MENTOR COLLEGE / TEAM SCHOOL
STUDY HALL PROGRAMME
2013-2014

Mentor College and TEAM School are pleased to offer an after school study hall programme to be held at the Main Campus starting on Monday, September 9th. Team Students will be transported to the main campus, located at 40 Forest Avenue, at the conclusion of each school day. Parents are requested to meet their children at the assigned classroom at this location at or before six o’clock each day.

The after-school study hall programme has been established to aid students in completing daily homework assignments under the supervision of a trained teacher. Although this programme is not designed to be a private tutorial service, it has been successful:

- in providing an appropriate environment for the completion of homework
- in helping students acquire better skills of time management
- in helping students stay focused on their work
- in aiding parents and guardians who are unable to supervise due to their own schedules
- in providing for a safe, supervised location for after school hours

Each room is supervised by a MENTOR/TEAM teacher. Once homework is completed, the students will be able to participate in various, quiet activities such as puzzles and independent and group board games. Upon the completion of part of the night’s assignments, with parental approval, a trip to the vending machines is permitted. However, it is highly recommended that a nutritious snack and a healthy drink are packed, at home, as an after-school snack.

The guidelines for each student’s responsibilities are as follows:

- Each student must arrive and be ready to work in his/her room at 3:30 p.m. (Team students will be met at the bus and escorted to the appropriate room until they can find the way safely and easily.)
- Each student must arrive with all necessary tools to complete his/her homework
- Each student must bring a novel to study hall everyday
- Students are permitted a snack so long as it does not distract them or other students from completing their work
- Once a student has completed his/her homework, he/she must be prepared to read until the social period begins
- If a student is late, will be absent, or is required to leave early, he/she must provide written permission to do so …or a parent may leave a message with the school office. (Please advise the study hall teacher if you are attending a team practice, a team competition, or scheduled practice.)
Parents will have the option of a Monday to Thursday session or a Monday to Friday session. **Both sessions will run from 3:30 to 6:00 p.m.** Each child’s safety is of primary concern, and a parent must come into the school to meet him or her. **No child will be allowed to leave on his or her own without a written note from a parent outlining specific instructions.**

As the supervising teachers also have families and responsibilities, it is requested that the 6:00 p.m. pickup time be observed. Arrangements for late pickup will be accommodated, if possible, at an additional cost. Please contact Marsha Jenkins to make individual arrangements.

The fee for each session is listed below. Full payment is required at the beginning of each session. **Cheques should be made payable to STUDY SERVICES** and should be forwarded to your child’s teacher or the office. Sign up for one, two, or all three sessions. A separate form is required for each term and the forms are available online or from the school office. Students will not be permitted to attend study hall without a paid registration.

The terms are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Fees: Session A</th>
<th>Fees: Session B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 1:</strong></td>
<td>September 9, 2013 to December 13, 2013</td>
<td>$1080.00</td>
<td>$1320.00</td>
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<tr>
<td></td>
<td>Monday to Thursday (54 days)</td>
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<tr>
<td><strong>Term 2:</strong></td>
<td>January 6, 2014 to March 7, 2014</td>
<td>$700.00</td>
<td>$860.00</td>
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<tr>
<td></td>
<td>(35 days)</td>
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<td></td>
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<tr>
<td><strong>Term 3:</strong></td>
<td>March 24, 2014 to June 13, 2014</td>
<td>$920.00</td>
<td>$1120.00</td>
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<tr>
<td></td>
<td>(46 days)</td>
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</tbody>
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If you have any questions regarding study hall please leave a message at (905) 271 – 3393, and I will return your call as soon as is possible. **Students will meet in room 211 on Monday, September 9th to receive room assignments.** Should you need to call **after the school office closes,** Monday through Friday, please call (647) 227 – 8295. Thank you in advance for your cooperation. We look forward to another productive year.

Marsha Jenkins (Mrs.)
Study Hall Director
Date of registration: __________________ Name of student: __________________

Family Information: on file at TEAM _____ at MENTOR _____

Emergency contact in case parent is unavailable:
Name: ___________________________ Phone Number: __________________

Family Doctor’s Name: ______________ Phone Number: __________________

Health Concerns: (allergies, medications, etc.) ________________________________
(use back of page, or attach another sheet if necessary)

____________________ may go to the vending machines __________
(child’s name) may not go to the vending machines __________

**Who will be picking up the student? _______________________________________ relationship __________________________

Term I: September 9, 2013 to December 13, 2013; 3:30 p.m. to 6:00 p.m.

