

INTENT TO PARTICIPATE FORM

Summer Learning Day Event

Event Date: Thursday, July 13, 2017

Event Time: 9:00 a.m. – 1:00 p.m.

FORM DUE DATE: MONDAY, JUNE 26, 2017

Overview

National Summer Learning Day is a national advocacy day aimed at elevating the importance of keeping kids learning, safe and healthy every summer, ensuring they return to school in the fall ready to succeed in the year. On Thursday, July 13, 2017, we have an opportunity to showcase how summers can make a life-changing difference in the lives of young people right here in Houston, Texas.

The Center for Afterschool, Summer and Enrichment for Kids, or CASE for Kids, a division of Harris County Department of Education (HCDE), is hosting a FREE *Summer Learning Day* event on July 13, 2017 focused on science and numeracy! Using the theme “Afterschool is Out of This World”, this fun event is designed to allow students enrolled in summer afterschool programs a chance to experience a variety of hands-on, engaging activities that promote learning, exploration, and skill development.

The CASE for Kids *Summer Learning Day* event is open to ALL summer afterschool programs in Harris County. To be considered for participation in this July 13th event, interested programs are required to read the information contained in this document, and submit a completed copy of the attached [Intent to Participate Form](#) to CASE for Kids by Monday, June 26, 2017. Specific event details and logistics are listed below.

Event Description

Afterschool programs will arrive at the Harris County Department of Education’s North Post Oak Building located at **6005 Westview, Houston, Texas, 77055** at 9:00 a.m. on Thursday, July 13, 2017.

Upon arrival, students and chaperones will be greeted by CASE for Kids staff. CASE for Kids staff will collect *Media Release Forms* from chaperones. The students and their chaperones will be directed to the main meeting room. Promptly at 9:10 a.m., CASE for Kids staff will briefly greet students and explain the order of the day’s events.

At approximately 9:30 a.m., students will begin rotating through various stations until 11:30 a.m. Specifically, students will participate in interactive learning stations that include a portable planetarium from the Houston Museum of Natural Science, a rocket launch, and a mock space escape room challenge. Plus, participating youth will create a special intergalactic substance that they will get to take home.

Snacks will be provided throughout the event day. And at approximately 11:40 a.m., students will complete surveys on the day’s activities. Goody bags and certificates will be provided to all participating students. By 12 Noon, all participants will be ready to board their buses to depart from HCDE.

Collaboration / Responsibilities

Afterschool Programs must efficiently collaborate with CASE for Kids to carry out the events surrounding the *Summer Learning Day* event.

CASE for Kids will provide the following:

- Materials and supplies needed for all event activities.
- Snacks for all students and chaperones on the event day.
- Schedules and/or instructions of the day's events.
- Transportation for students and chaperones to and from the event.

Participating afterschool programs are responsible for the following:

- Select a maximum of 15 students ranging in ages from 5 to 13 to participate in the *Summer Learning Day* event.
- Provide enough chaperones to the *Summer Learning Day* event so that there is one (1) chaperone for every five (5) students attending the July 13th event.
- Distribute and collect from students all permission slips and/or waivers required by afterschool program policy.
- Distribute and collect the CASE for Kids *Media Release Form* from students and bringing completed *Media Release Forms* with you on event day.

Submission Requirements & Procedures

To be considered for participation in the CASE for Kids *Summer Learning Day* event on July 13, 2017, afterschool programs must complete the attached **Intent to Participate Form** and send to our email at tscases@hcde-texas.org by Monday, June 26, 2017.

In order to be valid, the **Intent to Participate Form** must be signed by the afterschool program site's principal or the executive director.

Please note: Space is limited. Only the first 12 afterschool programs to return the **Intent to Participate Form** to CASE for Kids will be allowed to attend the July 13th *Summer Learning Day* event.

Applicants may fax the completed **Intent to Participate Form** to 713-696-1340. Alternatively, forms may be mailed to: Harris County Department of Education, ATTN: CASE for Kids, 6005 Irvington Blvd., Houston, Texas, 77022.

Contact Information / Questions

Questions about the *Summer Learning Day* event, the above material, or the attached **Intent to Participate Form** should be addressed to Tracie Scales, CASE for Kids Special Events & Promotions Coordinator. Please contact her either by e-mail at tscases@hcde-texas.org or by telephone at (713) 696-0782.

To learn more about *National Summer Learning Day*, please visit: <http://www.summerlearning.org/summer-learning-day/> .

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GENERAL INFORMATION

Name of Applicant Afterschool Program	
School District	
Coordinator Name	
Coordinator E-mail Address	
Program Phone Number/Alternate Phone	
Ages of Students Participating	
Number of Students Participating	

STATEMENTS OF INTENT TO PARTICIPATE:

(Principals/Executive Directors, please initial in each blank to indicate you will comply with each statement.)

_____ Yes! Our school/community organization will participate in the **Summer Learning Day** event on Thursday, July 13, 2017.

_____ I have read the attached **Intent to Participate Form**. I understand the information contained in that document and agree to comply with it.

_____ I agree to select a maximum of 15 students to attend the **Summer Learning Day** event. I also agree to provide one (1) chaperone for every five (5) students attending the event. Further, I understand that my school/community organization is responsible for providing substitute(s) for staff members attending **Summer Learning Day**.

_____ I agree that my school's representative will return completed Media Release Forms to CASE for Kids staff on July 13th and bring emergency contact information for all students attending the **Summer Learning Day** event.

CERTIFICATION:

I certify that my school/community organization meets all stated eligibility requirements and that all information contained on this **Intent to Participate Form** is true and accurate. I further certify that, if funded, my site's program will be carried out in accordance with the program plan described in this application, and that all program changes will be brought to the attention of the CASE for Kids Director prior to implementation.

Printed Name of School Principal/Executive Director

Date

Signature of School Principal/Executive Director

Date

FAX completed form to 713-696-1340. **Questions?** Contact Tracie Scales via email at tcales@hcde-texas.org.