



## 2016-2017 After-School Program

Workshop Houston (WSH) offers free after school programs, as described below. WSH campus is located at **3615 Sauer Street Houston, Texas 77004** (between Holman Street and Alabama Street).

If you would like your child to participate, please fill out the attached permission slip and return it with his/her most recent progress report or report card. If you have any questions, please contact our Executive Director **Reginald Hatter**, at **(713) 807-7911** or **reginald@workshophouston.org**. You can also visit our website at **www.workshophouston.org**.

### **Ours of Operation:**

Monday-Thursday: 4:00pm-7:00pm and Friday 4:00pm –6:00 pm.

### **Program**

Open to middle and high school students:

#### **Beat Shop**

Learn how to make beats, write lyrics, and record your own songs and albums.

#### **Dance Shop**

A dance and performance arts studio that encourages creative expression through dance.

#### **Style Shop**

Learn computer graphic design, sewing, printing, and clothes/accessories design.

#### **Scholar Shop/Academic Counseling**

Receive assistance with homework; enhance reading and writing while creating a culture of independence and learning.

#### **Open Shops**

*Fridays 4:00 pm – 6:00 pm (open to Regular Participants only)*

On Fridays we have free time, interactive activities at the campus, or the student can work on projects



**Program Permission Slip**

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

Gender (Circle One: M F )

**Student's Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student's School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Student E-mail: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

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**Parent/Guardian's Name:** \_\_\_\_\_ **Relation to Student:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Numbers**

City: \_\_\_\_\_

Home: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Cellular: \_\_\_\_\_

Parent's E-mail: \_\_\_\_\_

Work: \_\_\_\_\_

**Emergency Contact's Name:** \_\_\_\_\_

Relation to Student: \_\_\_\_\_ **Emergency Contact's Number:** \_\_\_\_\_

Does your child have any allergies or medical conditions we should be aware of? If so, please list:

\_\_\_\_\_

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**Please read and sign the following:**

I, \_\_\_\_\_, the parent/guardian, give my permission for my child to participate in Workshop Houston's After School Program. I agree to allow my child to use any and all hand and power tools, equipment or chemicals associated with these programs and realize that these and other associated activities may potentially cause injury. I understand that Workshop Houston is a neighborhood recreation program, not a licensed childcare facility.

I also understand and agree to allow my child to participate in any field trips or bike rides that are part of the Middle School Program (MSP). I understand that I will be responsible for arranging transportation for my child to and from Workshop Houston. I give permission for Workshop Houston staff members to provide transportation for my child to and from field trips, as well as to and from Workshop Houston, if necessary.

Additionally, Workshop Houston (WSH) employees may occasionally take photographs or videos for various purposes including our newsletter, our brochures, our website, outside media, and other forms of documentation. I give my permission for my child's picture to be used for these purposes.

I, the undersigned, agree to waive, release and relinquish any and all claims, losses, liabilities, suits, obligations, damages, judgments, actions, causes of action, and claims for costs and expenses, including, without limitation, attorneys' fees (collectively, "Claims"), against Workshop Houston and Workshop Houston's officers, directors, board members, employees and agents relating to or arising in connection with the participation of the minor named above in Workshop Houston events.

If I have complaints or concerns regarding my child's participation at Workshop Houston, I may obtain a complaint slip from Workshop Houston which will then review my concern and arrange a meeting with me to resolve the issue.

I also certify that I am 18 or older, and that I am able to contract for the minor as a parent/guardian. I have read the above statement and fully understand its contents.

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**PARENT/GUARDIAN'S SIGNATURE**

**PRINTED NAME**

**DATE**



## PROGRAM RULES AND POLICIES

*Please read thoroughly and sign at the bottom to indicate that you understand and accept.*

### **Respect Yourself**

- Give your best effort
- Take responsibility for your actions
- Tell the truth – lying is unacceptable

### **Respect Everyone**

- Share the resources of the shops
- Be positive, supportive, and encouraging
- Treat everyone like you would like to be treated
- Teasing, trash talking, bullying, yelling, and fighting are unacceptable

### **Respect the Shop**

- Follow staff instructions
- If you don't know something, ask!
- Use all tools and equipment correctly
- Clean up, even if it's not your mess
- Theft is unacceptable

### **Be Safe**

- Be careful
- Use proper equipment
- No playing in work spaces

### **Consequences:**

If your child does not meet WSH behavior standards, he/she will be given a written warning. If he/she continues to have behavior issues, he/she will face further punishment and possible expulsion.

### **Electronic Devices:**

Workshop Houston is not responsible for anything that happens to any students' electronic devices while on campus including: loss, damage and theft. Students will have the option to lock their electronic devices in our safe when they arrive on campus and receive them before they leave.

## RIDES

- Workshop Houston will pick up enrolled students from school in the WSH van. Students may also get to WSH on their own if they prefer.
- Students who require a ride home will be taken home in the WSH van.
- **If your child lives outside of Second Ward, we will not take him/her home but instead will give him/her a ride to the nearest transit center.**
- If you want your child to be dropped off anywhere other than the address listed on the WSH permission slip, we must have phone confirmation from a parent/guardian in advance.

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Student's Signature

Date

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Parent/Guardian's Signature

Date



**Workshop Houston Parental Grade/Conference Release Form**

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

Student's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's School: \_\_\_\_\_

Parent's contact number: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

\_\_\_\_\_ I **AGREE** to release access to my child's academic records to Workshop Houston and I permit Workshop Houston staff to have conferences with my child's teachers in order to ensure that my child is meeting the academic requirements of Workshop Houston's Middle School Program.

\_\_\_\_\_ I **DO NOT AGREE** to release access to my child's academic records to Workshop Houston nor do I permit Workshop Houston staff to have conferences with my child's teachers in order to ensure that my child is meeting the academic requirements of Workshop Houston's Middle School Program.

**Parent/Guardian Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_.