



Indian Valley Boys & Girls Club
Homework Assistance Program 2009-2010
 PLEASE READ CAREFULLY

* Please Keep for Future Reference

The goal of the Homework Room is to create a partnership between the students, parents, teachers, and Club staff so that all partners share an active role in the academic progress of each student. The Homework Room is intended to assist students in completing their homework. Parents and students are still ultimately responsible for final completion of assignments. Parents are encouraged to go over homework with their children each night when signing the assignment book, particularly when there is studying/review assigned. Projects may be started at the Club, but should be completed primarily at home.

Frequent communication is the key to a successful program. Please take full advantage of the opportunity to work with the Learning Center Coordinator in assisting your child. The Coordinator will communicate through the required daily communication log and can be reached at **215-723-2402** or by e-mail which will be provided by your child's Learning Center Coordinator.

Program Objective: To help each child achieve success academically and socially through a working relationship between the student, parent, teacher, and Club.

Program Goals:

- Increase organizational skills of participants
- Provide extra assistance where needed
- Help Participants develop and maintain a positive attitude toward learning
- Assist participants in developing independent learning skills
- Develop a working relationship between student/parent/teacher/club in getting homework done
- Complete assignments and study for tests.

Income Verification Requirement

This program is offered free of charge to Club Members through a grant provided by Montgomery County. One of the stipulations of this grant is that we verify current income levels of all families participating in the program and offer services specifically to families whose annual income does not exceed those listed below. These levels are entered into a tally so that our grant providers can monitor who they are serving through their funding. Our organization **MUST** adhere to these guidelines to ensure ongoing availability of this program.

Listed below are income guidelines set by Montgomery County that participating families MAY NOT EXCEED in order to be eligible for participation in the Homework Assistance Program.

# IN HOUSEHOLD	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
INCOME	\$47,550	\$53,500	\$59,450	\$64,200	\$68,950	\$73,700	\$78,450

TOTAL household income (combined income of all working adults in household of participant) may not exceed listed levels.

Proof of income is required for participation in the Homework Assistance Program. All participating families must provide the following:

- **2008 year-end tax return or Access Card, if applicable**
- **Two most recent paystubs for EACH working adult within household**

Please Note: These documents are not kept or copied. The number is simply marked on enrollment form and filed for documentation purposes, as described above.

NO CLUB MEMBER WILL BE PERMITTED TO BEGIN THE PROGRAM WITHOUT THIS VERIFICATION.

RULES & REGULATIONS

Attendance

- All participants are required to attend the program for the entire school year. Rewards and incentives will be given to participants who are dedicated to the program.
- All participants must attend the program Monday through Friday. Monday through Thursday will be primarily spent on homework assignments. On Fridays, participants will engage in High Yield Learning Activities or the Smart Moves program. **FRIDAY IS NOT AN OPTIONAL DAY.** An extra ticket will be given for perfect weekly attendance. Drawings for prizes will be held on Friday, and students must be in attendance to be eligible for a prize.
- In the event that your child will be absent from the program, parents/guardians **must** call before the start of the program to notify the Learning Center Coordinator of the child's absence. This will help the Coordinator keep track of the child's classroom performance and will also help ensure the safety of the child by keeping all parties informed of where the child will be.
- If an absence must occur, parents/guardians **must** call their child's Learning Center Coordinator at 215-723-2402.
- Excused Absences from the program include: if the child does not attend school that day, must attend a doctor's appointment, funeral, etc. Other reasons, such as he/she does not have any homework, parent did not want to drive him, etc, - even with a phone call – are unexcused absences. ***Excessive Unexcused absences will result in removal from the program.***
- *If a participant is removed from the program due to an inability and/or unwillingness to adhere to the above guidelines, he/she will not be permitted to sign up for the program the following school year.*

General Guidelines

- Each homework room will have a designated Learning Center Coordinator and a classroom aide along with volunteers in each room to answer questions and assist with homework.
- Homework rooms open at 3:30. Children should report immediately to the homework room upon entering the building. All children must report by 4:30. Any child arriving after 4:30 will be charged with an unexcused absence. Snacks will be provided in the homework room.
- Students must sign in upon entering the homework room and sign out upon leaving. There will be a designated sign in/out sheet for each room.
- Students are to sit down in their assigned seats and begin working quietly as soon as they enter the homework room.
- Students must ask permission before leaving the room for any reason.
- If students have a question they are to:
 - go to the designated waiting area
 - wait quietly and patiently (there will be independent waiting activities). If a student is talking, he/she will be sent back to his/her seat.
- Spelling word and math facts need to be practiced daily.
- **Students are required to stay in the program until homework is completed or until 6:00, whichever comes first. Students who are repeatedly picked up early will be removed from the program.**
- The Learning Center Coordinator will be in contact with the students' teachers throughout the year. This will ensure that staff is thoroughly involved in the students' studies.
- If homework is forgotten (or none is assigned), the student must still attend the homework program. There will be consequences for repeated forgotten homework. If homework is forgotten, comparable work in the subject will be provided by the Learning Center Coordinator in addition to other consequences.

