

## Frequently Asked Questions for 2025 Summer Enrichment Program

### How do I register for the Summer Enrichment Program?

#### On-Line Registration Quick Tips

Registration begins May 1, 2025

**Before you can register, first you must create an account. Please remember to add the children also. 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 SEP (Summer Enrichment Program).
2. You are currently on the **Account Options** page; select **Registration**.
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**.
6. Select the **Desired Weeks** and **Add to Cart**.
7. To add another child, select **Add another participant**.
8. Review **Weeks Selected** in Shopping Cart, **Read** and **Agree to** each waiver then **Enter Initials** in the box.
9. Proceed to **Check Out**.
10. 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 May 1, 2025

**Before you can register, first you must create an account. Please remember to add the children also. 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 SEP (Summer Enrichment Program).
2. You are currently on the **Account Options** page; select **Registration**.
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 Application for Fee Exemption** process.
6. To add another child, select **Register another participant in this activity**
7. Proceed to **Shopping Cart**
8. **Verify** participants
9. **Review** and **agree** to waivers then enter initials in the box
10. Click **Finish**
11. View and/or print receipt for **Application for 2025 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.

**1<sup>st</sup> Step: Fee Exemption Qualification**

**2<sup>nd</sup> Step: SEP Registration**

### What are the income qualification guidelines for 2024 Fee Exemption?

#### 2025 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/\$15,650

Two People/\$21,150

Three People/\$26,650

Four People/\$32,150

Five People/\$37,650

Six People/\$43,150

Seven People/\$48,650

Eight People/\$54,150

*More than Eight People/Add \$5,500 for each additional person.*

#### Refund Procedures

To give all youth ages 6-13 an opportunity to register and participate in the 2025 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](mailto: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@houston.tx.gov. Be sure to include the receipt number, 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?**

Each community center will host their Parent Orientation. 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](http://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](http://www.houstonparks.org) for an overview of the program.

**Is my child required to attend all day 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 9 - June 13, 2025
- Week #2 June 16 - June 20, 2025 (June 19th is a City Holiday; No program)
- Week #3 June 23 – June 27, 2025
- Week #4 June 30 – July 3, 2025 (July 4th is a City Holiday; No program)
- Week #5 July 7 - July 11, 2025
- Week #6 July 14 - July 18, 2025
- Week #7 July 21 - July 25, 2025
- Week #8 July 28 – August 1, 2025
- Week #9 August 4 – August 8, 2025
- Week #10 August 11 - August 15, 2025

**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.