



# Application: Becket Athenaeum ACE Program 2019-2020

Student name: \_\_\_\_\_

Grade in fall 2019: \_\_\_\_\_ Preferred Days of Attendance:  Tuesdays  Wednesdays  Thursdays  
(We will do our best to accommodate requests given staffing and census numbers)

Lives with: \_\_\_\_\_

Address: \_\_\_\_\_

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Allergies or other health conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: \_\_\_\_\_

My child (above) has my permission to be released from the Becket Washington School on the days indicated above into the custody of the Becket Athenaeum volunteers or staff. (Please sign)  
\_\_\_\_\_

The following adults have permission to sign my child/ren out from ACE after-school program:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

My child has permission to call me from the library in a non-emergency situation.

Parent/Guardian 1:  Yes  No \_\_\_\_\_

Parent/Guardian 2:  Yes  No \_\_\_\_\_



## Application: Becket Athenaeum ACE Program 2019-2020

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My child has permission to use the internet at the Becket Athenaeum.

Yes

No

I authorize Becket Athenaeum staff and/or ACE volunteers to discuss my child's academic progress with her/his teachers and guidance counselor.

Parent/Guardian

Signature \_\_\_\_\_

I authorize Becket Athenaeum staff and/or ACE volunteers to view my child's daily planner, share progress reports and report cards, and have access to PowerSchool (Middle and High School students) for the purpose of providing academic support.

Parent/Guardian

Signature \_\_\_\_\_

I give my permission for Athenaeum staff or volunteers to take pictures or videos of my child. These pictures may be used at the discretion of the staff and trustees of the Becket Athenaeum. These images are typically used to illustrate the programs offered at the Athenaeum or for gift for our volunteers.

Yes

No

Parent/Guardian

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please drop off your application at the library, with the school office, or scan and email to: [jodi@bwlibrary.org](mailto:jodi@bwlibrary.org). Any questions, please call Jodi Shafiroff at 413-623-5483.**



# ACE Student Responsibilities and Program Commitment

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## Student Goals

Why do you want to be a part of the ACE program?

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How do you believe ACE can help you with your academic performance?

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## Student Responsibilities

I agree to maintain an academic planner every day. I will document all work assignments, quizzes, and tests. I will hand in all homework and projects on time. I agree to share my planner with my tutor and parents/guardians every day.

I also agree to willingly work on enrichment activities as directed by my tutor when I have no homework or my homework is completed.

## Computer/Internet Rules

- Computers may occasionally be needed for homework purposes only and will be closely monitored by staff and volunteers.
- No other computer usage will be part of the ACE program.

## Personal Electronic Equipment

I am **not allowed** to use nor carry my own personal devices, even as a calculator, while attending ACE (unless there is a specific need to contact your parent, with ACE coordinator's approval.). This includes cell phones, tablets, etc. If you are wearing a smart watch, you are expected to not use it for any purpose other than as a watch.

I will abide by the computer/internet rules above at all times.



# ACE Student Responsibilities and Program Commitment

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## Snack

We will provide a substantial, wholesome snack for all ACE students. We do not allow outside snacks during ACE unless arrangements have been made between parents/guardians and staff. Snack must be eaten during snack time. I will routinely and willingly help wash dishes, clean tables and chairs, vacuum, and collect trash.

## Homework

I will begin my homework right after snack and chores are finished, and will complete my homework and reading before doing any other activity. I will present my academic planner to ACE staff/volunteers/interns before I start my homework. If I do not wish to eat snack, I will remain with the group as conversation with the ACE members is an important part of the social aspect of the program.

## Reading

I will read aloud with my tutor once my other homework is finished. The Athenaeum has magazines and many new Junior and Young Adult books from which to choose and staff is also very happy to order other reading materials if they will meet the needs of the children in the program.

I will read aloud for 20 minutes as determined by BWS staff. Typically, 3<sup>rd</sup> grade will read for at least 20 minutes. 4<sup>th</sup> + will read for at least 30 minutes and/or will be paired with younger students to support the younger student's reading.

## Middle and High School Students

We request access to the online PowerSchool to monitor assignments and progress.

## Helping the Program

We want to encourage the students to be good citizens at the library and in the community. I will be a **willing and often participant** in the regular tasks that need to be done. This includes picking up after snack: vacuuming, table/chair washing, dishes, garbage detail, simple library tasks etc.

