

## ***After School Learning through Homework Help (ASL) (2011-12)***

**Environment Details:** This program is offered to children of Elementary, Middle and High School. The program is designed in a manner to encourage children to spend their after school hours in a productive academic way. Every effort is made to create a peaceful, homey environment where children feel comfortable to complete their school homework in an organized fashion. Staff is able to assist those who require help in completing it. Children are encouraged to submit their school homework and have it corrected by the available staff members. In addition children have an opportunity to work on additional Math, Science and English worksheets. Their extra work is also corrected and monitored by the staff.

**Focus:** Focus of the program is to utilize the after school hours for homework help. Academic work includes homework help, test preparation and additional Math, Science and Language Arts worksheet collections. Children may utilize the skill of our experienced staff members to help them with their homework. Additionally, children are encouraged to engage themselves in other academic activities to keep themselves challenged. In the process, the students develop smart studying skills and better time management skills through daily work assignments. Parents will be asked to specify at the time of enrollment, if they would like their children to bring home ATFS homework for the weekend. If opted for, the children will be required to complete homework each weekend. Completing their homework here at ATFS is not mandatory. Parents may opt out of certain homework assignments like projects, reading etc., that children may prefer to do at home with their parents. This is an option that may be utilized to the maximum by interested families. Staff will continue to work closely with the children as needed.

**Times:** ATFS will be officially open from 3 to 6 p.m. Individual group times may vary depending on the trend of work in the past and depending on the time that the children come in. Based on last years' trends and length of the child day, the following hours apply for each group.

Grades KG: 3 – 6

Grades 1, 2, 3, and 4: 4:00 – 6:00

Grades 5, 6, 7 and 8: 3:00 – 6:00

These are based on past trends of how long it has taken children to effectively complete their work. Children may be picked up early but must be picked up latest by 6:00 p.m. each day. If you are running late for an unexpected reason, please call us so we will not be worried. The charges for extended day would be a \$2.00 a day for each quarter hour (i.e. 15 min). This means that if your child is going to be picked up after 6:00 but before or at 6:15, you will be charged an extra two dollars for that day. If you pick up your child any time after 6:15 and before or at 6:30 p.m., you will be charged an extra \$4.00 for that day and so on. These charges will be taken from the snack money. Pick up sheet will need to be submitted ahead of time if this is planned extended day. We do need you to understand, that the time that your child will be productively spending here at ATFS will be till 6:00 p.m. only. Time beyond that will be spent in my office waiting for you.

**Parent preferences:** Available options will be listed in the enrollment sheets. This gives you an opportunity to sit down with your child and discuss what they would like to do here while at ATFS. These are designed to have a productive one and a half hour or 2 hours of work time and some fun activities after that (especially for elementary children). Please do note that you may choose any three of the available 5 options at no additional cost. You may add more than 3 choices for an additional fee of \$25.00 per subject per month. On the other hand, also realize that this is the end of the day for your child, so do not overload your child. You will have complete flexibility to choose what you like. During the first parent meeting a goal shall be defined for each subject selected. Once your child has achieved their goal for the year in one subject, they may choose to work on a different subject. Please fill out your options on the enrollment form and submit before day one of your child here at ATFS.

**Supplies:** A group supply list will be provided to you for next year. Children will be required to bring these supplies to ATFS on their first day. For responsible use of supplies, group boxes will be maintained for the children. The supplies needed by your child for any school work must be brought from home. If your child prefers they may leave some personal supplies here at ATFS for personal use only. Please label all supplies that your child brings including initials on each pencil and eraser. They

will be provided a separate box to keep their supplies. There will be an extra charge if they need emergency supplies from ATFS. All supplies left at the end of the year will still be yours. Your child may chose to donate them to ATFS common pool or bring them back with them.

**School Homework:** Children will be encouraged to quietly work on their school homework independently. They may raise their hands and ask for help if they are unclear on how to do it. Once they are done, they may pass their homework in for corrections to the ATFS staff members. ATFS staff members will be correcting the homework in the order it is received. Every effort will be made by the staff members to correct all submitted homework. If for some reason, your child needs to leave early, please bear in mind that the homework may not be corrected by then. We encourage parents to check with children every day what their homework was and if they are done with it. If the children have accidentally left their homework here at ATFS, please call us to arrange pick up. ATFS planners will be updated by the children to report all work done and corrected at ATFS.

