



# Texas Christian School

17810 Kieth Harrow, Houston, TX 77084 (281) 550-6060 (281) 550-2400 FAX

**Herc Palmquist**  
President

**Beckie Soliz**  
Executive Director

**Fully Accredited**  
[www.TexasChristianSchool.org](http://www.TexasChristianSchool.org)

## PRIME TIME POLICY

Texas Christian School makes available, for the exclusive use of working parents of TCS students, an after school care program called "Prime Time." This program is not open to the public. Prime Time is an extension of the ministry of Texas Christian Educational Foundation Inc. dba Texas Christian School. Rates charged are not intended to be profitable, but to cover salaries of supervising adults, additional insurance coverage, and other costs of the program.

Below is some policy information and attached is the registration form for the program. Please read through the policy sheet and complete the registration form if you would like to enroll your child. *Please complete one form per child for either as a regular/weekly participate or if you ever intend to use the program on a drop-in basis.* Please return the registration form to the TCS office as soon as possible for planning purposes. **No accounting statement is sent for Prime Time. Parents are expected to pay in full for the month's fee along with tuition or no later than each Monday for the upcoming week's care. "Drop-in" costs must be paid at the time of pick up for the current day's fee.**

1. **Registration:** There is a yearly registration fee of \$50.00 which is to accompany each completed application for Prime Time. This fee would apply only to those students enrolling on an everyday, regular schedule. This fee will be used strictly for the Prime Time program for purchasing equipment and "hands on" material to make the program more structured and enjoyable for all students participating. If you are paying the \$8.00 drop in fee, the registration fee is not required but the completed application for the program is necessary.

2. **Hours & Rates:**

<i>Hours for Prime Time</i>	<i>Rates</i>
3:30 PM – 6:30 PM (Registered students)	\$40.00 per week, payable in full with tuition or weekly
Drop in Fee for Non-registered Students	\$8.00 hour, (any part of an hour is considered a complete hour)
Pick-Up after 6:30 P.M.	\$10.00 First 15 minutes, \$5.00 every 5 minutes thereafter

3. **Days:** Monday through Friday when school is in session.

4. **Snacks:** All children need to bring their own afternoon snacks or they may be purchased from the Snack Shop; we also a drink machine available. Children must have Snack Shop cards or cash to purchase snack items.

5. **Dress Code:** Children may bring a change of appropriate play clothes (shorts, jeans, T-shirt, etc.) if you prefer that they do not wear their uniforms in the afternoon.

6. **Refund Policy:** As with tuition, there will be no refunds for sick days. We may be open for the Christmas and Spring breaks along with other days school may be closed, at an additional cost. You must make reservations with the Prime Time Department if you will be using Prime Time when TCS is closed. In order for the program to remain open when school is closed, we must have a minimum of 7 students, paid in full, before we can open for Prime Time. A sign-in sheet will be posted and every parent must indicate whether or not they need this service.

7. **Payment Policy:** Payment is due every Monday for current week if on \$40 week program and cash or check at time of pick up for the Drop-in Program. Anytime a Prime Time account is two weeks in arrears, parents will be requested to withdraw the student from the program. No discounts are available for families with more than one child. A "Returned Check Fee" of \$40 will be charged for each check returned from the bank. After two returned checks, we must ask that the account go to a cash basis only.

8. **Withdrawal Policy:** If parents or students fail to cooperate with reasonable requests or rules regarding their participation in the Prime Time program, parents will be requested to withdraw their children without protest. Christian respect and courtesy is expected for personnel supervising the program.



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## PRIME TIME REGISTRATION FORM

**Regular/Weekly**  
Attach \$50 Registration Fee

**Drop-in Only**  
No Registration Fee Required

Child's Name \_\_\_\_\_  
First Last (Nickname)

Address \_\_\_\_\_  
Street City Zip

Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address, if different than above \_\_\_\_\_

\_\_\_\_\_ Subdivision

### Telephone Numbers:

Mother: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Father: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### Emergency telephone numbers if parent/guardian cannot be reached:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Persons authorized to pick up my child after I have notified Texas Christian School in writing or by telephone:

\_\_\_\_\_

Will you be using the Early Morning Prime Time program 7 – 7:45 am?  No  Yes If Yes, which days  M  Tu  W  Th  F

I am enrolling my child in the after school Prime Time program for which days and what payment plan:

Monday - Friday **OR**  Certain days, please check which days that are needed  M  Tu  W  Th  F

Full time 3:30 to 6:30 (\$40 per week) **OR**  Drop-in only (\$8 per hour)

Special need or instructions I would like you to know about my child \_\_\_\_\_

**I/we agree to honor all rules and policies set forth by TCS for the Prime Time program. I/we further understand if requested to withdraw student, we shall do so without protest.**

Signature of Parent/Guardian

Date