



SC CHAMBER OF COMMERCE HOMEWORK CENTER GUIDELINES

Mission / Purpose

Provide second through fifth grade students a fun, safe afterschool program that strengthens academic skills, instills confidence to achieve, and inspires students to resist negative peer pressure and make a long-term commitment to academic success.

Vision

The program will

- improve student test scores,
 - offer learning and enrichment activities that are superior to other low- or no-cost afterschool programs, and
 - demonstrate SC Chamber of Commerce's unwavering commitment to education and improving the quality of life in the communities we serve
1. The SC Chamber Homework Centers (HWC) will be funded through SC Chamber of Commerce and will be open to all students in second grade through fifth grade. Regular attendance should be stressed to students and parents. **SC Chamber Homework Centers will serve those students not being served in other programs and those students not on academic plans.**
 2. **The focus of the SC Chamber HWC will be on academics and enrichment.** Students should be engaged in educational and enrichment activities at all times. Program structure will be determined by each HWC but must be approved by the SC Chamber of Commerce HWC Director.
 3. The HWC will be open each week Monday through Thursday for one and one-half hours daily or three days a week for two hours.
 4. One Teacher will be funded for up to 20 students and one additional Teacher or Paraprofessional for average daily attendance over 20 students. Maximum daily attendance shall not exceed 30 students. Each school is responsible for selecting the Teacher and Paraprofessional. However, all positions funded must be approved by the SC Chamber of Commerce HWC Director.
 5. SC Chamber of Commerce will provide each HWC with a "Budget Summary". HWC must operate within their budget and not exceed the amount allotted. Adjustments may be made within certain areas of the budget with approval from the HWC Director.

A "Monthly Invoice" for payments to HWC workers will be provided by School District's Finance/Accounting Department. Reimbursements will be made for snacks, incentives and supplies once forms and receipts have been received and approved. Payments for HWC workers and vendors will be paid once a month.

6. The host school's Principal is responsible for reviewing and approving all invoices and receipts that are submitted to the District Office Finance Department for payment.
7. Payments will be sent to the mailing address listed on the Teacher/Paraprofessional Agreement", which can be either the individual's home mailing address or the host school address. Consistency is needed; therefore, the address listed the first time a Teacher/Paraprofessional Agreement is submitted should remain the same for the year. If there is a change, please list the address change on the monthly invoice.
8. The host school is responsible for purchasing incentives with reimbursement being provided through the District's Finance Department.
9. The SC Chamber of Commerce, the HWC Teachers and the host school Principal will assist with the promotion of the HWC by making the local media and the community aware of the program.
10. Every child attending the HWC must have a "Student – Parent Contract" on file. The form will be provided by SC Chamber of Commerce, but the HWC Teachers will be responsible for collecting the "Student - Parent Contract" and maintaining it on file. The "Student – Parent Contract" must be readily available upon request by the HWC Director.
11. Each HWC funded by SC Chamber of Commerce will operate within these guidelines or risk loss of funding.

STUDENT TRACKING AND EVALUATION

Please note: Evaluating the HWC program to gauge its effectiveness is a critical component to HWC operations and is significant criteria for determining the need for continued program funding. HWC will be evaluated each year.

1. **HWC will be responsible for collecting and sharing math and reading grades for each marking period and/or benchmark test scores.**
2. **Evaluations will be provided by the SC Chamber of Commerce at the end of the school year. The HWC Teachers will be responsible for distributing and collecting the evaluations and submitting the completed forms to the HWC Director.**
3. **Schools not providing the requested information will not be eligible for continued funding.**