**School Tests:** It will be the child's responsibility to inform ATFS staff if they have a test coming up and share their school test scores with their teacher here at ATFS. They may work with the staff to prepare for the tests in advance.

**School Report Cards:** Parents and children are encouraged to share school progress reports and report cards with ATFS staff members. This gives the staff members a feel for how the child is performing in school and what more can be done to take the child to the next academic level.

**Additional ATFS work:** All children enrolled in the full time (or for at least 3 days a week) after school homework help program are entitled to worksheets collections per the ATFS curriculum. These will be available to your child every single month. Your child must aim to complete the assigned work each and every month. If for some reason, your child has to leave early on a particular day, they may bring the assigned workbooks home that night and submit for correction the day after. All work will be corrected and scores maintained by the staff. Corrected work will be sent home every month. Children who have signed up for weekend homework will have homework sheets assigned and sent home every Friday. Parents may choose to opt out of this option if they believe that their children will not be able to keep up with the additional work.

Parents and children may choose up to 3 subjects. This is not mandatory. This program will continue to provide the academic opportunity to families without being a binding. There will be no penalty for not doing the weekend homework. All books brought home must be signed out and signed back in when brought back. In case of a lost workbook, replacement workbooks may be purchased for \$25.00 per workbook.

**Daily Reporting:** Each student will be required to maintain a planner here. ATFS will be providing planners that the students will be updating each day. Planner will be updated daily to include the time and list of work completed each day, signed off by the concerned teachers, any reasons for not completing assigned work or reasons for the absence of the child as informed to us by the parents. Parents are encouraged to speak to their children about what all they did at ATFS. In addition, please encourage your child to share with you their planner at pick up time.

**Rewards Program:** Each child doing any additional work here at ATFS besides their school homework is rewarded for their performance per the Rewards program. In addition, "Student of the Month" award will be awarded each month. This will be given to a student who has best demonstrated the monthly quality. All rewards will be given at the time of the annual prize distribution ceremony in June each year.

**Snack:** There will be a 10 minute snack break if the child needs to eat. A snack price list is available at the center. The children are not required to bring money with them. The snack accounts will need to be pre-paid (\$20.00) at the time of enrollment. An account is opened for each child to maintain records of what your child eats while at ATFS. At the end of the month, a copy of this account with the amount used (included extended day charges) and due will be attached to the invoices. Pre-Payment for the snack must be made in cash/check along with the tuition check. In case your child has a trend of using more than \$20.00 in a month, the pre-payment amount will be adjusted accordingly. Permission slips will need to be signed before any child is allowed to buy from the ATFS snack store.

Policies effective September 2011. All ATFS policies are subject to change without notice.

Your child must have clear instructions from home regarding what they should buy or what they should not. This is a facility we provide but the staff will not be in a position to encourage or discourage children to buy. If your child has any allergies, please list them on the permission form as well as on the medical release forms.

Children may choose to bring snack (other than microwavable popcorn) from home. Please note that ATFS is a nut free space. As a courtesy to students who may have nut allergies, all snack provided here at ATFS or any snack brought from home must be **nut free**. Labeled snack space will be provided. Parents/Children may fill up snack for the week. These must be refreshed every Friday. Old snack containers or expired snack must be removed each week. We do not allow trading of snack. A refrigerator and a microwave are available to the children. All food stored in the refrigerator must be labeled and fresh. Any unlabeled snack or expired snack will be thrown out by ATFS staff each week.

**Drop off and pick up:** Parents are responsible for making arrangements for drop off and pick up of their child. Arranging car pooling etc will be parent responsibility. ATFS will not share parent phone numbers without prior permission. You may choose to work with any private bus companies. Parents will need to make arrangements directly with these bus companies. Those taking the school bus, must work directly with the Shrewsbury Transportation Co-coordinator to make appropriate arrangements per the school policy. Drop off and pick up must only be done from the rear door. Students and parents must enter the building from the "Student Entrance". Parents are required to park in the rear and walk your child to the building. You are required to come inside and sign your child in with the staff member on duty. The front parking is reserved for staff or visitors. For pick up, Parents are required to come inside to sign their child out. A child will not be released to siblings or to any uncles or aunts without parent permission. A parent/guardian must come in and pick up the child from inside the building. Parents will need to wait in the front office while their child packs up and gets ready to leave. Please note once again that we do require that parents come in and not wait in the parking lot. Your child will not be allowed to walk to the parking lot without an adult.

