



# Tiger Town Homework Center

Dear Tiger Town Homework Center Parent/Guardian:

The primary program goals of the TTHC are to provide academic assistance and recreation for students after school. The 2019-2020 fee for the Homework Center is \$50 per child. Four (4) day weeks will be \$40.00. Adjustments may be needed in case of inclement weather. The TTHC will begin Tuesday, September 4, 2019. A parent/guardian must come in to register student(s) and pay before then. Please do NOT send money with students. Registration forms will be available in the Front Office when you come in.

## Things You Need to Know

- Ms. Cynthia Baxter will be the Director of the TTHC.
- Enrollment will be limited to the first 50 students (Kindergarten through 5<sup>th</sup> grade).
- The Afterschool Programs operate in accordance with DD4 policies regarding early school closing in the event of emergency weather conditions.
- The TTHC is open 3:00-5:00 P.M. Late pick-up (before 5:30 P.M.) will be assessed a fee. Please see below for additional information about hours of operation.  
*\*THERE WILL BE NO PICK-UPS AFTER 5:30 P.M.\**
- The TTHC will **NOT** be open on Early Release Days or the weeks of November 25<sup>th</sup> or December 16<sup>th</sup>.
- The TTHC will end May 7<sup>th</sup>.
- Pick-up is in the Cafeteria. Please drive to the back of the building and use the loop between the new wing and the cafeteria.
- Parents must sign out children daily. If someone other than a parent will be picking up your child they must be listed on the Release Authorization Form. Changes on the Release Authorization Form can only be made in writing by the listed parent.
- A light snack/meal will be provided.

## Academic/Homework/Tutoring Policy

We have daily scheduled academic/homework/tutoring time from 3:00-4:00 P.M. All students will participate and work with two teachers (one with K-2<sup>nd</sup> grade and one with 3<sup>rd</sup>-5<sup>th</sup> grade). If a student does not have homework they will read silently during the designated homework time.

## Payment Policy

Payment is due up front either on the **Friday** before or **Monday** of the current week for the entire week. Services will be suspended if no pre-payment is made for a week. If your child will be attending our Afterschool Program, all fees are to be paid promptly to ensure we have sufficient staff on hand. *There will be NO pay per day option.*

## Late Pickup

In fairness to our staff, it is very important your child be picked up on time. A late fee of \$25.00 for the week or \$5.00 a day will be charged per student for any child not picked up by 5:30 P.M. We are working on having a cell phone in the TTHC for you to call, so whenever possible, parents should call when they will be late for pickup. This is not only beneficial to the staff, but also to your child. When parents are late, children begin to worry. Alternative pick up arrangements should be considered if you are going to be late. Please make sure to send someone who is on your pickup list.

## Things Not To Bring

Please do not bring electronic games or devices, toys, water guns, etc. Staff is not responsible for lost or stolen items.

## Discipline

The staff of TTHC is expected to respect the dignity of the children and conduct themselves as adult role models. The program does not use any strategy that hurts, shames, or belittles a child. The program does not use any strategy that threatens or intimidates a child. Physical contact in disciplining a child is avoided unless it is necessary to restrain a child from harming himself or others. When correcting a child's behavior, the staff will

- Verbalize and demonstrate to the child what should be said or done rather than focusing on the unwanted behavior
- Explain the reason(s) for the rules children are asked to follow. School rules are in effect during the afterschool program.

Each student is expected to respect the staff and each other. If the staff is unable to resolve on-going or serious behavior issues (such as aggressive, abusive, disturbing, or destructive acts), the TTHC Director will discuss the problem with the parent to establish a plan for dealing with the problem. If the child's behavior does not change in a reasonable length of time, the TTHC Director will inform the parents and will schedule a conference. If the problem cannot be resolved, the TTHC Director will give the parents a notice of dismissal from the program.

## Accounting Polices

- The Registration Fee for each child is due upon enrollment.
- Only cash payments will be taken this year for TTHC. We are sorry for any inconvenience this may cause.

Please feel free to contact Ms. Baxter with any questions or concerns.

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I have read and understand the information presented above. All questions regarding these policies and guidelines have been answered; if not, I will contact Ms. Baxter.

Childs' Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_