First United Methodist Church of Sarasota

**"Homework Helpers"**

**Information for Parents/Guardians**

**Welcome!!**

We welcome you and your child to the "**Homework Helpers**" program! We are excited to have your child work with one of our volunteer tutors to help with homework and studies!

**When you register your child, you both have made a COMMITMENT for the entire semester or year. There are many children who would like to be in the program, but must stay on a waiting list. Regular attendance is required! Unnecessary absences, or failure to notify the program if your student cannot make it, are disrespectful to both those on the waiting list and the volunteer tutor who is waiting to work with your child. THESE ISSUES MAY RESULT IN AUTOMATIC WITHDRAWAL FROM THE PROGRAM!**

**GENERAL INFORMATION:**

1. Please do NOT bring your child if he or she is sick! **Call the** **Director as soon as possible** to let us know your child will be out for the day!
2. Please drop off or bring your child to the Registration Desk no more than 5 minutes before their tutoring session. If you do arrive early, please wait with your child downstairs by the elevator.
3. Children should be dropped off at the Mira Mar Street entrance. **You MUST accompany them to the Registration area for the FIRST session of each semester!** If you wish to wait during their sessions, we have a parent's waiting room available.
4. If you are running late, and we don't hear from you, your tutor may leave after 15 minutes.
5. Please give your child's classroom teacher the "Teacher Support" packet, and then return it to the Registration Desk. This will help your tutor better know where your child needs assistance.
6. Tuition is due on the FIRST day of tutoring each session. Some scholarships may be available.
7. If your child doesn't have specific homework one day, s/he is still expected to attend. S/he can review past work, or do additional problems. There is always something new to learn.
8. Make sure your child brings the appropriate learning materials, e.g. textbooks, worksheets, homework, or projects. Students may play learning games with their tutors for the last 15 minutes of their session.
9. Communicate with the tutor before or after the tutoring session to stay informed of your child's progress. Be positive and expect your child to learn. Also, please be respectful of the tutor.
10. Promptly pick up your child at the end of the tutoring session. **Students in grades 3-5 will ONLY be turned over by the Registration Volunteer to a person with the appropriate "safety number", assigned to your child at their first session, before they can leave!** Students in grades 6 and higher can wait for their rides or, if we have written permission from their parent or guardian, walk home.

**CONTACT INFORMATION for the DIRECTOR:**

 Ondie Vinson **Cell:** **(859) 490-0617 Email: ondievinson@gmail.com/**

**I understand and agree to follow the above instructions for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

First United Methodist Church of Sarasota

**"Homework Helpers"**

**Information for Students**

**Welcome!!**

Our goal is to help you in your studying and with completing your homework by having volunteer tutors work with you for one or two afternoons after school each week.

**STUDENTS MUST FOLLOW THESE GUIDELINES:**

1. **You must regularly attend your Homework time and day! Many other students are waiting to get into this program, so if you don't show up for 3 times, are always tardy, or disrespect to the tutor or other students, you may be withdrawn from the program to make room for others!**
2. You may arrive up to TEN minutes before the scheduled time. If early, you may have a snack and wait for your tutor.
3. If you know you can't make a session for a good reason, make sure your parent/guardian calls the Director **as soon as possible** to let us know so we can tell your tutor not to come in. If it's a **last-minute emergency**, please call as soon as you know. It's not fair for the tutor to come in and not be needed.
4. Bring your textbooks, homework, projects, and assignments for tutoring help. **If you don't have homework that day, you must still come in.** Your tutor will find fun and educational things to do. There's always something to learn!
5. Sign the Registration Sheet when you come in, get a snack and beverage if you wish, then find your tutor. If you're early, please wait at the "Students Only" desk till your tutor arrives.
6. Please be respectful of your tutor at all times! They volunteer their time to help you, so be positive and upbeat, ready to do your best work. Get to know them and let them know you!
7. Be kind to your fellow students, too. Being loud, fooling around, making distracting noises, or bothering them is NOT okay!
8. When done, please put any books or supplies back where you found them for the next students.
9. After tutoring, please go to the waiting area downstairs. If in grades 3-5, you must tell the Pick-up Coordinator your name, then wait for THEM to escort you to your ride. If your parent or guardian comes in, make sure THEY tell the Pick-up Coordinator that they are getting you. Students from grades 6 through High School should tell the Pick-up Coordinator when they leave or are being picked up. This way we'll know that you are all set and not worry that you've been left behind!

**CONTACT INFORMATION for the DIRECTOR:**

Ondie Vinson **Cell:** **(859) 490-0617 Email: ondievinson@gmail.com/**