



TENSAS ACADEMY

418 Highway 128, Post Office Box 555, St. Joseph, Louisiana, 71366
phone 318-766-4834 fax 318-766-3559 www.tensasacademy.org

After-School Tutoring Program Overview and Guidelines

Tensas Academy's After-School Tutoring Program serves students in grades PK3-6th grade. The program schedule will operate from time of after-school dismissal until 5:00 and will follow the Tensas Academy calendar. The program will include, but not be limited to the following:

1. afternoon snack
2. supervised recreation
3. homework assistance

Daily Schedule

The Monday through Thursday schedule is as follows:

4. School dismissal (3:00-3:30) Arrival and snack time
5. Recreation (PK3, PK4, and K 3:00-5:00)
6. Homework assistance (3:30-4:30)
7. Pick-up time (5:00)
8. Friday schedule will not include tutoring or homework assistance, but will consist of recreation time on the playground or inside games during bad weather.

Guidelines

9. Tuition is calculated monthly from August 15th- May 14th. Monthly payment due on the FIRST of the month. Tuition is \$130 per month per child or \$15 per day for drop in per child.
10. Parents must pay in advance and complete registration form in order to use the drop in service.
11. An overdue balance of more than 2 months will result in dismissal from the program.
12. Students must be picked up no later than 5:00. A late fee of \$10.00 per five minute increments past 5:00 will be billed to your account and due at the next billing cycle. Three late pickups will result in dismissal from the program.
13. The program will employ a demerit system in which students will receive a demerit for inappropriate behavior. After 3 demerits the student will not be allowed to return to the program.
14. After school tutoring will be available on early dismissal days, but it will not be available on school holidays.
15. Payment is expected for the selected schedule **regardless** of attendance.

I have read the above overview and guidelines for the Tensas Academy's After-School Tutoring Program and agree to comply.

Signature

Date