- Report Cards **MUST** be handed in to Learning Center Coordinator on report card day. The LCC will copy the report card and send the original home. This allows the LCC to keep track of the progress of the student. Failure to hand in the report card will result in suspension from the program until the report card is handed in. Third marking period report cards must be handed in as well. Failure to turn in third marking period report cards will result in ineligibility for the next school year.
- All progress reports, interim reports, quizzes, tests and behavior reports **MUST** be shown to the LCC. Prizes and incentives will be awarded for good scores and positive reports!
- Behavior will be monitored by a three strike system in accordance with a ticket reward system. Each student will receive one ticket daily for good behavior. If a student receives three strikes, he/she will not receive a ticket for the day. If behavior is severe, it is even possible to lose a ticket from a previous day as well. At the end of the week, the student with the most tickets will receive a prize! A strike would result from any of the following behaviors:
 - Talking (except to the LCC and other staff members/volunteers)
 - Being out of a seat without permission
 - Forgetting a homework assignment
 - Forgetting a homework agenda (if one is given by the teacher)
 - Forgetting the parent communication log or agenda (This is explained under “Parent Involvement”)
 - A conflict with a peer or staff member.
 - Behavior in Club outside of the homework room, or any other behavior deemed inappropriate by the LCC.
 - Students will be rewarded with classroom parties monthly, based on achieving behavioral and academic goals.
- The Homework Room is a quiet place to do homework. Fooling around will not be tolerated. Consequences may include removal from the room and/or removal from the program.
- **Participants may be sent to “time out” or detentions in the case of severe behavior or excessive forgetting of homework assignments.**

Parental Involvement

- The Homework Room is not a substitute for parental guidance with assignments. **PARENTS ARE ULTIMATELY RESPONSIBLE FOR THE OVERALL QUALITY AND ACCURACY FOR ALL HOMEWORK ASSIGNMENTS.**
- Parent communication logs or agendas will be sent home daily with students to update parents on their students’ progress in the homework room. **Parents are expected to sign the log** or respond if necessary, so the coordinator knows they have read it, and send it back with the student the next day. There will be consequences for forgotten or missing logs. Please notify the Learning Center Coordinator if you need a replacement log.
- Parents may volunteer to provide prizes/supplies for various parties for participants throughout the year.
- Parents/Guardians may be called in periodically, if necessary, to discuss the academic progress of their students

Please Note

- **THERE WILL BE NO HOMEWORK PROGRAM** when Souderton Area School District Elementary Schools do not have school or when they have early dismissal.
- Specialized subjects such as religion and speech – as well as major projects – will not be checked for accuracy or completion. These assignments must be completed at home.
- If parent feels that withdrawal from the program is necessary, he/she must contact the LCC ASAP.
- If your child leaves school early or does not attend school, he/she is not permitted in the Club for that day.



Indian Valley Boys & Girls Club

Homework Assistance Program

Parent/Guardian Consent Form

OFFICE USE ONLY

Referred by School _____

Application Complete _____

Child's Name: _____

Child's Grade: _____

Home Address: _____

Home Phone: _____

Child's School: _____

Teacher(s): _____

Does your child receive support services?

Yes _____ No _____

Parent(s)/ Guardian(s) 1 _____

Home Phone: _____

Work Phone: _____

Email (optional): _____

2 _____

Home Phone: _____

Work Phone: _____

Email (optional): _____

I have read and fully understand the rules and regulations of the program presented to me at the time of enrollment and agree to comply with them. I understand that the Boys & Girls Club may update these rules and regulations as necessary. I also agree to review these rules with my child.

Initials: _____ Date: _____

I give the Indian Valley Boys & Girls Club's Learning Center Coordinators permission to speak to my child's teacher(s) and school administrators regarding my child's homework, grades, and behavior in school. I also give them permission to manually record any information they receive from my child's teacher. **I understand that my child's teachers and school administrators will be exchanging information with Club staff regarding my child's classroom performance via written communication, phone, e-mail and/or classroom visits.**

Initials: _____ Date: _____

I authorize my child's teacher and/or school administrators to photocopy and release my child's report cards and progress reports to Boys & Girls Club staff.

Initials: _____ Date: _____

I give permission for my child to be photographed or video-taped and for these images to be released to the public for promotions, public awareness, campaigns, ads, newspaper articles, etc. I also give permission for my son/daughter to take a Club survey periodically.

Initials: _____ Date: _____

I give permission for my child to be enrolled in the Homework Assistance Program at the Indian Valley Boys & Girls Club.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Income Verified _____

Document Viewed _____

Level _____

(Staff Signature)

Parent/Guardian One:
Pay-Stub 1: _____ Pay-Stub 2: _____
Weekly / BiWeekly (circle one)

Parent/Guardian Two:
Pay-Stub 1: _____ Pay-Stub 2: _____
Weekly / BiWeekly (circle one)