Hello Willow Creek families! We at After-school Tutoring are so excited to have you involved! Below are further details about the program.

To enroll, please fill out the below information on the next page and return it to Amy Langer, Coordinator of After-school Tutoring, before your child's first day attending the program. Forms can be dropped off in Ms. Langer's office in 33 Buchanan, in her mailbox in the Willow Creek Main Office, or faxed it to (415)331-1622 c/o Amy Langer.

We thank you for your support and look forward to a wonderful year!

**DATE, TIME, AND LOCATION**

After-school Tutoring runs from 3-5:30 PM on Tuesdays and Thursdays. The program is open to fifth- through eighth-grade students. Tutoring is held in the Upper School Common Room. Students will not be picked up from their classes and should meet in the Commons.

Students do not need to come to every After-school Tutoring session in order to remain enrolled. Families are highly encouraged to contact Amy Langer by phone at (415) 331-7530 ext. 220 or by email at alanger@willowcreekacademy.org to sign up their students ahead of time. Families can sign their students up for a specific day, one day a week, or every Tuesday and Thursday.

Students may stay for the whole period or for a certain portion. Students who are not being directly picked up by parents or guardians must have prior permission before leaving tutoring.

**PICK-UP AFTER TUTORING**

There is no school bus service after tutoring. Families must make arrangements to pick up their students from tutoring at the end of the day. If students have permission to take public transportation home, please indicate so on the application.

**TUTORING IS NOT AFTER-CARE**

After-school Tutoring can be fun, but it is not after-care. Participating students are expected to work on homework. After-school Tutoring is not a replacement for babysitting.

**STUDENT BEHAVIOR**

Student expectations are outlined in the enrollment packet below. We want to make sure that every student has a safe, fun, and enjoyable time at After-school Tutoring. Below are the consequences for students who do not follow expectations:

1st Warning: Verbal Warning  
2nd Warning: Time Out & Call Home  
3rd Warning: Needs to Improve Note: Three Needs to Improve notes will result in the student being unable to attend After-school Tutoring.

**QUESTIONS?**

Contact Amy Langer, After-school Coordinator, by phone at (415) 331-7530, or by email at alanger@willowcreekacademy.org.
AFTER-SCHOOL TUTORING ENROLLMENT FORM

GENERAL INFORMATION

STUDENT NAME: ___________________________________________________________

GRADE / TEACHER: _______________________________________________________

ADULT PARENT/GUARDIAN NAME: ___________________________________________

PHONE: __________________ EMAIL: ________________________________

ADULT PARENT/GUARDIAN NAME: ___________________________________________

PHONE: __________________ EMAIL: ________________________________

ADDRESS: ______________________________________________________________

________________________________________________________________________

OTHER EMERGENCY CONTACT / PHONE: ________________________________

________________________________________________________________________

ATTENDANCE AND WEEKDAY PREFERENCE

I WOULD LIKE MY CHILD TO ATTEND AFTER-SCHOOL TUTORING:

_____ Regularly on Tuesdays

_____ Regularly on Thursdays

_____ Only once in a while, on an as-needed basis

TRANSPORTATION

PLEASE SELECT ONE OF THE FOLLOWING:

_____ I will pick up my child at _____ PM (no later than 5:30 PM)

_____ My child has permission to take public transportation home

_____ My child is enrolled in the Boys and Girls Club and should return to those activities after tutoring

SPECIAL NEEDS

DOES YOUR CHILD HAVE ALLERGIES?

_____ YES, my child is allergic to _________________________________

_____ NO

DOES YOUR CHILD HAVE ANY LEARNING DIFFERENCES?

_____ YES

_____ NO

If you chose "yes," please elaborate on the next page:
WOULD YOU LIKE YOUR CHILD TO FOCUS ON SPECIFIC SUBJECTS IN TUTORING?

YES

NO

If you chose "yes," please elaborate below:


IS THERE ANYTHING ELSE YOU WOULD LIKE US TO KNOW ABOUT YOUR CHILD?


**EXPECTATIONS**

**STUDENTS** are expected to arrive on time and 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 will lead to a call home or, if three *Needs to Improve* notes are sent home, expulsion from the program.

**PARENTS AND GUARDIANS** are expected to pick up students no later than 5:30 PM on tutoring days. The parents and guardians are expected to contact Amy Langer, Coordinator of After-school Programming, if their student plans to be absent on any tutoring day for which they had previously enrolled. Parents and guardians are expected to communicate any comments or concerns to Ms. Langer in a timely manner.

**SIGNATURE**

I have read and understand the After-school Tutoring enrollment packet, and I will support Willow Creek staff and volunteers in maintaining a learning environment that is safe and fun for all students. Willow Creek has permission to use photographs of my student in promotional material:

Family Member: ___________________________ Date: ___________

I understand the After-school Tutoring expectations and consequences, and I will manage my behavior in a way that helps tutoring to be fun and safe for everyone:

Student: ___________________________ Date: ___________