**Parent Communication:** Parent Communication includes monthly newsletters and invoices, snack, stationery accounts completed workbooks, and sometimes apology notes from your children. Labeled bins for each child hold all of the above as well as any other parent communications. Please make it a point to check these bins every day. We also keep our notice boards updated. Please be sure to read them regularly. You may also sign up for our electronic newsletter on our website. These are sent out periodically updating existing and potentially interested parents of our programs and services.

**Parent Conferences:** Parent meetings will be arranged at a pre-scheduled time each month through the school year. Your child's progress will be discussed. This would be a meeting to bring up any detailed concerns or focus areas for your child. The intent of this meeting is to have a discussion as a team for the academic growth of your child. Setting of goals, guidelines, support needed and commitments for the next month would be the general agenda for the meeting. Your child along with both parents will be expected in this meeting. Any additional parent meetings may be initiated either by the parents or by ATFS staff. If we have a concern about your child relating to academic progress or discipline issue, we will initiate a meeting. If there is a question or concern or just an update needed on your side, we encourage you to request a meeting and we will gladly set aside some time to meet with you.

**Lost And Found:** A lost and Found box will be placed in the mud room. Please check the box regularly to bring home your child's belongings. These will be donated if not claimed within the month.

**Discipline:** Discipline is taken seriously at ATFS. Our goal is to provide a congenial, quiet and stress free place for children to complete their academic work as best as possible. If you believe that your child is not feeling up to spending a couple of hours of academic time, please keep us informed and keep your child home for the day. We recognize the fact that sometimes children need a break and need to be home to relieve stress. If we notice any such signs, we will immediately call you and you will be required to bring your child home. Your child may then return when you feel that they are ready. If any child is causing to be a hindrance to another child's academic work time or is affecting the progress of another child, action will be taken against this. ATFS staff will make every attempt to help the child understand the importance of a quiet work space. As a first step, your child will be reminded a few times. If repeated reminders do not work, the child will be isolated into the director's

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office and spoken with, so he/she does not become a cause of distraction for others. At this time your child will be required to write an apology note addressed to you which will be sent home for you to sign and return. A copy of this will be maintained in your child's file. Even after the above steps, if we believe that the child is not benefiting from the program or is becoming a major distraction for others, we may recommend to pull your child out of the program.

To stay consistent with our goal, we will do the needful to maintain a peaceful and calm environment to foster an academic growth for every single child.

**Attendance:** ASL Calendar is available. You child will be expected at ATFS every school day of the year or as agreed upon at the time of enrollment. Any planned vacation or days off must be communicated to us at the beginning of the month or as soon as you know about it.

Any unscheduled day off must be communicated to us at least 24 hours in advance. No make up class or refunds for drop off are available for this program.

If for some reason, your child will not be attending the program on a particular day, you must call us or email us along with the reason why your child will not be here. If we do not hear from you, we will call you. Please realize that it gets us all worried if your child is scheduled to be here on the bus and is not here. If we have not heard from the parents we get concerned for your child's safety. It is of high importance that you inform us (not the child). We also understand that sometimes when we have to call you to check with you, we are calling you in the middle of a work day. So, to save each other this anxiety, please keep us as informed as possible. If your child has missed the bus, you are required to inform us. We need to hear from parents not children. If we do not have any email or phone message, we will try to reach you and keep you informed that your child is not here at ATFS. It is your responsibility to keep us posted on any phone number or email changes.

**Sickness and medication:** ATFS is a Supplemental Education and learning environment. Children come here every day to complete their homework and spend 2 or more academic hours. If your child does not attend school because they are sick, they need to stay home and not come to ATFS. If you believe your child is feeling under the weather or is not capable of spending concentrated academic time, they need to stay home. If they are recovering from sickness, they need to stay home. If after your child arrives here, he/she is uncomfortable due to any health related reasons and is not able to focus, we will call you to come and pick your child up. We do not provide or administer medication. We have basic first aids but we are not authorized to give your child Tylenol or any other medication. Your child must not bring any medication here with them to consume either. It is absolutely not allowed. If your child needs to take a medicine at a scheduled time while they are here, you may come in and give that to your child under your supervision and bring the medication back with you. To prevent any accidental consumption, we cannot allow medicines to be left here. You will be required to complete a Medical Release form that will include your contact information, emergency contact information and consent statements. This is confidential information only used in emergency situations.

