

The Tutor Shop Homework Club Family Handbook

The Tutor Shop Mission, Vision, Payment and Program Policies Agreement

Our Goals:

The Tutor Shop Homework Club seeks to provide after school academic support and enrichment for students in approved schools, and thus increase academic success in the classroom, and “turn homework tables back into dinner tables.” The Tutor Shop Homework Club will do this by providing homework, project, and test support. We will have degreed teachers on site who will provide this service. We will work closely with teachers (with prior parent permission), administrators, and parents to provide such academic enrichment. Materials needed include the student’s agenda, books and supplies, and access to the school’s computers. The number of classrooms needed will be based on the number of students enrolled in the program as well as the school administration’s approval for such rooms.

The elementary school years represent a crucial time for students’ academic development. The Tutor Shop Homework Club provides students with the extra assistance needed to be successful. We understand that every student is unique and learns at a different pace; therefore, we will do our best to help strengthen the student’s knowledge and foundation to help create a system of strong academic support.

Our academic support covers a broad range of needs, and may include remediation, organizational and time management skills, test taking strategies, as well as the development of the personal resources needed to help create a learning environment.

The Tutor Shop After School Leadership

Terri Eisenberg (Owner) – Mrs. Eisenberg oversees the curriculum, day to day operations of the program, the hiring and supervision of all teachers. In addition, she conducts parent-student consultations on an as needed basis.

Hal Eisenberg (Owner) – Mr. Eisenberg creates and manages the planning and execution of all marketing campaigns, school promotions, media, as well as admission enquiries and day-to-day business operations.

Enrollment and admission policies:

All enrollment and admissions will take place on The Tutor Shop Homework Club’s website, www.tutorshops.com, via the online registration form. Parents will apply for a spot in the program and students will be accepted based on individual needs and current enrollment numbers. **All forms must be filled out, which is done online, in order for your child to be officially enrolled.**

Program goals:

Our after school program is designed to offer each child many opportunities for intellectual and academic development. We offer a quality after school program that includes planned activities to compliment the student's experience. Our goal is to create an atmosphere for children where they know they will get the support needed to be successful in school each day. Because our students will be with a consistent teacher daily, the teacher will get to know them and be able to help them meet their needs.

Hours of operation for on-site programs:

The Tutor Shop Homework Club begins as soon as the participating children enter our program/class (at the end of the regular school day) and continues up until as late as 6:30 p.m. We operate on-site at approved schools each day that the school is in session, weather permitting.

Attendance and illness policy:

We ask the parents/guardians to contact the child's Tutor Shop Homework Club teacher as well as Hal Eisenberg at hal@tutorshops.com via email if their child will not be in attendance for any reason. This will help us ensure every child's safety and well being. Parents are responsible for all fees, during the time they are enrolled in the program. Our exception to this rule is when a student is absent from school three or more days in one week due to illness or family emergency. The Tutor Shop Homework Club may prorate fees when this occurs, however the parent must contact the owners for approval and provide a doctor's excuse and/or appropriate documentation.

PLEASE NOTE: The Tutor Shop Homework Club requires two week written notice in advance via email for any planned absent days to be sent to: hal@tutorshops.com

Health and emergency policy:

The Tutor Shop staff is trained to recognize the common signs of communicable diseases or other illnesses. Any student with symptoms of a communicable disease will be isolated immediately. When a student indicates illness at home, but is able to go to school, please anticipate that the child may not feel well by the end of the day and may need to be picked up early from our program, which will be at the discretion of the teacher. A slight cold is acceptable, however heavy coughing or runny nose, fever of 99 or higher, or worsening of symptoms during the day will result in the parent being contacted to pick up the child.

If the student becomes ill or injured at The Tutor Shop Homework Club, the parent will be contacted immediately and arrangements must be made to pick up the child as soon as possible. The child will be isolated from other children, supervised, and made comfortable until a parent arrives. We will contact all emergency contact

persons as listed on the registration form. In case of an emergency, the staff will provide first aid and call 911. This handbook serves as authorization between The Tutor Shop After Homework Club and the parents to acquire emergency medical treatment from the nearest hospital if the parents cannot be reached, it is the parents' responsibility to maintain primary insurance on their children and to notify us of such insurance information.

The program staff will administer only dated, labeled, prescribed medications or age-appropriate over-the-counter medication as indicated by the parent or physician in writing. Parents must sign an authorization form before any medication can be administered. Authorization to dispense medication will be limited to two weeks and returned to the parent, unless otherwise prescribed by a physician. Personnel will only dispense medications that are provided by the parent and meet the criteria listed on the medication form and all medications will be kept in a secured storage. The program will maintain a record of all medications dispensed to children by personnel. All medication must be in the original container with the child's name, time to administer, and dosage.

