



# Homework Club 2023-2024

## Scottsdale Preparatory Academy (*grades 6-12*)

Homework Club is a place for your student to complete homework, receive peer tutoring, and quietly socialize with friends in a supervised environment. The program runs every school day (*including half days*) after school until 5:30PM.

Payment Plan:	Cost (+ \$25 registration fee):
Yearly (non-refundable)	\$800 first child, \$600 for each additional child
Monthly (Best option for student athletes. Please check the athletic calendar for seasonal dates)	\$100 first child, \$70 for each additional child
Only Early Dismissals & Half Days (Paid yearly)	\$375 per child

### HOW THE PROGRAM WORKS AT A GLANCE

- Homework Club is open to students grades 6–12. It operates every school day (*including half-days*) from after school until 5:30PM.
- Once you register and receive confirmation from the Director (in the form of a “Welcome Email”), you may begin sending your child to the program.
- Upon dismissal at the end of the day, students will have until 3:35 to gather their belongings, have a snack, and proceed to the Homework Club rooms 223 & 224, where they will sign in and begin their work.
- If students have a club or need to attend tutoring with a teacher directly after school (prior to the start of Homework Club), they may sign in to Homework Club once they are finished, but must arrive with a pass from the teacher or adult supervising the activity.
- If students have tutoring, a club, or other school obligations *during* the hours of Homework Club, they may sign out to attend to them, and then return to Homework Club, with the same requirements of a written pass.
- Parents do not need to communicate to us which days their children will attend; parents are responsible for instructing their children which days they should attend Homework Club, and which days they will be picked up.
- We do not assume responsibility for registered students unless and until they actually sign in to Homework Club. **Once they sign in, we will be responsible for them until parents pick them up, or until they are dismissed for athletic practice.**

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For more information, contact:

**Theodore Szadzinski**

[TSzadzinski@Scottsdaleprep.org](mailto:TSzadzinski@Scottsdaleprep.org)

### Homework Club is:

- A supervised location where students can work and study quietly after school until 5:30
- A part of the Scottsdale Preparatory Academy community, and therefore subject to the same rigorous behavioral standards. Students are expected to maintain the same discipline and decorum as they would in the classroom. Disregard of behavioral expectations will lead to detentions during the school day along with the potential to not be welcomed back to Homework Club (without a refund)

### Homework Club is NOT:

- Tutoring or after school entertainment. Monitors are happy to answer the occasional question but will not work with students individually for an extended amount of time. \*
- A time to use phones or other technology, except when contacting parents.

\*Looking for tutoring opportunities? Please reach out to either individual teachers, or Dean of Academic Support regarding tutoring opportunities for students.

## PAYMENT POLICIES

### For All Families

- You will pay the non-refundable registration fee of \$25 online to begin the enrollment process
- Your first payment will be for a full month's cost, regardless of when you join, and will not be prorated.
- Monthly fee is paid through a recurring, automatic charge to your credit card on the 28<sup>th</sup> of the prior month.
- You may withdraw from the program with no penalty if you notify Dr. Szadzinski in writing by the **25<sup>th</sup> of the month prior** to the month you desire to withdraw.
- **Non-attendance is NOT a form of withdrawal.**
- Please note that **no refunds** will be granted for withdrawals requested after the 25<sup>th</sup> of any month for the following month.
- Please note that partially-used months **will not be prorated** and that the **discounted pre-pay rate can not be partially refunded.**

## \*New Schedule Breakdown For Homework Club\*

### For All Students

- From **3:30 - 4:15** students will be in classroom(s) 224 (and 223 if necessary due to capacity)
  - During these first 45 minutes, Homework Club will effectively operate as a quiet study hall where students will have the opportunity (in a controlled setting) to work on their homework or study for any of their classes.
- From **4:15 - 5:30** students will move, as a group, to the MPR
  - Students will be free to continue with their studies, or play with our selection of board games, athletic equipment, (volleyballs, basketballs, soccer balls, tennis balls, hula-hoops etc.) or read any of the books we will have available. They will also be allowed to use their phones so long as it does not serve as a distraction (i.e. playing music or viewing vulgar content) for other students who wish to continue to work on their studies.

