



SMS Homework Club Q&A

What is the Homework Club?

Homework Club is the SMS after school “**homework help**” program for students in **1st – 8th grade**. Students attend this club to have a quiet, friendly place in which to do some of their school work in the company of peers. The goals of the program are to complete homework and reading assignments as possible, and to improve learning and studying skills in a supportive environment (This is the reason why we cannot offer care to Kindergarten students, who do not have regular homework assignments). **Fees for Homework Club can be reduced for students identified with academic needs whose families would find the cost otherwise prohibitive.**

When and where does it take place?

Homework club operates four days a week, **Monday through Thursday** from **2:50 – 5:30 PM**. The students **meet in the main lobby** after dismissal and go together with the teacher to the **6th floor, Room 602**

Who runs the Homework Club?

Homework Club is run by the SMS PTA Inc. All payments are administered through the SMS PTA Inc. Each day of Homework Club is led by a different teacher (see schedule below). Our teacher coordinator will be **Ilona Moaraf-Fins**. Please contact us at smshwclub@gmail.com

Monday	Tuesday	Wednesday	Thursday
Kaitlin Kenny	Ilona Moaraf-Fins	Ilona Moaraf-Fins	Sarah Stimson
Luke Schwartz		Luke Schwartz	

Music Theory Help

In addition to the Homework Club, **Music Theory** is also available on **Mondays** and **Wednesdays** from **2:50 – 5:30 PM**. This program is run by Luke Schwartz, our music theory teacher. **Fees for this program will be the same as the Homework Club rates.** If you have specific questions about Music Theory Help, please e-mail Luke at lschwartzmusic@gmail.com. Please notify smshwclub@gmail.com by Sunday if your child will join Music Theory Help the following week.

How do I sign my child up for Homework Club?

This year, students enrolling for the semester will purchase **PRE-PAID CARDS** that entitle them to a certain number of **SESSIONS**. This will make keeping track of payments easier for both parents and teachers. Once you have determined which days and number of sessions you would like each week, please e-mail your child’s Homework Club schedule to smshwclub@gmail.com

- Each day of Homework Club will be divided into **four sessions of 40 minutes each**

S1	2:50 - 3:30 pm	S2	3:30 – 4:10 pm	S3	4:10 – 4:50 pm	S4	4:50 – 5:30 pm
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- Students will receive a card indicating the number of sessions purchased. Each day, the teacher will hole punch the card based on the number of sessions used. This will be determined by the time that the student enters and leaves the room. (For example, if a student enters at 2:50 and leaves at 4:30PM, this would count as 3 sessions, since the pick-up time is in the range of the third session.)
- Parents who have **paid PTA dues** are entitled to **1 FREE session per semester**.
- **Drop-in Emergency visits** are also welcome, but they require **same-day payment in cash or a check made out to “SMS PTA Inc.”** when you pick up your child. The Drop-In (basic) rate is **\$11 per session**. (For example, if a student arrives at 2:50 and leaves at 4:10, it would cost \$22 for 2 sessions.) You may also use a **pre-paid card** for a drop-in Emergency Visit or purchase one that day.

PREPAID HOMEWORK CLUB CARD FEES

No. of Sessions	Cost	Cost per session
40	\$300	\$7.50
20	\$170	\$8.50
10	\$90	\$9.00
6	\$60	\$10.00
3	\$30	\$10.00

If you have not signed up in advance and need to have your child go to Homework Club on a day when 2:50 pick-up is not possible, **please call the school at (212)-501-3318 by 2:00 PM to request dismissal to the Homework Club.** The program does not operate on Fridays, or on other days indicated below.

If you are late to pick up your child and he/she goes to the 6th floor with the Homework Club group, you will be asked to pay for at least one session.

SPRING HOMEWORK CLUB SCHEDULE

SPRING 2012 HOMEWORK CLUB DATES (in green)

JANUARY			
M	T	W	TH
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

FEBRUARY			
M	T	W	TH
30	31	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	

MARCH			
M	T	W	TH
27	28	29	1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

APRIL			
M	T	W	TH
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

MAY			
M	T	W	TH
30	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

JUNE			
M	T	W	TH
4	5	6	7
11	12	13	14
18	19	20	21

*MARCH 13. PT CONFERENCES. No Homework Club

What are the Homework Club Policies?

