

**Central Community Schools
Academic Enrichment and Remediation Program
Tanglewood Elementary School
Parent Handbook**

Introduction

Welcome to the Tanglewood Elementary School 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 Tanglewood Elementary School Academic Enrichment and Remediation Program. Please read it carefully and discuss appropriate areas with your child.

Goals

1. Provide a positive environment for learning*
2. Use motivational strategies to engage student participation and learning"
3. Provide effective program management, support and resources*
4. Assess program periodically for effectiveness (ex. parent survey)*

*Indicates goals that were adapted from CRESST (The National Center for Research on Evaluation, Standards and Student Testing)

Program Description

Tanglewood Elementary School's Academic Enrichment and Remediation Program was designed to offer participating students in 2nd through 3rd grade reinforcement in academics through high-quality instruction. A site supervisor and qualified instructional personnel staff the program. Staff members work closely with classroom teachers and school administrators. Students will be given limited academic enrichment / assistance each morning and or afternoon.

Hours

Students participating in the Before School program may be dropped off at 7:15 a.m. Students participating in the After School program must be picked up by 5:30 p.m. ****Please Note: Students must be picked up by 5:30p.m. After 5:30 p.m., there will be a \$1.00 per minute charge.**

Fees / Payment Schedule

Registration Fee (Nonrefundable)	\$35.00
Cost Per Week -	
Before School Only	\$30.00
Before and After OR After Only	\$50.00

Fees are paid in advance and are nonrefundable. Payments may be made monthly. Checks and money orders are the only acceptable payment options and should be made payable to: **Tanglewood Elementary School**.

All payments are due to the site supervisor on the Friday before the week attending. A \$15.00 late fee will be assessed for each day payment is late.

There will be a \$15.00 fee for NSF checks. A second NSF check requires all future payments to be made by money orders for the remainder of the school year.

Failure to maintain up-to-date payments will result in the child being dropped from the program.

If payment is more than 3 days late, your child(ren) will not be allowed to return to the program until the balance is paid in full.

Enrollment

To enroll your child, you must:

1. Complete Enrollment form
2. Complete Emergency Information Card
3. Sign Parent Before / After Care Agreement
4. Pay Registration Fee (\$35.00)

It is the family's responsibility to keep all pertinent emergency information current.

You may remove your child from the program at any time. However, one week's notice is requested.

Attendance Policies and Procedures

Students participating in the program must be checked in and out each day with the site supervisor. 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 After School program will **not** operate during early dismissal days. Fees remain the same even when weeks contain holidays or early dismissal days. Students participating in the After School program will be provided a light snack each day.

Rules

A positive approach to discipline will be used at the Tanglewood Elementary 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 the child may be permanently removed from the program.

Safety

The Tanglewood Elementary School 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.**