



Homework Club 2024-2025

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)	\$850 first child, \$650 for each additional child
Monthly (Best option for student athletes. Please check the athletic calendar for seasonal dates)	\$125 first child, \$90 for each additional child
Only Early Dismissals (Wednesdays) & Half Days (Paid yearly)	\$425 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 via Configio and submit your students’ registration forms, you may begin sending your child to the program.
- Upon dismissal at the end of the day, students will have 30 minutes 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.

Start times:

Regular dismissal – 3:35 pm

Early release – 2:35 pm

Half day release – 12:35 pm

- If students have another club meeting, need to attend tutoring, or have an athletic commitment (prior to the start of Homework Club), they may sign into Homework Club once they are finished but must arrive with a pass from the teacher, coach, or tutor 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, again, with a signed pass.
- Parents do not need to communicate to us which days their children will attend; parents are responsible for instructing their children on which days they should attend Homework Club, and on which days they will be picked up.
- We do not assume responsibility for registered students unless and until they physically sign into Homework Club. **Once they sign in, we will be responsible for them until parents pick them up or until they are dismissed for an athletic practice.**

For more information, contact:

Theodore Szadzinski

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. During silent study students are expected to maintain the same discipline and decorum as they would in the classroom. Disregard for behavioral expectations will lead to the issuing of detentions 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 / debit card on the 28th of the prior month.
- You may withdraw from the program with no penalty if you notify Dr. Szadzinski in writing by the **25th of the month prior** to when 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 25th 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.**

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 inappropriate 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 tardy policy for Homework Club.
 - Students who wish to attend must be in the room 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 inappropriate 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 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.)
- Upon pick-up please text dedicated Homework Club phone: **(480) 761-1972**

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

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 2024: _____

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 28th, 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 2024: _____

PLEASE INITIAL APPROPRIATE BILLING

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***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 (2024-2025)

**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, 2024: _____ Grade in Fall 2024: _____

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:** _____

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: _____