



HOMEWORK CLUB & ACTIVITY CENTER

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2011-2012 School Year INFORMATION AND ENROLLMENT PACKET

PARENTS FOR RIVERSIDE DRIVE's PHILOSOPHY

Our mission is to offer a safe, nurturing, well-supervised environment. We provide a place where children can comfortably ask for help with their homework, receive clear instructions and explanations, and participate in both structured and non-structured activities. When children engage in challenging group activities, they learn how to cooperate and work as a team. Homework is an essential component of a student's academic experience — mastering it early on may mean greater success for years to come.

Fees paid by Riverside Drive families for HomeWork Club (HWC) services cover the supplies and staff necessary to offer this safe, quality program on our campus. Parents for Riverside Drive (PFRD) is a non-profit volunteer fundraising group (made up of parents) which oversees HOMEWORK CLUB & ACTIVITY CENTER and makes this service available to the families of RDE. For tax reporting purposes, our Taxpayer ID number (TIN) is **95-4520409**.

OVERVIEW OF HOMEWORK CLUB PROCEDURES

Students are signed-in and supervised until they are signed-out by a parent or legal guardian. Students are encouraged to complete their homework on their own, with the knowledge that help is a "raised hand" away. We do not provide tutoring, however, we will guide them through their work to the extent that each child requires. **If you wish for HWC staff to correct your child's homework, your child must be enrolled in HWC for two hours. We cannot guarantee correction of homework during the first hour—except for kindergarten work.** Students use the "buddy system" for bathroom breaks (2-at-a-time only) and wear Bathroom Passes. Children are supervised on the playground, after completion of homework. Inside staff to child ratio is 1:12 (often better) and the outside play staff-to-child ratio is 1:14.

OVERVIEW OF HOMEWORK CLUB SCHEDULE

(ARTS & CRAFTS and SPECIAL PROJECTS ON "FUN FRIDAYS")

2:25 - 2:40:	Snack (from home) & Transition Time
2:40 - 3:40:	Homework - Session I
3:40 - 4:40:	Homework - Session II (as required) Supervised Outdoor Play or Indoor activities Snacks (served)
4:40 - 6:00:	Homework - Session III (as required) Indoor activities and movies

Students unable to finish homework during the first session may continue to work on it during Sessions II and III as needed. Students arriving from Super School classes, drama workshops, intervention, or other after school activities may begin homework during Sessions I, II, or III as needed. **Always** advise HWC staff when your child is enrolled in a Super School or Intervention class.

REGISTRATION REQUIREMENTS

HomeWork Club staff MUST RECEIVE an application, for each child, completed in full, before he or she may attend HWC. Thereafter, your child may attend 1 – 5 days per week, as designated by you on this application. You may inform the HWC staff of attendance changes at any time.

HWC staff will escort Kindergarteners from their classrooms to the HWC bungalows. When your child stays home from school, or has an after school engagement and will not attend HWC, please call (818) 990-8559 and leave a message in the morning. Your call ensures that we have an accurate attendance list EVERYDAY, and helps us to maintain our strict safety standards.

PERMIT REQUIREMENTS

In order to list HomeWork Club on your LAUSD Day Care permit, your child must be enrolled with HWC 5 days per week. Bring your permit to HWC and the staff will help you complete it.

HOURLY FEES

1 – 60 minutes = \$6.00 (71 minutes = 2 hours; because a 10 minute grace period is given on the hour.)

Sibling discount = More than one child in a family, actively enrolled. 1 – 70 minutes = \$6.00 per hour first child; \$4.00 per hour, second child

Financial Aid Scholarships are available for to up to 25% of the active HWC enrollment. Please see the HWC staff for a Financial Aid Application.

PAYMENT Payment is due every Friday to remain enrolled. Checks, cash and Visa & MasterCard are accepted.

Make checks payable to: P.F.R.D.(Parents for Riverside Drive)

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I understand the fees and payment requirements of HWC: Initial here: _____

REQUIRED CREDIT CARD INFORMATION

The following information is required for enrollment:

Credit card number

Expiration Date

Signature (on file) _____

Your account will be charged if your account becomes past due. You may elect to have your card charged every month, en lieu of weekly payments, by signing below.

I, _____, parent of _____, **elect to have my credit card charged, for all fees due, every 30 days en lieu of making weekly payments.**

Signature: _____ **Date:** _____

To complete enrollment, please return this packet to HomeWork Club with a check for \$25 payable to PFRD.

STUDENT INFORMATION - Please complete one page per student:

Student Name: _____ **Age:** _____ **Grade:** _____

Parent's Name: _____ **PRIMARY Phone:** () _____

Parent's Name: _____ **PRIMARY Phone:** () _____

Home Address: _____
NUMBER, STREET, CITY, STATE, ZIP CODE

Home Phone Number: _____ **EMAIL:** _____

Emergency Contacts and/or permission to release to:

Name: _____ Phone: () _____

Name: _____ Phone: () _____

Name: _____ Phone: () _____

Name: _____ Phone: () _____

Please note: Your child will only be released to those people listed above.

ATTENDANCE

My child will attend HWC: *Circle all days applicable*

M T W Th F 2:30 to _____ (approximate pick up)

Please list any medical concerns, FOOD ALLERGIES, or special comments regarding your child:

P.F.R.D. GENERAL RELEASE

This form must be completed and signed by the child's parent or legal guardian.

I, the parent/guardian of _____, give permission for my child to participate in the HomeWork Club program, sponsored by Parents for Riverside Drive. I agree to release, indemnify, and hold harmless the Program, LAUSD, and their agents and employees from any claim, cost and expense (including but not limited to attorney fees and damages which may be incurred as a result of participating in the Program.)

I understand that my child's enrollment in HWC may be terminated if I fail to keep my account current/paid in full.

I further understand that my child is entitled to two written warnings (for behavioral/disciplinary problems) and our HWC enrollment will be terminated upon the third written notice.

Signature of Parent/Guardian: _____ Date: _____

MEDICAL CONSENT AND CONTACT FORM

This form must be completed and signed by the child's parent or legal guardian.

NAME OF CHILD _____

In the event the child named above is injured or ill, I understand that the caregiver will attempt to contact the parents (or the legal guardian) at the PRIMARY TELEPHONE NUMBERS LISTED ON THE REGISTRATION FORM.

In the event of a life-threatening emergency, or if I or others listed on the Registration form are not available, I give my permission to the caregiver to provide first-aid for the child named above and to take the appropriate measures, including contacting the emergency medical services (EMS) system, and arranging for transportation to my preferred hospital/medical facility:

(Name) _____ or, the nearest Emergency Medical facility, unless accompanied by another adult.

Signature of Parent/Guardian: _____ Date: _____

Use of these school premises has been granted pursuant to the provisions of Sections 17400 *et seq.* of the Education Code of the State of California to *Parents for Riverside Drive* from the Board of Education of the Los Angeles Unified School District. The Board of Education does not sponsor or take responsibility, nor does it necessarily endorse any of the activities, or opinions which may be expressed at this activity.