

Start Date\_\_\_\_\_

STUDENT'S NAME\_\_\_\_\_

## **HOMEWORK CLUB LEARNING CENTER**

### **Enrollment and Registration Application**

Student's First and Last Name\_\_\_\_\_Birthday\_\_\_\_\_

Male \_\_\_ Female\_\_\_ Grade\_\_\_ Room\_\_\_ School Name \_\_\_\_\_

Mother's Name\_\_\_\_\_ Father's Name\_\_\_\_\_

Mother's Phone #\_\_\_\_\_ Father's Phone #\_\_\_\_\_

Home Address \_\_\_\_\_City\_\_\_\_\_ Zip Code\_\_\_\_\_

Emergency Phone # \_\_\_\_\_ E-mail\_\_\_\_\_

**How did you hear about us?**\_\_\_\_\_

#### **MY STUDENT'S SCHEDULE**

My child will attend Homework Club on the following days & time. A schedule is personalized for each child & absences are not refundable. **All absences require a 4 week prior notice.**

☐

**Monday**

☐

**Tuesday**

☐

**Wednesday**

☐

**Thursday**

☐

**Friday**

#### **EMERGENCY INFORMATION AND CONTACT**

Does your child have medical insurance? Yes\_\_\_ No\_\_\_ Dr.'s Name & Phone #\_\_\_\_\_

Insurance Company\_\_\_\_\_ Phone Number\_\_\_\_\_

Policy Number\_\_\_\_\_ Are All Necessary Immunizations Current Yes\_\_\_ No\_\_\_

**In case of emergency and when the parent/guardian cannot be reached, please contact:**

Name/Relationship\_\_\_\_\_ Phone Number\_\_\_\_\_

Name/Relationship\_\_\_\_\_ Phone Number\_\_\_\_\_

Please list any current medical conditions, medications, food, or drug allergies that we should be aware of.

STUDENT'S NAME \_\_\_\_\_

Does the student have special needs? Yes\_\_\_ No\_\_\_ If yes, please explain\_\_\_\_\_

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May we provide your child with a snack if necessary? Yes\_\_\_\_\_ No\_\_\_\_\_

### **DISMISSAL**

After Homework Club my child will be picked up on time by \_\_\_\_\_.

My child may also be released to \_\_\_\_\_ upon my notice.

### **Parent/Guardian Release**

#### **For Emergency Treatment**

I authorize the Homework Club team to arrange for transportation in case of an accident or acute illness of my child. In the event it is not possible to receive instruction for the participant's care, consent is given to any licensed physician for medical or dental treatment. I allow the physician to administer medication and perform necessary treatment for the preservation of my child's health and well-being. I understand that any cost incurred for treatment of sudden illness or accident shall be paid by me the signee.

In the event of a life-threatening emergency or if I or the others listed as emergency contact are not available, I give my permission to Homework Club to provide first aid for the child named in the application and to take the appropriate measures including contacting the emergency medical services (EMS) system and arrange transportation to a medical facility. At no time will the caregiver drive an ill or injured child to an emergency medical facility unless accompanied by another adult.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

#### **General Release of Liability**

In consideration for my child being allowed participant privileges in the Homework Club, I hereby assume full responsibility for any risk of bodily injury, death, or property damage and/or while using the premises or any facilities or equipment hereon. I further agree to hold harmless the Homework Club, their partners, directors, and employees, from any and all claims that may result from any action for damages, including but not limited to such claims that may result from injury or death, accident or otherwise, during or arising in any way from said activity. I acknowledge that this General Release of Liability of the Homework Club and its partners is binding on me and my heirs, personal representative, successors, and assigns.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**818-606-7658 Kristine    818-624-7657 Henry    818-624-1721 Tina**  
**Parent Handbook and Admission Agreement**

### **What is Homework Club?**

Homework Club is an after-school program serving students from Elementary to High School, ages 5-18. Homework Club provides a quiet, structured, safe environment for students to complete their homework with the help of highly qualified instructors and mentors. We provide help and support in all school subjects. We strive to instill good work habits, organizational skills, time management abilities, and a sense of accomplishment in every student. We believe that every student is capable of high achievements with the proper help and support. While your child attends H.C., you can rest assured that ALL homework will be completed to its perfection and with the expectation that the student understands every subject matter. We take the time and make an effort to ensure that students understand every assignment they complete, even the ones that they struggle with the most.