- Students will need to come with a **healthy snack** (no candy), especially if they are staying for an extended period of time. Please plan ahead, as students may not shop for their snack after school.
- Books on the 6th floor are not often suited to young readers, so students should bring a **reading book at their independent reading level** each day.
- If they have time after completing all of their homework, students can play quietly with others or read their independent books. However, they must be **RESPECTFUL** of others in the room.
- Students and parents/caregivers are asked to **come and go quickly and quietly** so as not to disrupt others.
- Parents/guardians pick up and sign out their children from the 6th floor. For any other case we need a signed authorization from you indicating us what you want your child to do.

The supervising teacher will assess how to best provide help to students in need of academic support. Please bring any specific concerns or information to his/her attention. Teachers will pro-actively ask children several times about what they have been assigned, and what specifically they are working on, to help students plan and use the time most productively. **Please encourage your child use their time wisely!**

Lateness Policy and Fees

We need parents/caregivers to be **on time for dismissal**. Please arrive prior to the end of your child's mini session; It is especially important to arrive at 5:25 for 5:30 dismissal. **A lateness fee of \$40 will be imposed beyond the end of a session.** Please send in a **separate check for \$40** made **payable to SMS PTA Inc.** to cover the lateness fee. (Checks will not be deposited if pick-ups are timely). We will happily return unused checks at the end of each session.

The program ends at 5:30. If the parent/caregiver is repeatedly late, the student will not be allowed to continue the Homework Club. **IMPORTANT NOTE:** As with other NYC DOE programs, if a student is not picked up by 5:45, our teachers may take the child to the local police precinct, the 20th Precinct, located at 120 West 82nd Street. (Phone: 212-580-6411). We hope this never happens!



Homework Club Registration Form and Contract

- **Payment:** Please return this page along with a check or cash (based on the type of card and quantity). You may also use **Paypal**. Please be advised that when using Paypal you need to add a 3% transaction fee to the value of the card you want. Please notify us at smschwclub@gmail.com as soon as you make your Paypal payment. Make checks payable to "SMS PTA Inc."
- **Returned Checks:** You will be charged \$25 for any check returned
- Please label the envelope containing the contract, payment, Paypal receipt to "Homework Club" and deliver it to school by the beginning of next week.
- "Drop-in Emergency Visit" payments can be delivered on the day used.

Student's name

Student's grade

Parent/Guardian name

Phone for parent/guardian

Caregiver/other adult who will pick up the student

Other phone # (if needed)

In case of illness or accident, permission is granted for emergency treatment to be administered. It is further understood that the undersigned will assume full responsibility for any such action, including payment of costs. I hereby advise that the above named minor has had all the following allergies, medicine reactions or unusual physical condition which should be made known to a treating physician. (If none, please write the word "none".) _____

**** Please indicate the session card(s) and quantity of each needed. Record the cost for each card(s) and calculate the total cost before making out your payment check.**

PRE-PAID HW CLUB CARDS	Quantity of Cards	Cost = Price x Quantity
40 Session Card (\$300)	_____	_____
20 Session Card (\$170)	_____	_____
10 Session Card (\$90)	_____	_____
6 Session Card (\$60)	_____	_____

TOTAL COST \$ _____

Student Commitment:

I understand that Homework club is available to help me and other students with homework/school work and is not intended as playtime. I agree to follow the guidelines below, otherwise I may be asked to leave the club:

- I will arrive on time with everything I need to complete my homework, and will stay until the end of my session.
- I will work quietly and cooperatively in the classroom, helping to clean up when I am finished.

- I will bring a healthy snack (no candy) and will not shop for my snack after school.
- I will bring a book on my reading level to read after I finish my homework. I must get teacher approval to play quietly with others who are also finished with their work.
- I will give my full cooperation to the teacher and be respectful of both people and supplies.

Student signature

Date

Parent Commitment:

I have read the Homework Club description and will help my child abide by its rules. I agree to make the necessary payments and to pick up my child/children in a timely manner. I understand that lateness or failure to comply with the rules can be grounds for dismissal from the program without a refund. As partial consideration for the services provided by the PTA, I agree, on behalf of myself and my child, to release, discharge, waive, and covenant not to sue the PTA or any of its members from any liability to myself or my child for any loss or damages, and any claims or demands therefore on account of injury or any other form of personal or property loss, whether caused by the negligence of the releases or otherwise while my child is participating in Homework Club. I agree that this release provision is intended to be as broad and inclusive as is permitted by law of the State of New York, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I give consent to the Special Music School homework club to obtain a copy of health records and immunizations from the school office in case of medical emergency.

Parent/Guardian signature

Date