In order to maintain a safe and healthy environment for all children, parents understand that children who are ill include, but not limited to, oral temperatures of 99 degrees or higher, any contagious symptoms such as rashes, sore throat, congestion, vomiting, etc., and should not attend The Tutor Shop After School Program. If a child has been exposed to or contracted any serious communicable or infectious disease, he or she may not return until accompanied by a note from the physician. **Immunizations: A current health department immunization record #3231 is required upon registration with The Tutor Shop. Failure to provide a current immunization form is grounds for dismissal from the program.**

Pick-up/sign out policy:

The Tutor Shop will administer late pick-up fees. **We close promptly at 6:30 pm. If a parent arrives late, the parent will be required to pay an additional fee of \$5.00 per minute per child, after the 6:30 p.m., sign out time.** This payment will be billed to the individual account. Continual late pick-ups may result in the dismissal from the program. For any student left after 6:30pm, staff will attempt to contact parents first and then will proceed to the listed emergency contacts. The Tutor Shop Homework Club is required by law to notify the local authorities if a student is not picked up one hour after site closing time, or if no approved contacts were reached.

For the protection of the student, the parent or guardian must personally sign out every child each day and an ID is required. Students will not be allowed to leave the building unless an approved adult has signed them out. All students must be supervised and escorted from the building at time of pick-up and will only be released to those people authorized on the registration form. Anyone unfamiliar to The Tutor Shop Homework Club staff will be required to show a current ID and cross checked on the authorization pickup form. Authorized adults must be 18 years or older to pick up a student from The Tutor Shop Homework Club. Once a student has been released to the person authorized for pick-up, The Tutor Shop Homework Club is no longer responsible for the child.

Equipment and supplies used in the classroom and/or other areas in use:

The only required supplies are the students' regular school material, homework assignments, agendas, upcoming test dates, study guides, and access to technology.

Per student price and any discounts:

Rates are based on the choice of the payment package chosen. See our website at: www.tutorshops.com for fees, discounts, and payment options. Payment of fees is the responsibility of the parent/guardian. If paying monthly, automatic withdrawal payments will be made through our website via parent's approved credit/debit card on file, regardless of receipt of invoice. Parents are responsible to keep accounts current at all times. Any declined credit or debit card must be replaced with a suitable replacement within 48 hours. Failure to provide a replacement credit/debit card may be cause for dismissal from The Tutor Shop After School Program. In addition, a once-per-year \$35 registration fee will be incurred for all initial purchases.

Sibling Discount: The Tutor Shop Homework Club offers a 5% (five percent) sibling discount per child. When purchasing more than one package on our website, the 5% sibling discount will automatically be applied at the time of purchase on our website.

Monthly Package Information – If you choose to purchase the Monthly Package, your credit card will be charged a recurring payment, which is automatically debited during the first week of each month.

Policies on program cancellations:

If for any reason The Tutor Shop Homework Club must cancel an afternoon session on its own, independent of the school, we will contact the school and all parents via email as soon as possible. In addition, the school will make an announcement of the cancellation.

The Tutor Shop Homework Club fee schedules take into account all approved school holidays, and families are not charged for these days in any of our online packages.

The Tutor Shop After School Program policy for closing for **inclement weather** will be the same as the school system in which it operates. When the school is closed, The Tutor Shop Homework Club will be closed. If schools close early or cancel after school programs, The Tutor Shop After School Program will be closed. Parents should monitor the media and the school's website for early school dismissal. Parents will need to make suitable pick-up arrangements for each child. The Tutor Shop Homework Club will not endanger staff by sending them to our classes for early dismissal due to inclement weather. In addition, **the Tutor Shop Homework Club does not reimburse any funds due to inclement weather or when the school system requires the school to be closed early or at any other time that affects The Tutor Shop Homework Club from operation.**

Cancellation Policy:

The Tutor Shop requires a two week written notice in advance of withdrawal of a child to be given to The Tutor Shop Homework Club and until such notice is received, parents are responsible for all fees. Contact Hal Eisenberg: hal@tutorshops.com for details regarding cancellation should you wish to cancel your enrollment. All registration fees and any late fees are not reimbursable. Any prepaid fees that extend beyond the required two week notification period will be reimbursed, minus any unpaid late fees.