Session A: (Monday to Thursday) ______  Session B: (Monday to Friday) ______
Fees:  Session A: $1080.00  Session B: $1320.00
       (54 days)  (66 days)

REGISTRATION AND REFUND POLICIES

1. Full payment must accompany the registration form. Please make cheque payable to Study Services.
2. There will be a service charge of $35.00 for all NSF cheques.
3. Refund requests are to be made in writing to the director. All refunds will be processed by December 14, 2013. Marsha Jenkins reserves the right to withhold 50% of the fees for any session cancelled. Refunds will not be made for days missed due to illness or personal matters.
4. If you wish to extend the time after 6 p.m., please contact Marsha Jenkins.
5. Marsha Jenkins – cell number: (647) 227-8295. Please keep this number handy in case you need to call after the school office is closed.
   In case of emergency, if parent or emergency designate cannot be contacted, I hereby give permission to MENTOR COLLEGE STUDY HALL PROGRAMME to seek medical assistance and treatment as may be deemed necessary. I have read, and understand all the information in this registration package and agree to abide by the conditions outlined.

Date: ______________ Signature of Parent/Guardian: ____________________________
REGISTRATION FORM – 2013/2014

Term Two
MENTOR COLLEGE / TEAM SCHOOL
STUDY HALL PROGRAMME

Date of registration: ______________ Name of student: ______________

Family Information: on file at TEAM _____ at MENTOR _____

Emergency contact in case parent is unavailable:

Name: __________________________ Phone Number: __________________

Family Doctor’s Name: _____________ Phone Number: __________________

Health Concerns: (allergies, medications, etc.) __________________________
(use back of page, or attach another sheet if necessary)

__________________________ may go to the vending machines
(child’s name) may not go to the vending machines ____

**Who will be picking up the student? ____________________ relationship __________________________

Term II: January 6, 2014 to March 7, 2014; 3:30 p.m. to 6:00 p.m.

Session A: (Monday to Thursday) _____ Session B: (Monday to Friday) _____
Fees: Session A: $700.00 (35 days) Session B: $860.00 (43 days)

REGISTRATION AND REFUND POLICIES

1. Full payment must accompany the registration form. Please make cheque payable to Study Services.
2. There will be a service charge of $35.00 for all NSF cheques.
3. Refund requests are to be made in writing to the director. All refunds will be processed by March 7, 2014. Marsha Jenkins reserves the right to withhold 50% of the fees for any session cancelled. Refunds will not be made for days missed due to illness or personal matters.
4. If you wish to extend the time after 6 p.m., please contact Marsha Jenkins.
5. Marsha Jenkins – cell number: (647) 227-8295. Please keep this number handy in case you need to call after the school office is closed.

In case of emergency, if parent or emergency designate cannot be contacted, I hereby give permission to MENTOR COLLEGE STUDY HALL PROGRAMME to seek medical assistance and treatment as may be deemed necessary. I have read, and understand all the information in this registration package and agree to abide by the conditions outlined.

Date: ______________ Signature of Parent/Guardian: __________________________
REGISTRATION FORM – 2013 / 2014

Term Three
MENTOR COLLEGE / TEAM SCHOOL
STUDY HALL PROGRAMME

Date of registration: _______________ Name of student: _______________

Family Information: on file at TEAM _____ at MENTOR _____

Emergency contact in case parent is unavailable:

Name: ___________________________ Phone Number: __________________

Family Doctor’s Name: _____________ Phone Number ______________

Health Concerns: (allergies, medications, etc.) __________________________
(use back of page, or attach another sheet if necessary)

_________________ may go to the vending machines ______
(child’s name) may not go to the vending machines ______

**Who will be picking up the
student?_________________ relationship________________________

Term III: March 24, 2014 to June 13, 2014; 3:30 p.m. to 6:00 p.m.

Session A: (Monday to Thursday) _____  Session B: (Monday to Friday) _____
Fees: Session A: $920.00  Session B: $1120.00
(46 days) (56 days)

REGISTRATION AND REFUND POLICIES

1. Full payment must accompany the registration form. Please make cheque payable
to Study Services.
2. There will be a service charge of $35.00 for all NSF cheques.
3. Refund requests are to be made in writing to the director. All refunds will be processed by
June 13, 2014. Marsha Jenkins reserves the right to withhold 50% of the fees for any session
cancelled. Refunds will not be made for days missed due to illness or personal matters.
4. If you wish to extend the time after 6 p.m., please contact Marsha Jenkins.
5. Marsha Jenkins – cell number: (647) 227-8295. Please keep this number handy in case you
need to call after the school office is closed.
In case of emergency, if parent or emergency designate cannot be contacted, I hereby give
permission to MENTOR COLLEGE STUDY HALL PROGRAMME to seek medical
assistance and treatment as may be deemed necessary. I have read, and understand all the
information in this registration package and agree to abide by the conditions outlined.

Date: ______________ Signature of Parent/Guardian: __________________________

Date: ______________ Signature of Parent/Guardian: __________________________