

HOMEWORK CENTER POLICIES 2023-2024

- Schedule:** Homework Center hours are 2:30 P.M.-5:30 P.M. Monday-Thursday. The Homework Center will be held in the Lower School.
- Purpose:** The purpose of the Homework Center is to allow time after school for students to complete homework in a structured, monitored environment.
- Student Responsibility:** Students must come to the Homework Center prepared with all books and materials to complete their homework for the day. (Please stress this to your child.) Students will not be allowed to go back to their class after school to get what they might have forgotten. The Homework Center staff will ensure that written homework is complete. However, it is the responsibility of the students to be ready for any tests. **Students need to bring a snack and drink with them each day.** Students should always bring something to read after they have completed their homework. The remainder of the time will be spent outside, playing board games, or watching videos (for general audience).
- Discipline:** Marlboro Academy administration shall have the right to ask a student not to return to homework center due to their behavior issues.
- Fees:** The fee for the first child is \$10.00 per day. Please send a check, made payable to Marlboro Academy, on Mondays and list the days your child will be attending for that week on your check. There is a 15 student maximum per day for this service. Place your check in an envelope and mark it "Homework Center." **The money must be paid on that day.** A late fee will be charged for each child that is not picked up by 5:30 PM. The fee will be \$5.00 for every five minutes the child stays after 5:30 PM.
- For liability insurance reasons students not picked up from school by 3:00 P.M. will be placed in Homework Center at charge. This includes students waiting for or any school sponsored events including athletic practices either for themselves or their siblings.
- Half-days:** Homework Center will **not** meet on half-days.
- Refunds** The only refund or "carry over" that will be given is if the school is closed for inclement weather or for reasons deemed necessary by the Headmaster.
- Pick Up:** If someone other than a parent or grandparent is to pick up the child, send a note to let Mrs. Bailey know who will be picking the child up. Children must be signed out by the Homework Center teacher and the time of pickup must be listed.
- Contact:** **Tracey Bailey**, Homework Center Director, if you have any questions or email her at tbailey@marlboroacademy.com .

Homework Center will begin on Wednesday, August 16, 2023.