**I have read and understand these responsibilities and agree to comply:**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

My child agrees to abide by the computer/internet rules and to leave their personal device/phone in their backpack while at the library.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



# ACE Parent or Guardian Responsibilities and Program Commitment

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## Parent or Guardian Goals

Why do you want your child be a part of the ACE program?

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How do you believe ACE can help your child with his or her academic performance?

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## Parent or Guardian Responsibilities

### Student Organizational Skill Support

I agree to ensure that my child maintains an academic planner every day. I will work with my child to support the need to document all work assignments, quizzes, and tests. I will work with my child to support the need to complete and hand in all homework and projects on time. I agree to check my child's planner every day.

### Student Enrichment

Our students do not always have homework every day. Our plan is to have appropriate extra materials in the queue for all students to complete on those days when there is little or no regular homework. We want to take advantage of the time students are on site and we have staff ready to work with them.

### Absent

We must know if your child will not be attending the ACE after-school program on a day for which s/he is registered. We expect to hear from you by 2:00pm if your child will not be attending that day. We are operating under a 3-strike rule. The third time that you do not inform us in advance of your child's absence, you will be suspended from the program for one month. It is not enough for you to call the school – we must hear from you directly.

### Pick Up Time

All students must be picked up from the program by 5:00pm, unless other arrangements have been made in advance. Failure to do so will result in a 1-month suspension from the program after 3 instances. We understand if parents have an emergency or an occasional problem collecting their student on time.

# ACE Parent or Guardian Responsibilities and Program Commitment

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We also ask that you do not pick up your student prior to 4:45pm for the following reasons:

- your student needs extra academic support and our tutors plan ahead for what to work on with your child
- we arrange for enough tutors for the 2-hour span and if you pick your child up early there may be a tutor with no child to work with.
- We organize projects for after study work is accomplished, and this is of benefit to your child; at times, we have a special guest presenter who either volunteers their time or is paid to come to work with the ACE students.
- Early pick-up disrupts our work flow and the student's attention to his/her work and sends the wrong message about the importance of the program.

## Helping the program

The Athenaeum Trustees, staff, volunteers, and grantors spend considerable time and effort to offer this wonderful afterschool program to our community all in the spirit of making our community a better place to live in. We are asking in return that each family commit to giving some time and/or a donation to the Athenaeum.

We will have an ongoing wish list of things that need to be done to make the Athenaeum run more effectively. We have small simple things like taking our trash to the dump once per week for a month or taking donated paperback books to donation collection centers like the Goodwill. We have several work bees each year to clean up the outside or tidy our building. We also hold our annual book sale during the town fair in July. We can always use help setting up, cleaning up, and/or staffing the event.

Most families have children in the program at least 2 days per week, some more. We ask that you commit to donating at least an hour per month, per child to the Athenaeum. We truly appreciate all the families that willingly offer their help when we ask for it and step in routinely to get the chores done on our list. It is very discouraging to have to constantly remind some families that they need to help the program. We understand that it is the rare family that isn't very busy. We provide consistent quality care for your children and expect each family to participate fully, often and willingly.

We also fund raise to support the operating budget of the library through our annual appeal. We appreciate any donation you can make to keep us up and running.

We do have a waiting list of students for our program and expect to allow more in, provided we have the volunteers to make it happen. We need everyone to help make this program a success.

**I have read and understand these responsibilities and agree to comply:**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please drop off your application at the library, with the school office, or scan and email to: [jodi@bwlibrary.org](mailto:jodi@bwlibrary.org). Any questions, please call Jodi Shafiroff at 413-623-5483.**



# The Becket Athenaeum

Becket - Washington Community Library

3367 Main Street • Becket, MA 01223

413-623-5483 • BecketAthenaeum.org

## AUTHORIZATION FOR EXCHANGE OF INFORMATION

I authorize the following:

- ❖ The Becket Athenaeum’s ACE After School Program Coordinator (Jodi Shafiroff or designated alternate)
- ❖ The Becket Washington School

to release/exchange information and share communication in verbal, written, and/or electronic form regarding:

\_\_\_\_\_.

(Student Name)

(Date of Birth)

This information is to be used in the planning of an appropriate educational program for the student. The confidentiality of the information received will be protected by both organizations.

Information for discussion/release includes the following: (Please Check each authorized)

\_\_\_\_ Grades Report Card

\_\_\_\_ Special Education Data (IEP)

\_\_\_\_ Standardized Test Results

\_\_\_\_ Other, Please Specify:

\_\_\_\_\_

\_\_\_\_\_.

(Parent/Legal Guardian)

(Date)

\_\_\_\_\_

(Phone Number)