# Behavioral Expectations & Policies

## For All Students

- We want to create and foster as studious an environment as we can for students (especially for the initial first 45 minutes.)
- While in the classroom(s) students will be held to the same disciplinary standards of any other SPA class during regular school hours. They will be expected to sit quietly and work. No food will be allowed in the classroom, cellphones may be among their personal belongings but must **NOT** be used, unless they are checking for messages from a parent. Infractions for the cellphone policy will result in the phone being confiscated, until a parent picks up the phone.
  - Multiple (more than two) phone infractions will result in a detention that will have to be served the day after next.
- As is it vital for our staff to have accurate counts of students, we will be enforcing a new tardy policy for Homework Club.
  - Students who wish to attend must be in their seats by 3:35 (2:35 for early-release days and 1:05 on half-days). This provides students with 30 minutes from the time of final dismissal to gather their things, have a snack, and socialize before they are expected to be in the room and working.
  - Students arriving after 3:35 without a note from a teacher or extra-curricular supervisor will be issued a tardy. **3 tardies** will earn them a detention.
- Multiple detentions (more than three in a quarter) will result in your student being dropped from homework club.

## Regarding cellphone usage

- **After** the quiet study hall portion of Homework Club, students are free to use their cellphones with the following restrictions:
  - No music, no vulgar content, and no photos taken of themselves or other students while on school property.

## Parental Guidance on Pick-ups

### For all Parents and Guardians

- The included 'Registration & Authorization' form (formerly the "quick pick-up" form) is now mandatory for attending Homework Club as we will be occupying a classroom on the secured premises. Please be sure to fill this out along with the other registration forms. We will not release students from Homework Club **unless** they have been properly signed-out.
- Multiple late pick-ups (more than two after 5:30 pm) will result in your student being dropped from Homework Club. (Exceptions, of course, will be made for emergencies and unforeseen circumstances, but it is vital that a parent or guardian contact the Homework Club monitor to, at least, make us aware of any developing situation.)
  - Please bear in mind that Homework Club monitors are faculty members with families and responsibilities outside of SPA. Late pick-ups can significantly impact their lives outside of the school.

## **Mission Statement**

**We understand both the academic demands of SPA as well as the realities that families face regarding parental / guardian work schedules. More importantly, we understand these forces can adversely affect a student's ability to study effectively. We seek to provide students with a safe and studious environment to help alleviate some of the stresses (both student and parent / guardian alike) associated with getting home later in the evening and still having work to finish. We also hope that the structured environment associated with Homework Club aids in building more long-lasting study habits for students moving forward in their academic journey.**

### **READY TO ENROLL?**

- 1. Go to Scottsdale Prep Payment Portal on the SPA website and pay registration fee**
- 2. Complete the attached registration & billing form and return:**

#### **EMAIL**

**Scan and email to Dr. Theodore Szadzinski at  
TSzadzinski@ScottsdalePrep.org**

#### **Drop Off**

Homework Club (2023-2024)  
**BILLING & REGISTRATION FORM**

**PLEASE NOTE:** Spaces in the program are first-come, first-served, and we anticipate they will fill quickly. You must complete registration paperwork and pay the registration fee online before we begin to process the enrollment. Please **WAIT FOR CONFIRMATION e-mail from Dr. Szadzinski before sending your child.** Confirmation that you may begin utilizing the program will come in the form of a "Welcome Email" from the Dr. Szadzinski (For detailed pricing information and payment policies, see previous page.)

**FAMILY & STUDENT INFORMATION:**

**PLEASE PRINT LEGIBLY**

**PARENT Name(s):** \_\_\_\_\_

**Student First and Last Name:** \_\_\_\_\_ M F Grade in Fall 2023: \_\_\_\_\_  
PLEASE INITIAL APPROPRIATE BILLING

\_\_\_\_\_ I want to take advantage of the discounted pre-pay offer (\$800 one-time fee for the entire year, \$600 for siblings, non-refundable)

\_\_\_\_\_ Please charge my credit card, on or around the 28<sup>th</sup>, the monthly fee (\$100 for first child and \$70 for additional children)

\_\_\_\_\_ This student will ONLY use Homework Club on ½ days and / or early release days (\$375 one-time fee for the entire year)

**Student First and Last Name:** \_\_\_\_\_ M F Grade in Fall 2023: \_\_\_\_\_  
PLEASE INITIAL APPROPRIATE BILLING

\_\_\_\_\_ I want to take advantage of the discounted pre-pay offer (\$800 one time fee for the entire year, \$600 for siblings, non-refundable)

\_\_\_\_\_ Please charge my credit card, on or around the 28<sup>th</sup>, the monthly fee (\$100 for first child and \$70 for additional children)

\_\_\_\_\_ This student will ONLY use Homework Club on ½ days and / or early release days (\$375 one time fee for the entire year)

**\*Please print a second copy of this page for additional children**

**BILLING INFORMATION:**

**NOTE:** All fields are **required**. Incomplete forms will not be processed.

Parent First Name: \_\_\_\_\_ Parent Last Name: \_\_\_\_\_

MAKE ALL PAYMENTS ONLINE THROUGH CONFIGIO

You can find the link for Configio on the Scottsdale Prep. <https://scottsdaleprep.configio.com>