### **Fees Structure**

<b>Start Month</b>	<b>Program</b>	<b>One month</b>
<b>September or later</b>	<b>Kindergarten</b>	\$350.00
<b>September or later</b>	<b>Elementary (1 – 4)</b>	\$300.00
<b>September or later</b>	<b>Middle (5 – 8)</b>	\$350.00
<b>September or later</b>	<b>High (9 – 12)</b>	\$400.00
<b>November or later</b>	<b>Kindergarten</b>	\$355.00
<b>November or later</b>	<b>Elementary (1 – 4)</b>	\$305.00
<b>November or later</b>	<b>Middle (5 – 8)</b>	\$355.00
<b>November or later</b>	<b>High (9 – 12)</b>	\$405.00
<b>February or later</b>	<b>Kindergarten</b>	\$360.00
<b>February or later</b>	<b>Elementary (1 – 4)</b>	\$310.00
<b>February or later</b>	<b>Middle (5 – 8)</b>	\$360.00
<b>February or later</b>	<b>High (9 – 12)</b>	\$410.00
<b>By the Day</b>	<b>Elementary/Middle</b>	\$23.00
<b>By the day</b>	<b>High</b>	\$35.00

Please note that if your child starts in September, they will stay with the same fee structure until June provided they stay enrolled continuously through June. You may not switch from one program to another unless approved by the director. Registration fee will apply each time you make a switch.

### **Other Fees**

Registration fee: \$20.00 once a year

Snack deposits: \$20.00 initially and increments of \$20.00 each month based on usage

Additional workbook (beyond 3 subjects) : \$25.00 per subject

Lost workbook fine: \$25.00 per workbook

Math club membership: \$120.00 per year

Science club membership: \$120.00 per year

Karate club membership: \$120.00 per year

Hindi Club membership: \$120.00 per year

**Payment:** There will be a registration fee of \$20.00 for the academic year for each enrollment. This will carry through to the end of June provided the child stays enrolled through June. Invoices will be given in time for payments each month. Regardless of that, Non refundable payment checks based on your fee structure agreed upon (payable to **ATFS**) will be due on the 1<sup>st</sup> of each month. The first payment for the month enrolling is due at the time of enrollment. For all other months, **a late charge of \$5:00 will be imposed on any payments made after the 5<sup>th</sup> of each month and before the 10<sup>th</sup>; \$10.00 for payments received between 11<sup>th</sup> and 20<sup>th</sup> ; \$20.00 for payments received between 21<sup>st</sup> and 30<sup>th</sup>** . No refunds will be given for drop outs. All other benefits of a full time student will no longer apply if you drop out which includes rewards, Hindi class discounts etc. The monthly fee will not be prorated during vacations or holidays. If you are planning to be on vacation through the first few days of a month, you will be required to pay in advance.

If you use online banking to make payments, please ensure that payments receive us by the 1<sup>st</sup> of every month. Late charges are strictly enforced.

### **ATFS follows the Shrewsbury School system schedule.**

**Schools Closed:** If Shrewsbury Public schools are closed due to bad weather, ATFS will remain closed  
**Delayed Opening:** ATFS schedule will not be affected by one hour or two hour delays. Our center will be open regular times

**Early Closings:** If Shrewsbury schools close early due to bad weather, ATFS will be open only to receive children being dropped off by school buses. For all others, ATFS will be closed. Parents will be required to pick up their children at their earliest convenience and we will close the doors when the last child has been picked up by the parents.

**Please note that we are small enough to be personally available to speak with you. In case any clarifications are needed, please feel free to call me directly.**

**When in doubt please check our website [www.atfsonline.com](http://www.atfsonline.com) or call me**

**ATFS – 508 719 0014**

**Cell – 508 887 5674**

**Home – 508 845 0140**