

"Take Out" Self Study Materials

Introduction: This provides Math, English and Science Supplement materials without leaving home. ATFS worksheet collections are sent to your door step each month or the book pack can be mailed to you all at once. The number of books in a book pack is defined by the ATFS curriculum. Each book comes with a due date on it and as long as the books are submitted back to ATFS center within the due dates, your child will be eligible for the rewards. Every effort is made to make this material self explanatory and complete.

Focus: For math, focus of this environment is to be able to provide thorough practice on each Math topic following the standards that you have come to expect from ATFS. Worksheets cover all aspects of the topic through various types of problems including word problems. The goal is not only to keep the students challenged and learning through the elementary and middle school years but also build a strong foundation for High School Algebra and Geometry. For English, the lessons have been designed for each grade level. Each spelling lesson includes 20 or so words and supporting exercises for the child to be able to memorize and absorb each spelling for a longer lasting memory. Vocabulary worksheets allow the children to understand meaning of the words and learn to develop sentences. Reading comprehension comes with grade level stories; fill in the blanks to assist in reading and related questions. Grammar workbooks lay a great foundation for Language Arts. These workbooks may be customized to include cursive writing practice. Science materials have been sorted in theme units accompanied by corresponding worksheet collections.

Program Process:

Enrollment: Fill enrollment form, topic selection forms and submit with fee*. Enrollment must be done before **August 20th, 2009**. Mid session enrollments may be accepted but the children will not be eligible for the rewards unless a back dated enrollment is done. Any late enrollments will incur late fee.

Workbook assignment: Worksheet collections are mailed or are picked up from the ATFS center per the schedule agreed upon at the time of enrollment. The children will be expected to complete the workbook in the time defined by the ATFS curriculum.

Mailing Schedule:

Option 1: All books will be mailed together in the first week of September with due dates assigned. Completed workbooks must reach ATFS Learning center on or before the due date for any rewards.

Option 2: Books will be mailed out to you per the schedule below

Math: September, October, November, December, January, February, March, April, May and June – one book each month

Science and Reading: September, November, January, March, and May

Language Arts and Spelling: September, December, March, May

Answer books: Answer books are not provided to the parents. All workbooks must be sent back to the center for correction.

Score Cards: Score cards are maintained for all students here at ATFS.

Completed workbooks for correction: Math, English and/or science workbooks must be mailed back to ATFS center for corrections each month per the due date. These will be corrected at no additional cost and mailed back to you with your next mailing or will be available for pick up at the center.

All ATFS policies and fees subject to change without notice

ATFS Learning Center; 433 South Street
Shrewsbury, MA 01545
508 719 0014; 508 719 0017;
www.atfsonline.com; gauri@atfsonline.com

Lost Workbooks: If any of the above workbooks are lost, there will be an additional charge of \$25.00 per workbook/worksheets for replacement workbooks.

Mid Semester Changes: Mid semester changes are not recommended. Each time you re enroll for the "Take out" program, please visit the subjects carefully so you enroll for what you think your child will be able to handle for the next 10 months. If you still need to stop mid semester, all rewards will be lost and enrollment fee will apply again.

Accelerated Learning through "Take Out": Since this is a parent driven program, you may come in our center to take a look at the materials and select the level that you would like your child to start at. We highly recommend staying at the grade level but as a parent, you may choose a different grade level for your child.

Session

Months: **September to June**

Last Date for enrollment and fees: **Aug 20th**

Last Date for submitting all workbooks: **July 15th**

Certificates and Medals/Trophies determined by: **May 31st**

Please note our enrollment dates. We expect all deadlines to be respected. This ensures quality and commitment from our side as well.

Additional work: All children enrolled at ATFS 'Take Out' Program are assigned worksheet collections in the form of workbooks. These are custom built workbooks. We print all materials in house and bind them here, which gives us the flexibility of adding or removing sheets as needed. In general, we set a comfortable pace for your child so they are able to do this additional work each day without it being a stress. In the process they develop a slow and steady concept building process and good study habits. All sheets of one topic are bound together so that the children are able to see the width of each topic as well as the depth. If for some reason your child is not able to keep up with the pace, our flexible program allows for them to slow down and yet benefit from it.

Progress Reports: All workbooks corrected here at ATFS are monitored and scores maintained. Workbook covers will be updated for scores achieved for that book.

Rewards Program: Each child enrolled for the 'Take Out' Program is rewarded for their performance per the Rewards policy. A student must be enrolled for the complete session to benefit from the rewards program. All rewards are awarded during our prize distribution ceremony in June.

Parent involvement: Parents are encouraged to be actively involved with your child's work. This is a parent driven program. Since your child is on a self study mode, your inputs become critical for the path. You must work with them to motivate them and develop a routine for a scheduled study hour. Please encourage your child to go through the corrected workbook to understand what mistakes they have made. That helps reinforce concepts and develop a solid foundation.

Pick up and Drop off: For those choosing the pick up and drop off option. We are open Monday to Friday 3 p.m. to 6 p.m. and Saturdays from 9 – 5. Please use the rear parking lot and enter the building through the student entrance. You will be attended to by an efficient staff member.

Parent Communication: Parent communication such as newsletters, invoices, re-enrollment forms etc will be placed in your child's bin with the completed workbooks. Please check the bin each time. For mailings, these will be included in the monthly mailings or emailed to you as needed.

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Attendance: ATFS Calendar is attached. Please use this as a guide to knowing in advance when the center will be open.
Snow Days are as per the Shrewsbury School System. Our website will also be updated for any unscheduled days off.

Take Out Menu

Program	Session Fees (per 10 months)
<i>Math</i>	<i>500.00 + \$20.00 (registration fee)</i>
<i>Spelling and reading comprehension (Grades K – 3)</i>	<i>\$500.00 + \$20.00 (reg fee)</i>
<i>Spelling and vocabulary (Grades 4 – 8)</i>	<i>\$500.00 + \$20.00 (registration fee)</i>
<i>Reading Comprehension (Grade 4 – 8)</i>	<i>\$500.00 + \$20.00 (registration fee)</i>
<i>Language Arts (Grades 2 – 6)</i>	<i>\$500.00 + \$20.00 (registration fee)</i>
<i>Science (Grade 2 – 8)</i>	<i>\$500.00 + \$20.00 (registration fee)</i>
<i>Cursive Handwriting package (Grades 2 -5)</i>	
<i>Set of three workbooks</i>	<i>\$45.00</i>
<i>Lost workbook fine</i>	<i>\$25.00</i>

***Payment and Fees:** There will be registration fee for each session for each subject enrolled.
 This registration fee is required at the time of enrollment or anytime a switch is made. Full session payment is required at the time of enrollment with a check made payable to ATFS per the schedule above before any mailings can be made. Mid semester enrollments are prorated unless a back dated enrollment is done. No refunds are given for session drop outs.

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