtain the following information from the school, the Texas Education Agency and the local agencies specified below for evaluation purposes and to provide services that will help my student. These services include but are not limited to homework assistance, tutoring, and enrichment.

Information (Current year records only)

- Grade reports
- Attendance records
- Disciplinary referrals
- Health related information

RIGHTS OF CONSENT

By signing this release of information form, I acknowledge the following:

1. I understand that the records and information released under this consent will be kept confidential to the extent permitted by law and used for the purpose indicated.
2. I understand that this consent is voluntary and may be revoked at any time by informing PA staff, in writing, except to the extent that agencies have already acted in reliance of it.
3. I understand that I can obtain a copy of any record released by this consent upon request in writing to the releasing agency, subject to any applicable copying costs and legal requirements.
4. I understand that this consent is effective for the after-school program only.
5. If I am signing as a parent of a minor child or guardian of a minor child, I understand the records released may contain references to my family or me.
6. I understand that release of records under this form is subject to any limitations placed by federal and state law.

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____