Homework Club takes place throughout the entire school year, Monday – Friday. H.C. sessions begin right after school and ensure that students complete their assignments without stress and anxiety. Each Homework Club session is two hours. However, may add additional time to the schedule. Students who finish their work before the end of the session have an opportunity to take a little break or practice reading fluency, and reading comprehension, practice basic math skills, or play organized educational games. We take the burden off families and allow the opportunity to have fun family time every night, without stressing if homework is done or wondering if the child understood the work they completed. This program is for every student who wants to be successful in school and in future endeavors.

### **Homework Club Offers**

**Supportive, warm, and encouraging learning environments**  
**Teaching with patience, enthusiasm, and motivation**  
**Utilizing all of the student's skills and promoting better study habits**  
**Dismissing statements such as "I can't", "I don't"**  
**Encouraging and engaging students to do more**  
**Nurturing care, support, mentoring, and developing creative students**  
**Teaching with affection and allowing students to become the best that they can**

## **Who Will Benefit from Homework Club?**

### **Students who.....**

- "Forget" to do homework
- Refuse to do homework
- Take "forever" to get homework done
- Turn in homework late or incomplete
- Seem confused and disorganized
- Feel stressed and need further instruction and explanation
- Loss of interest in learning
- Need extra support and clarification
- Seem reluctant to talk about school
- Support with different school subjects
- Need encouragement, motivation, support, consistency, and structure
- Require adult supervision and mentorship
- Have parents who work long hours

## **Mission Statement**

Homework Club's mission is to create and support lifetime learners with a strong foundation in their core school subjects. Homework Club strives to build strong students by supporting and mentoring them with daily skills and the confidence and motivation to pursue goals and dreams with enthusiasm. Homework Club puts forth unconditional effort to instill good work habits, organizational skills, time management abilities, and a sense of accomplishment in every student. Here we have established an atmosphere for comfortable learning while targeting problem areas and helping our students overcome individual obstacles.

## **Homework Club vs. Private Tutoring**

Private tutoring often ends up enabling dependency, which is a fancy way of saying that the tutor does too much of the homework and the student does too little. Our environment allows one to build the social and behavioral skills that contribute to classroom success. Homework Club helps students with not just one subject but with all school subjects at the same time, and in just two hours a day. At Homework Club we strive to ensure that students do not struggle with any subjects, but if they do, we create pathways and explain them in ways they will understand. We go the "extra mile" to pinpoint and improve students' knowledge. The effects of the efforts result in students' improvement not in just one subject, but all at the same time. Best of all, most Homework Club students make new friends and learn to work together as a group, but with individual assignments.

## **Homework Club Schedule**

OPEN ENROLLMENT YEAR-ROUND! Students are welcome to enroll in Homework Club at any time throughout the school year. We offer support to our students Monday-Friday. Students may customize their schedules to better serve their needs. However, statistics show that consistency and repetition are key to developing lifetime habits for success. Homework Club sessions are from 2:30 pm to 7:30 pm. Most sessions are 2 hours and are calculated from the time they start. Homework Club will not offer any out-of-campus field trips.

## Homework Club Tuition for Ages 4-6 (TK & K)

### OPTION 1: IN-PERSON OR ONLINE TUTORING

DAYS PER WEEK	Less Than 10 HOURS	More Than 10 HOURS
5	\$310 per week	\$400 per week

## Homework Club Tuition for 1st - 8th Grade

### OPTION 1: IN-PERSON OR ONLINE TUTORING

DAYS PER WEEK	2 HOURS	3 HOURS	4 to 10 HOURS	>10 HOURS
5	\$40 per 2 hours	\$50 per 3 hours	\$200 per week	\$400 per week
4	\$45 per 2 hours	\$55 per 3 hours	\$180 per week	\$360 per week
3	\$50 per 2 hours	\$60 per 3 hours	\$150 per week	\$300 per week
2	\$55 per 2 hours	\$65 per 3 hours	\$110 per week	\$220 per week
1	\$65 per 2 hours	\$75 per 3 hours	\$65 per week	\$130 per week

