

Frequently Asked Questions for 2022 Summer Enrichment Program

How do I register for the Summer Enrichment Program?

On-Line Registration Quick Tips

Registration begins April 1, 2022

You must create an account first, before you can register.

Please note: If you already have an ActiveNet account set up, you DO NOT need to create another one.

1. Sign in to your Account to **Register** for the SEP (Summer Enrichment Program).
2. You are currently on the **Account Options** page; select **Registration**, then select **Youth**
3. Enter the **Name of the Community Center of your choice** and select **Search**.
4. Select **desired Community Center**, and then select **Enroll Now**.
5. Select your **Child's Name and continue with the Registration** process.
6. Select the **Desired Weeks** and **Add to Cart**.
7. Select **Ethnic Type** and **View fees and discounts**
8. To add another child, select **Add another participant**
9. Proceed to **Check Out**.
10. Review and initial **Waivers** (Standards of Care Form, Youth Participant Waiver Form and Refund Policy)
11. Click **Next**
12. Input **credit card information** for payment. If you have been pre-approved for a fee exemption there is no need for payment, view and/or print receipt.

How do I apply for Fee Exemption for the Summer Enrichment Program?

On-Line Application for Fee Exemption Quick Tips

Registration begins April 1, 2022

You must create an account first, before you can register.

Please note: If you already have an ActiveNet account set up, you DO NOT need to create another one.

1. Sign in to your Account to apply for **Application for Fee Exemption** for the SEP (Summer Enrichment Program).
2. You are currently on the **Account Options** page; select **Registration**, then select **TYPE**
3. Select **Application for Fee Exemption**
4. Select desired **Community Center** and **Add to Cart**
5. Select your **Child's Name and continue with the Application for Fee Exemption** process
6. Select **Ethnic Type** and select **Next**
7. To add another child, select **Register another participant in this activity**
8. Proceed to **Shopping Cart**
9. Verify participants and proceed to **Checkout**
10. Review and initial **Waivers** (Standards of Care Form and Youth Participant Waiver Form)
11. Click **Next**
12. View and/or print receipt for **Application for 2022 Fee Exemption**

Submit your qualifying documents to the Center Manager where you are attempting to be qualified for fee exemption.

Once your documents have been verified for fee exemption qualification, you will be notified via email to register for the program without any charges.

Once a child has qualified for fee exemption, they must **REGISTER** for the Summer Enrichment Program.

1st Step: Fee Exemption Qualification

2nd Step: SEP Registration

What are the income qualification guidelines for 2022 Fee Exemption?

2022 Summer Enrichment Program Fee

Unless eligible for exemption as listed below, each child will be charged a fee of \$30/week.

The following groups of citizens with appropriate/current documentation will be exempt from the fees and will be able to register for the Summer Enrichment Program at no charge.

Foster parents;
Unemployed parents or guardians;
Families or guardians on Family Independence Program (FIP);
Families or guardians on Food Stamps (FS);
Families or guardians on Supplemental Security Income (SSI);
Families or guardians on Medicaid;
Families or guardians on Federal Housing or Section 8 Assistance;
Families or guardians on Temporary Assistance to Needy Families (TANF) Program;
Families or guardians on Aide to Families with Dependent Children (AFDC);
Families or guardians with or below the following income levels:

Family Size- Number of Persons in the Family/Gross Yearly Income Eligibility

One person/\$12,880

Two People/\$17,420

Three People/\$21,960

Four People/\$26,500

Five People/\$31,040

Six People/\$35,580

Seven People/\$40,120

Eight People/\$44,660

More than Eight People/Add \$4,840 for each additional person.

Refund Procedures

To give all youth ages 6-13 an opportunity to register and participate in the 2022 Summer Enrichment Program, the Houston Parks and Recreation Department will offer a refund minus the 5% ActiveNet Administration fee, if the refund is requested before the registered week begins.

Refunds will not be issued after the week has begun.

For all Summer Enrichment Program cancellations and requests for refunds, parents/guardians must send their requests to AskParks at askparks@houston.tx.gov.

Parents/guardians must have a valid credit card saved in their ActiveNet account so that a refund may be processed within 24-48 hours.

I registered my child for the first 2 weeks of the summer program, however she has to attend summer school. How can I get a refund?

Please note that you will be refunded minus 5% ActiveNet refund fee. You must register for future weeks, if space is available at your desired community center. Refunds will not be issued after the week has begun.

Can I transfer from one community center to another?