[ ] I have read and understood the Payment Policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Scottsdale Prep Homework Club (2023-2024)**  
**GENERAL Information, MEDICAL Information,**  
**EMERGENCY CONTACT, and PERMISSION FORM**  
*(Please print clearly and use a separate form for each child.)*

**Child Name:** \_\_\_\_\_  Male  Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate/Year: \_\_\_\_\_ Age on August 1, 2023: \_\_\_\_\_ Grade in Fall 2023: \_\_\_\_\_

**Parent/Guardian 1:** \_\_\_\_\_  Male  Female

Email: \_\_\_\_\_

Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_

Employer: \_\_\_\_\_ Business #: \_\_\_\_\_

**Parent/Guardian 2:** \_\_\_\_\_  Male  Female

Email: \_\_\_\_\_

Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_

Employer: \_\_\_\_\_ Business #: \_\_\_\_\_

Child in custody of (check one):  Both parents  Mother  Father  Other (specify) \_\_\_\_\_

Child lives with (check one):  Both parents  Mother  Father  Other (specify) \_\_\_\_\_

Custody papers have been provided and are on file at Scottsdale Prep.  Yes  No

In addition to Parent/Guardian names listed above, these person(s) have permission to pick up my child from Homework Club. I understand that my child will not be allowed to leave with any other person without authorization from me:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

The following individual(s) may **NOT** remove my child from the facility:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

**Health History** (Use additional paper if more explanation is necessary)

- Asthma       Bleeding/clotting disorders       Convulsions       Ear infections  
 Other \_\_\_\_\_

**Allergies:**  Pollen  Penicillin  Insect stings (type?) \_\_\_\_\_  
 Food (list) \_\_\_\_\_  
 Other allergies (describe) \_\_\_\_\_

**Recent operations, serious injuries, diseases, or restrictions on physical activity:**

\_\_\_\_\_

**Current medication and purpose** (all medication must be given to Homework Club Director and labeled clearly with doctor's instructions): \_\_\_\_\_

\_\_\_\_\_

**Learning differences, behavioral conditions, or problems of which staff should be aware** (please note that Special Education Services are NOT available at Homework Club):

\_\_\_\_\_

\_\_\_\_\_

**Parent Authorization/Medical Release:** The information provided is correct to the best of my knowledge. The child listed on this form has my permission to engage in all Homework Club activities, except if noted by me.

I (we), the undersigned, understand that Homework Club staff will first contact me directly after contacting emergency services in case of a life-threatening emergency. I (we) authorize Homework Club staff members (in the event they cannot reach me [us]) to serve as agent(s) for the undersigned to consent to any medical or surgical diagnosis or treatment, anesthetic, X-ray exam, along with treatment and/or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. I (we) understand that I (we) will be responsible for expenses for such services.

I (we) understand that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. This form may be photocopied for use away from the main program site.

My child has medical insurance.     Yes     No

Name of insurance company: \_\_\_\_\_

Policy number: \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:**

**DATE:** \_\_\_\_\_

# Scottsdale Prep Homework Club (2023-2024)

## Registration & Authorization

(Mandatory)

You may give us up to three cell phone numbers that we will program into the contact list of our on-site phone. After that, simply **call or text your child's name to us**, and we will send him/her out. Note that we will NOT release the student to callers/texts from an unknown number.

**Please note: You MUST submit this form with your other registration forms.** Again, the first 45 minutes of Homework Club will be held in a classroom in the secured building, where non-faculty will not have access. So it is imperative both the parents and the Homework Club monitor have the ability to communicate easily.

**Please note the on-site number you should text or call for pick-up: 480-761-1972**

**Full names of child(ren)** (*Note: We will NOT release your child(ren) unless they are listed here*):

Student Names: \_\_\_\_\_

### Phone Number(s) Authorized for Pick-up:

(1) Phone Number: \_\_\_\_\_

Phone Owner: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

(2) Phone Number: \_\_\_\_\_

Phone Owner: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

(3) Phone Number: \_\_\_\_\_

Phone Owner: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

I hereby authorize Scottsdale Prep Homework Club to release my child(ren) upon receiving a text or a phone call from the numbers listed above, in lieu of my physically signing them out from Homework Club. I will not hold Homework Club responsible for my child's welfare after Homework Club releases him/her in response to a call or text from the numbers listed on this form. I understand that Homework Club will not release my child to a text or call from an unregistered number, and that they may change this policy and require me to physically sign out my child(ren) at any time.

Parent Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_