

CENTRAL COMMUNITY SCHOOLS
Academic Enrichment and Remediation Program

PARENT HANDBOOK

INTRODUCTION:

Welcome to the Academic Enrichment and Remediation Program. We are committed to providing a safe environment for elementary students to experience academic enrichment and assistance in a before and after school setting. This handbook is a comprehensive guide to the policies and procedures of the Academic Enrichment and Remediation Program. Please read it carefully and discuss appropriate areas with your child.

GOALS:

- Provide a positive environment for learning
- Use motivational strategies to engage student participation and learning
- Provide effective program management, support and resources
- Assess program periodically for effectiveness

PROGRAM DESCRIPTION:

The Academic Enrichment and Remediation Program is designed to offer participating students reinforcement in academics through high-quality instruction. **PLEASE NOTE:** Homework completion is not the primary focus of this program. A site supervisor and qualified instructional personnel staff the program. Staff members work closely with classroom teachers and school administrators. Students will be given academic enrichment/assistance each morning and/or afternoon. Snacks are provided for afternoon participants.

HOURS:

Students participating in the program may be dropped off beginning at **6:45** am, NO EARLIER, and must be picked up by 5:30 pm. **\$1.00 WILL BE CHARGED FOR EACH MINUTE AFTER ENDING TIME!**

FEES/PAYMENT SCHEDULE:

Registration Fee (**Non-Refundable**) \$40.00

COST:

Before School ONLY \$35.00 per week

Before/After **OR** After ONLY \$55.00 per week

Fees are paid in advance and are nonrefundable. You may pay cash, check, or by using School Cash Online. All cash and checks should be brought to the program director in the mornings or afternoons upon check in/out. Checks are made payable to: **Tanglewood Elementary School**. There will be a \$25 fee for NSF checks. A second NSF check will result in all future payments being made by cash or money order for the remainder of the school year. **If your child is absent for any reason, the entire weekly fee is still required.** The only exception to this is Thanksgiving, Christmas and Easter breaks and days that the school is closed.

Any student more than five (5) days behind in payments will be dropped from the program. NO EXCEPTIONS!

The entire payment for the month of May MUST be paid in advance by Tuesday, May 3, 2022. NO EXCEPTIONS!

Any student that is not going to participate in the program the month of May must have written notification of drop date and account must be current.

ENROLLMENT:

To enroll your child, you must:

- Complete Enrollment form
- Complete Emergency Information Card
- Sign Parent Before/After Enrichment /Remediation Agreement
- Pay Registration Fee (\$40) and first week's payment.

ATTENDANCE POLICIES AND PROCEDURES:

The Academic Enrichment and Remediation Program will **NOT** operate during scheduled school holidays and will **NOT** be operational if the school is closed for emergencies. The afternoon program will **NOT** operate during early dismissal days and staff development days. Refer to our district calendar and website for these dates. Students participating in the afternoon program will be provided a light snack each day.

RULES:

A positive approach to discipline will be used in the Academic Enrichment and Remediation Program. Behavior problems will be recorded and parents will be notified if inappropriate behavior continues. If a child continually misbehaves, the site supervisor may suspend and/or permanently remove the child from the program.

SAFETY:

The Academic Enrichment and Remediation Program will provide a safe place where students can reinforce academic skills, participate in age-appropriate recreation and social skill building activities. Students are expected to follow all school rules and program safety rules. Violation of these rules may result in your child not being allowed to participate in the program.

ACCIDENT OR INJURY:

Parents will be contacted as soon as possible in the event of a serious accident or injury. In the event that a parent cannot be contacted, emergency contacts will be notified. An incident report will be completed and placed on file. Staff will use standard first aid when treating minor injuries.

REPEATED FAILURE TO COMPLY WITH ANY OF THE POLICIES INCLUDED IN THIS HANDBOOK MAY LEAD TO YOUR CHILD BEING REMOVED FROM THIS PROGRAM.