No, please note that the ActiveNet online system will not allow transfers from one location to another **NOR** one week to another. Please note that you will be refunded minus the 5% ActiveNet refund fee. You must re-register at the desired community center location, **if space is available.**

I would like to cancel my registration, how do I do it?

Send a request to AskParks.org. Be sure to include the name of the community center; each child's name and the weeks that you would like to cancel. Please note that a refund will be processed minus 5% ActiveNet refund fee. **Refunds will not be issued after the week has begun.**

How do I find out information regarding Parent Orientation days and times?

Parent Orientation information will be included in the registration process. You will be required to acknowledge that you have read and understood program orientation guidelines.

Can I register my child that is 5 years old?

No, the ActiveNet online system will not allow you to register for the program **until your child reaches 6 years of age.** The program is for ages 6-13 years.

Is there a waiting list?

No, we do not have a waiting list. Please register your child(ren) at another Center nearest you. Please check our website at www.houstonparks.org for a listing of centers and phone numbers.

I registered my child for the summer program and signed up for the fee exemption. Do I need to do anything else?

Yes, upon completion of the task of applying for an exemption, you must submit all supporting documents to your chosen Community Center. Once the Community Center Site Manager verifies your qualifying documents, they will approve your qualification in the system. You will then be sent an email from the ActiveNet on-line registration system advising you that you may register your child(ren) for the program.

What does the Summer Enrichment Program consist of?

Please visit our website at www.houstonparks.org for an overview of the program.

Is my child required to attend each day?

The Summer Enrichment Program operates Monday through Friday from 8:00 am - 6:00 pm. However, you should decide how long your child will attend each day.

What methods of payments are acceptable?

You may pay online with a Credit Card, Debit Card or Pre-Paid Credit Card

Is transportation provided to the program?

No, transportation is the sole responsibility of the Parent/Guardian

Program Weeks:

- Week #1 June 13 - June 17, 2022
- Week #2 June 21 - June 24, 2022 (June 20th is a City Holiday; No program)
- Week #3 June 27 – July 1, 2022
- Week #4 July 5 – July 8, 2022 (July 4th is a City Holiday; No program)
- Week #5 July 11 - July 15, 2022
- Week #6 July 18 - July 22, 2022
- Week #7 July 25 - July 29, 2022
- Week #8 August 1 – August 5, 2022
- Week #9 August 8 – August 12, 2022
- Week #10 August 15 - August 19, 2022

Additional Program Notes:

- Youth participants may be suspended from the program after 3 times of late pick-up.
- Fifteen (15) minutes after the program ends for the day constitutes a late pick up.
- Failure to pick up youth participant 1 hour after the program ends will necessitate reporting the infraction to Children Protective Services (CPS).
- Parent/Guardian orientation is mandatory for program participation.
- Verification of youth participant's age may be required.

Due to the uncertainty associated with the COVID-19 pandemic and its impact on operations and program activity, the Recreation and Wellness Division - Community Center Operations and Programs has developed a Recreation Program Transitional Plan to meet the needs of serving the public and moving forward as the "new normal" of operations.

- Vulnerable individuals continue to follow stay at home guidance
- Limit group size depending on the activity
- Minimize non-essential travel between Community Centers
- Outdoor recreation opportunities will be provided with physical distancing requirements and sanitation protocols

This plan is developed based on guidance from the Center for Disease Control (CDC), National Recreation and Parks Association (NRPA) and Governors Abbott's Open Texas Minimum Standard Health Protocols for Day Youth Camp Operators and Staff and City of Houston AP 3-39, Access to City Buildings or Facilities During a Medical Epidemic or Pandemic.

If any program participant has tested positive or have been in close contact with a person who has tested positive for COVID-19:

- HPARD Director will send out an official correspondence to alert staff, participants, parents of positive COVID-19 cases while maintaining confidentiality of the individual(s) who tested positive.
- Program participants who tests positive should not attend programs and activities until assessed by their Healthcare provider, Testing site or have completed the mandatory quarantine period of 5 days.
- CLOSE CONTACT** is defined as being within 6 feet of the person who tested positive for COVID-19 for more than 15 minutes per CDC's Public Health Guidance for Community Related Exposure
- If a close contact has received a COVID-19 negative test, they may return to the program with proper documentation from a Healthcare provider or Testing site or continue to self-quarantine for 5 days.
- Consider closure of facility based on availability of staff and/or other COVID-19 health risk factors.
- HPARD staff will close off areas occupied by any sick person (s) and not use before cleaning and disinfecting area in accordance with COVID-19 cleaning protocol.