

Dear Parent/Guardian:

We at the Church of the Good Shepherd, Berlin, as part of our community outreach efforts, are pleased to offer your child, from Grades 5 to 8, the opportunity to receive **free tutoring and homework assistance**, commencing in September 2019, according to the schedule below.

To enroll your child, please complete and return the attached form to Mrs. Gail Cecchini before your child's first day. We will confirm your child's acceptance into the program. Completed forms can be dropped off at the church, Monday, Wednesday or Friday between 1 p.m. and 4 p.m., and Tuesday or Thursday between 10 a.m. and 2 p.m., scanned and e-mailed to [info@goodshepherd.comcastbiz.net](mailto:info@goodshepherd.comcastbiz.net), faxed to 856.210-6245, or mailed to: Church of the Good Shepherd, 108 W. Broad Ave, Berlin, NJ 08009.

We thank you for your support and look forward to a wonderful time contributing to your child's academic success.

### **DATE, TIME, AND LOCATION**

Our tutoring and homework assistance sessions run from 5:30 p.m. to 6:30 p.m. on Tuesdays, commencing September 21, 2019. The program is open to fifth- through eighth-grade students. Tutoring and homework assistance is held in the church building, and we kindly ask that you try to get your child here on time so s/he can benefit from the maximum use of the allotted time for each session.

### **Fall 2019 Tutoring and Homework Assistance Dates:**

September 17, 24

October 1, 8, 15, 22, 29

November 5, 12, 19

December 3, 10, 17

Your child **does not** need to attend every tutoring and homework assistance session in order to remain enrolled. However, we kindly ask that you notify us by 3 p.m. the day of, or as soon as possible, if s/he will be absent from that day's session. Your child can be signed up for every Tuesday or as needed.

If more students request tutoring and homework assistance than can be served through available space and the number of participating tutors, priority will be given to students who apply first and are dedicated to participating in our program.

### **TUTORIAL AND HOMEWORK ASSISTANCE SUBJECTS**

Tutoring and homework assistance will be offered in the following subject areas:

- Math (Grades 5-8)

- Language Arts/Reading (Grades 5-8)

### **PICKUP AFTER TUTORING AND HOMEWORK ASSISTANCE**

There is **no childcare service** after tutoring and homework assistance, and tutoring and homework assistance is **not** a substitute for babysitting. You must make arrangements to pick up your child by **6:30 p.m. on Tuesdays**. Three late pickups, without notice, will result in termination from the program.

### **STUDENT BEHAVIOR**

Student expectations are outlined in the enrollment packet. It is our aim to ensure every student has a safe, fun, and enjoyable time at our tutoring and homework assistance sessions. Students who do not meet the expectations will suffer the following consequences:

1<sup>st</sup> Offense: Verbal Warning

2<sup>nd</sup> Offense: Time Out & Call Home

3<sup>rd</sup> Offense: Note/letter to parent/guardian advising of the student's dismissal from the program.

### **TUTORS**

All tutors are members of the Church of the Good Shepherd. Each tutor will utilize various types of instruction, including small group, one-on-one, and hands on activities. We will assess your child during the first week of tutoring and homework assistance, monitor his/her progress, and provide you with information regarding his/her progress.

If a tutor will be absent from or late for a session, or if a session needs to be cancelled for any reason, the parent/guardian will be promptly informed.

### **QUESTIONS?**

Please contact Gail 609.313.1772 at or Kevin 856.313.4607, or by e-mail at [info@goodshepherd.comcastbiz.net](mailto:info@goodshepherd.comcastbiz.net).

**CHURCH OF THE GOOD SHEPHERD TUTORING AND HOMEWORK  
ASSISTANCE ENROLLMENT FORM**

**GENERAL INFORMATION**

CHILD'S NAME: \_\_\_\_\_

ADULT PARENT/GUARDIAN'S NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMERGENCY CONTACT: NAME \_\_\_\_\_

BEST TELEPHONE: \_\_\_\_\_

**ATTENDANCE AND WEEKLY PREFERENCE**

I would like my child to attend tutoring and/or homework assistance:

\_\_\_\_ Regularly on Tuesdays, for \_\_\_\_\_ Math \_\_\_\_\_ Language Arts/Reading

\_\_\_\_ Once in a while, on an as-needed basis, for \_\_\_\_\_ Math \_\_\_\_\_ Language Arts/Reading

**SPECIAL NEEDS/REQUESTS**

Does your child have allergies? \_\_\_\_ Yes, my child is allergic to \_\_\_\_\_

\_\_\_\_ No

Is there anything else you would like us to know about your child (e.g., IEP)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **EXPECTATIONS**

Students are expected to arrive on time and be prepared to learn. Students are expected to focus on their assignments and work collaboratively with their tutors. Students are expected to listen to directions and support a fun, safe, and respectful learning environment. Students are expected to use their time with tutors wisely and avoid distractions. Failure to follow directions or otherwise behave will lead to a verbal warning on the first instance, a timeout and call home on the second, and a note/letter sent home to parent/guardian advising of student's expulsion from the program on the third such occurrence.

Parents/Guardians are expected to pick up students no later than 6:30 p.m. on Tuesdays. The parents/guardians are expected to contact Gail at 609.313.1772 or Kevin at 856.313.4607 by 3 p.m. the day of, or as soon as possible, if their child plans to be absent on any tutoring and homework assistance day for which s/he had previously enrolled. Parents and guardians are expected to communicate any comments or concerns to either person in a timely manner.

## **SIGNATURE**

I have read and understand the information in the tutoring and homework assistance enrollment packet, and I will support the Church of the Good Shepherd staff and volunteers in maintaining a learning environment that is safe and fun for all students.

The Church of the Good Shepherd has permission to use photographs of my child in promotional materials.

I understand that it is my responsibility to pick my son/daughter up promptly after each tutoring and homework assistance session. In the event I am unable to be on time I will call in advance. I am also aware that failure to be prompt three times could result in my child not being able to continue in the program.

Name of Parent/Guardian (Please print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

### **Please return your completed form to:**

Church of the Good Shepherd  
Attn: Mrs. Gail Cecchini  
108 W. Broad Ave  
Berlin, NJ 08009