### OPTION 2: 1-on-1 TUTORING

#### ELEMENTARY SCHOOL STUDENTS

\$55 per hour	\$110 per 2 hours	\$165 per 3 hours
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#### MIDDLE SCHOOL STUDENTS

\$60 per hour	\$120 per 2 hours	\$180 per 3 hours
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## Homework Club Tuition for High School

### OPTION 1: IN-PERSON OR ONLINE TUTORING

DAYS PER WEEK	2 HOURS	3 HOURS	4 to 10 HOURS	>10 HOURS
5	\$45 per 2 hours	\$65 per 3 hours	\$225 per week	\$450 per week
4	\$50 per 2 hours	\$70 per 3 hours	\$205 per week	\$410 per week
3	\$55 per 2 hours	\$70 per 3 hours	\$175 per week	\$350 per week
2	\$55 per 2 hours	\$75 per 3 hours	\$135 per week	\$270 per week
1	\$65 per 2 hours	\$85 per 3 hours	\$90 per week	\$180 per week

### OPTION 2: 1-on-1 TUTORING

\$65 per hour	\$130 per 2 hours	\$195 per 3 hours
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We do not reimburse for absences. A 4-week notice is required for all absences including termination of the contract of enrollment.

- One-time enrollment and registration fee of \$70 due at enrollment
- Walk-ins are accepted on a first come first served basis for \$50 per 2 hours
- Late pick-up is \$10.00 per child per any portion of 10 minutes after the end of the session.
- No refunds for no-shows, or without 4 weeks prior notice
- Fees are due on the 1st of each month and are late after the 5th. A late charge of \$15.00 will be added.
- Returned checks will be charged an additional \$50.00.

**NOTE:** Tuition is due on the first day of each month. Tuition can be paid by Cash, Check, or Zelle. We ask that you please respect the schedule assigned to your child. We do not reimburse for absences. See the heading "Absence Policy".

## **Arrival and Pick-up**

To ensure the safety of the students in care, students will only be released to adults authorized in the application by the parent(s). Identification will be checked before any student is released until the staff becomes familiar with the individuals who pick up students. Daily attendance will be taken, and parents will be notified by a text message to their primary caretakers' cell phone if their child is not at the Homework Club location after 10 min of their scheduled time. Each student in grades 2 and above is expected to walk to the Homework Club location as soon as their class is dismissed. For students in K-1st grade, Homework Club staff will assist with pick-up from the classroom unless other plans are made. Each student must be signed out by an adult identified in the Identification and Emergency Information form (LIC 700). Students will not be released to anyone not listed on the emergency form (LIC 700). It is critical that the information on the emergency form is current. If there are any changes, please let our staff know. Homework Club will not provide any type of transportation for drop-off or pick-up.

## **Absence Policy**

Research shows that students who are successful in school are the ones who are consistent with their studies and have no absences and tardies. One way parents can help in this matter is to make sure that their student gets to us on time and every day. All Homework Club students are expected to follow the same guidelines. It is very important for students to commit to and respect the schedule assigned to them. Homework Club does not excuse absences unless the child has an infectious disease. **Homework Club requires 4 weeks prior notification for all absences, students will not be reimbursed if notification is given at the last minute.** We will try to make up the absence unless the student attends 5 days a week. This is due to the limitation of our space and the restrictions on the number of students we can enroll and attend. When we schedule a student, we ensure that your student will have 100% of our attention and will have his/her spot with a designated staff member. We work hard to ensure the success of every child!

**Termination of contract also requires 4-week notice.**

## **Behavior**

Homework Club is a place where students should feel safe and secure, and it is a place where they can become a part of our family in an unbiased learning environment. We do not allow or tolerate any kind of disrespect or bullying of staff or students. We expect students to be kind and polite to others with their words and actions. Good manners are strongly enforced! Our goal is to create a group of students who work well together and who are respectful, we will not allow swearing, stealing, fighting, or bad behavior. Cell phones are not to be used during program hours. Cell phones must stay in the backpacks or they will be taken away. Staff can be reached at 818-606-7658 for Mrs. Kristine; 818-624-7657 for Mr. Henry; 818.624-1721 for Ms. Tina.