Parent participant fees, collection procedures and policy for non-payment or late payment:

The Tutor Shop Homework Club requests that all fees are paid by credit card via our website. We do not accept checks, however if parents do send a check they will be notified if that check is returned and a penalty of \$37.00 will be imposed and the child's participation in the program may be at risk. All accounts that become more than thirty days past due will be automatically forwarded to a collection agency.

Policy for student supervision and discipline:

The student to teacher ratio will be maintained at an acceptable rate, so as to preserve a consistent routine and expectations. Clear expectations will be set for behavior and parents will be notified if there is a problem. Students who misbehave may be sent to a supervised area to write an action plan explaining how they are going to improve their behavior. If the behavior continues to occur, the parents and teachers will conference. If after the conference the behavior continues, the student will be dismissed from the program, and all outstanding fees will be owed upon dismissal.

Policy and response time for emergency situations:

The Tutor Shop Homework Club will follow the school policies established for the severe weather, physical plant problems (such as power failure), that affect climate control or structural damage, fire drill, intruder drill, missing student, Code "99", severe weather drill, building evacuation drill, first aid procedures, and Homeland Security Advisory System. Parents and/or emergency contacts will be notified by phone and/or email when such events occur. Parents are also responsible for contacting the school in the event of any of these events.

Beverages and snacks:

The Tutor Shop Homework Club will provide snacks that are USDA approved and supplied through the school's food program on a daily basis. These snacks are included in each package purchased by the parents. Parents may pack alternative snacks for their children if they desire, but need to let The Tutor Shop Homework Club teachers know. In addition, parents need to tell the lead teacher as well as email hal@tutorshops.com if any dietary restrictions are required. If the child has any food allergies, The Tutor Shop Homework Club needs to know in advance and it should also be noted on the children's health form provided by our program on our website that is filled out when applying for initial admission.

Updates:

Parents will keep The Tutor Shop Homework Club informed of any changes in information regarding their children.

Special needs:

The Tutor Shop must be informed of any special needs of children that require adaptations or modifications.

For your health:

The Tutor Shop Homework Club staff will administer first aid in the event of an emergency and will call 911 response units for any medical emergency. The staff will attempt to phone the emergency contacts listed, but are not required to do so before action is taken. The student's primary accident insurance and any medical expenses incurred will be the responsibility of the parent's insurance to cover all costs. The Tutor Shop Homework Club will not be responsible for any incurred medical costs nor be held liable for any costs or accidents incurred while in the care The Tutor Shop Homework Club.

Minimum requirements for program operation:

A minimum requirement of a number of students must be reached in order for our program to be maintained at each location. Under certain circumstances, it may be necessary for The Tutor Shop Homework Club to postpone or cancel its program based on these minimum enrollment requirements.

Conduct:

No weapons, controlled substances, or alcohol will be tolerated. The use of violence, noise, force, coercion, sexual misconduct, threats, intimidation, unsafe conduct regarding children, fear, resistance, insults, or other conduct, intentionally or unintentionally causing disruption or preventing Tutor Shop Homework Club

staff from the ability to conduct class or perform their job duties is not acceptable behavior, and is in conflict with The Tutor Shop Homework Club requirements and may result in cancellation of the agreement between the parent and The Tutor Shop Homework Club which reserves the right, within its sole discretion, to dismiss any student for any situation that it considers inappropriate or detrimental to the interests and safety of the program and its students.

Consent and Release (please read carefully):

In exchange for allowing my child to participate in The Tutor Shop Homework Club, I hereby agree to release and hold harmless The Tutor Shop Homework Club, its employees, officers, directors, and volunteers, from any loss, liability, claim of bodily injury or death or property damage, or costs which may arise, including claims arising out of negligence of The Tutor Shop Homework Club and its employees and volunteers. The use of all school facilities shall be undertaken at the undersigned's own risk. This agreement shall be governed by the laws of Georgia.

Photograph/Video Release

I authorize the use and reproduction of any and all photographs, printed material, and or video footage of myself and my child for The Tutor Shop Homework Club promotional purposes without compensation, and should I desire that my child's image or likeness not be used, I must notify the Tutor Shop Homework Club administrator with a written or emailed form stating such to Hal@tutorshops.com.

ACKNOWLEDGEMENT OF POLICIES AND GUIDELINES

By signing below, I acknowledge that I have read the above information, and that I understand the policies and guidelines of The Tutor Shop Homework Club and I agree to abide by them. Should I have any questions or concerns, I will contact the Program Director. I understand that the staff makes every effort to provide a quality program, but additionally it is important that students and parents follow all rules, guidelines and procedures in order for the program to be a successful experience.

Electronic signatures

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____

