

Glebe Kumon Math & Reading Centre Operational Information

Welcome to The Glebe Kumon Math and Reading Centre!

This document contains important information about the operation of the Glebe Kumon Math and Reading Centre (hereafter Glebe Kumon Centre). Please review its contents and keep it handy for future reference. This information is also available on the Centre's Internet web site, which may be accessed at: <http://www.glebekumoncentre.com/>

Hours of Operation: The Glebe Kumon Centre operates on a year-round basis in The Glebe House, which is located at 2 Monk Street (corner of Monk St. & Fifth Ave.) in the Glebe community (access is via Fifth Ave.). The Centre closes for statutory holidays, for approximately two weeks in Dec. - Jan. (Christmas & New Year period), one week during March Break, for two weeks in the summer, and most statutory holidays. Homework is always assigned until the Centre re-opens. Centre hours are 3:45 p.m. to 6:45 p.m. on Monday and Thursday.

Classes: Students may attend the Centre once or twice a week. Single subject students are required to work at the Centre for 20-25 minutes per session. Students enrolled in both (Math and Reading) programs are required to work at the Centre for 35-50 minutes per session. The number of times a student attends the Centre every week does not affect the tuition fees.

Schedule: Students are asked to select a time for regular attendance in consultation with the Instructor. Please try to keep to the scheduled time for Centre work. This will enable the student to derive the maximum benefit from attending the Kumon Centre sessions. Parents are asked to return to the Centre to pick up their children on time. The Glebe Kumon Centre cannot provide childcare for students whose parents are late in returning to pick them up.

Duration and Continuity: For optimal results, students are expected to remain in the Kumon program of study for several years and should include some study time in their summer plans. In order to accommodate vacation and holiday schedules, the program is portable and homework packages may be taken on vacation; please see the Instructor to make arrangements for this. Regular tuition rates apply during vacation periods.

Homework Marking and Answer Books: After consultation with the Instructor, students are assigned a set amount of homework to be completed daily during the week between classes in a sequential fashion. Parents (or students) should mark and correct all homework at home and enter duration worked and scores on the homework organizer that is provided. A brochure is available at the Centre with guidelines on how to do this effectively. The required information is:

- The child's/student's name
- The date
- The time in the '**Time**' and '**to**' fields. This is especially important as it helps to ensure that the student is benefiting from the program in acquiring mastery of the material within specific completion time guidelines. Worksheets with no completion time assigned cannot be evaluated and may result in a student having to repeat them. The Instructor and/or assistant(s) will spot check homework assignments to assess if the student is experiencing difficulty in any areas related to the program(s). Students are therefore encouraged to take care to ensure that the handwriting on the worksheets is legible.

Answer booklets may be acquired to assist with home marking if required. All answer booklets are the property of the Glebe Kumon Centre and must be returned when no longer being used or when the student withdraws from the program(s).

What to Bring to Class: Students need to bring a **pencil and an eraser** to each Glebe Kumon Centre session, plus **all homework – completed, timed, marked, and corrected – together with the Homework Organizer**.

Return of worksheets: In order to benefit from the Kumon program, students must complete all worksheets assigned as homework – and return them to the Glebe Kumon Centre.