## **Discipline**

Students will always be expected to behave well. Students who don't respect Homework Club rules will result in a conference with their parents. Students who don't follow the rules will be removed from the group to work with the administrator. We make every effort to make sure every student is working in a happy and safe environment. Most times all a student needs is a private talk to resolve behavior issues, and we take time to do this before a parent is notified. However, if the issue continues, the child may be asked to be picked up. Any form of discipline or punishment that violates a child's rights shall not be permitted regardless of authorized representative consent or authorization. Regardless of the situation, students will never experience corporal punishment, denial of snack breaks, or denial of restroom use.

## **Admission Policy**

To enroll a student, an interview will be conducted with the parent/guardian and the child. Parents must fill out an enrollment application packet before the student can attend Homework Club. A scheduled appointment may be set per request for quick observation of the program. A 30-day notice shall be sent to the parent/guardian of the child before any changes to the Homework Club program, tuition, policies, or procedures. To ensure the high quality of our services, the Department of Social Services may conduct interviews with children without any prior notice or permission from the parent/guardian of the child, or the Homework Club. Our policies change every August as the new school year begins.

## **Termination of Contract**

The contract may be terminated with a 4-week written notice to the Director of the Homework Club. The contract may also be terminated by Homework Club for the following reasons: student's continuous bad behavior (3 warnings/parent conferences) including but not limited to interruption of class, bullying, and disrespect to staff and other students.

## **Snacks and Breaks**

Students will have a 5-10-minute break during Homework Club sessions in the classroom or in the schoolyard if available. Students are encouraged to bring a snack or eat the dinner provided by the school "dinner at school" if applicable. Homework Club may provide a small snack if required (prepackaged non-perishable food items).

## **Medication Policy**

Homework Club staff are not trained to administer ANY type of medication to students. Thus, medication will not be administered by our staff or stored on location.

## **Other Required Forms**

- LIC 995 - NOTIFICATION OF PARENTS' RIGHTS
- LIC 613A - PERSONAL RIGHTS
- LIC 700 - IDENTIFICATION AND EMERGENCY INFORMATION
- LIC 627 - CONSENT FOR EMERGENCY MEDICAL TREATMENT (please note that medical emergency will be at own/parents' cost)
- Enrollment Application and Notice of Termination
- Parent Handbook & Admission Agreement

## **Questions and Concerns**

We encourage all parents to keep open communication with us. We believe that effective communication is one of the essential tools to help a student achieve their goals. With proper communication, we can better serve your child. We can be reached at any time during the day via email, at [Kristine@demirchian.com](mailto:Kristine@demirchian.com), via phone at 818.606.7658 for Kristine, or 818.624.7657 for Henry; we are also open to communicating over text messages, emails, letters, and notes.

## **Parent Handbook and Admission Agreement**

I, the parent of \_\_\_\_\_ understand and respect the rules of the program and the structure of Homework Club. My signature presents that I have read and understood all that was stated in the Parent Handbook and Admission Agreement.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Approved

Kristine Demirchian, Homework Club Director

818-606-7658

[kristine@demirchian.com](mailto:kristine@demirchian.com)

[www.my-homeworkclub.com](http://www.my-homeworkclub.com)

\_\_\_\_\_  
Initials





## **Parent Consent**

I, the parent of \_\_\_\_\_ understand that as stated in the Parent Handbook, Homework Club does not reimburse for absences. ALL absences require **four** (4) **weeks** of notice. This includes illnesses or termination of contract. I understand that each student has a schedule designed for them and it is asked that scheduled times and days are respected. If the child attends less than five (5) days, a make-up date will be given as schedule allows.

I understand that payments are due on the first of each month and are considered late after the fifth day.

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Parent Name

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Student Name

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Parent Signature

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Date