



# Homework Club 2025-2026

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

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

### **Registration Fee**

\$25 non-refundable

### **Monthly Cost:**

\$175 per month for first child

\$100 per month for each additional child

**Additional Fees:** \$10 late pick-up fees begin being assessed at 5:31pm (see details below)

For more information, contact:

**Jennifer Hayward**

[jhayward@glendaleprep.org](mailto:jhayward@glendaleprep.org)

### **WHAT HOMEWORK CLUB IS. . .AND IS NOT**

Homework Club is a safe, structured environment in which students may quietly work on homework until their parents arrive to pick them up or until they are dismissed for athletic practice. It should be noted that Homework Club is not a “tutoring service.” Homework Club monitors will be happy to answer the occasional question, but they will not be able to work individually with students for extended periods.

Students who require individual tutoring should make arrangements with their teachers.

Homework Club monitors assume that students will work independently on their homework, and that, once finished, students will read, work ahead, play provided games, etc. Monitors will not be checking in to see that each student has finished his/her homework; completing homework is each student’s responsibility.

Looking for tutoring opportunities?

Please reach out to an academic dean for middle school or high school tutoring opportunities for students. Homework Club does not offer tutoring as part of its program.

## PROGRAM DETAILS

- Homework Club is open to GP students grades 6–12. It operates all school days until 5:30PM with the exception of the following blackout dates for the 2025-2026 school year:
  - July 31 and August 1, 2025, first two days of school
  - Wednesday, September 17, 2025- GH Faculty In-Service Training Day
  - December 16-19, 2025- Final Exam Week
  - Friday, February 6, 2026- GH Faculty In-Service Training Day
  - May 18-21, 2026- Final Exam Week
- Once registered, a confirmation from the Director (in the form of a “Welcome Email”) will be emailed. Students may begin attending the homework club program upon receipt of the confirmation email.
- Upon dismissal at the end of the day, students must immediately sign into homework club. **Students must sign in by 3:15pm on regular school days and 12:25 on Wednesdays. If a student needs to attend after-school tutoring, they must let the homework club leader know at sign in and may then attend tutoring with his/her classroom teacher. If students do not sign in by the expected time, they will receive one warning, and all following instances will result in a detention or removal from the program.**
- Parents are responsible for instructing their children which days they should attend Homework Club, and which days they will be picked up. Glendale Prep Homework Club is not responsible for students who do not sign in.
- 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 and sign them out. Students will not be dismissed for any on-campus activities unless a parent comes to sign them out.**

## POLICIES

- Students will be held to the same standard of behavior expectation as a regular school day.
- Insubordination will not be tolerated. Detentions may be issued. Major or repeated offenses may result in expulsion from the program or further disciplinary action.

## EXPECTATIONS

- Students should report directly after-school to sign in for homework club or let the leader know of tutoring plans and what time they should be back to sign in.
- Students will be allowed to stay in the Courtyard after signing in until 3:35pm (12:45 on Wed.) but should not be wandering the campus or going out on the curb where other students are being picked up.
- At 3:35 students will begin working on homework quietly in the classroom. All students will be expected to work independently from 3:35 to 4:15. If a student does not have any homework to work on, they should plan to read or draw independently.
- At 4:15, students will have a choice to take a break/recess outside or continue working quietly.
- From 4:30 to 5:30, students will have the option to choose the independent homework room or quietly socialize and play games in the other room.
- Wednesday schedules will vary in time but will follow the same general expectations.
- All students must be picked up by 5:30 PM. Late pickup, beginning at 5:31PM, will result in additional fees.

## PAYMENT POLICIES

### For All Families

- An annual, non-refundable registration fee of \$25 is required to begin the enrollment process
- The first payment will assess a full month's cost, regardless of date registered; first payment 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.
- A \$10.00 late fee will be charged for late pickups (after 5:30pm). An additional \$10.00 will be charged at 5:41pm, 5:51pm, and so forth. You **MUST** come up and sign out your student(s) if you are picking up after 5:30.
- You may withdraw from the program with no penalty if you notify Mrs. Hayward in writing by the **25th 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 25th of any month for the following month.
- Please note that partially-used months **will not be prorated**.

## **READY TO ENROLL?**

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

### **EMAIL**

**Scan and email forms and Configio receipt to Jennifer Hayward at [jhayward@glendaleprep.org](mailto:jhayward@glendaleprep.org)**

### **Form Drop Off**

Glendale Preparatory Academy's Front Office  
Summer Hours: 8am-1pm (Mon.-Thurs.)  
School Hours: 7:30am-3:30pm (Mon.-Fri.)

OR

Turn in during Bookstore (July 28<sup>th</sup> and 29<sup>th</sup>)

## Homework Club (2025-2026) 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 Mrs. Hayward before sending your child.** Confirmation that you may begin utilizing the program will come in the form of a "Welcome Email" from Mrs. Hayward (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 2025:** \_\_\_\_\_

**Sibling Student First and Last Name:** \_\_\_\_\_ **M** **F** **Grade in Fall 2025:** \_\_\_\_\_

**Sibling Student First and Last Name:** \_\_\_\_\_ **M** **F** **Grade in Fall 2025:** \_\_\_\_\_

### **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 Glendale Prep. <https://glendaleprep.configio.com>

☐ I have read and understood the Payment Policies.

☐ I have read and understood How the Program Works and Student Expectations

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

**Glendale Prep Homework Club (2025-2026)**  
**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, 2025: \_\_\_\_\_ Grade in Fall 2025: \_\_\_\_\_

**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 Glendale 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:** \_\_\_\_\_