



## 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 South Carolina Chamber of Commerce's unwavering commitment to education and improving the quality of life in the communities we serve
1. The SCE&G Homework Centers (HWC) will be funded through the South Carolina Chamber of Commerce (SCCC) and will be open to all students in second grade through fifth grade. Regular attendance should be stressed to students and parents. The HWC will serve those students **not** being served in other programs and those students **not** on academic plans.
  2. The focus of the 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 Program Administrator.
  3. The HWC will operate Monday through Thursday for 1 ½ hours daily or three days per week for 2 hours.
  4. One teacher will be funded for up to 30 students and one additional teacher/paraprofessional for average daily attendance of 25 students. Maximum daily attendance shall **not** exceed 30 students. Each school is responsible for selecting the teacher/paraprofessional. However, all positions funded must be approved by the Program Administrator.
  5. The SCCC will provide each HWC with a "Budget Report". The 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 Program Administrator.  
  
A "**Monthly Invoice**" for payment to the HWC staff will be provided by School District Finance Department. Reimbursements will be made for salaries, snacks/supplies, and incentives once forms and receipts have been received and approved.
  6. The host school Principal is responsible for reviewing and approving all forms and receipts that are submitted to the School District Finance Department for payment.

7. The host school is responsible for purchasing snacks/supplies, and incentives with reimbursement being provided through the School District Finance Department.
8. The SCCC, HWC staff and the Principal will assist with the promotion of the HWC by making the local media and the community aware of the program.
9. The host school is required to display a HWC banner in a visible location of the school to be seen by parents and those of the community. The banner will be provided by the SCCC.
10. Each child attending the HWC must have a "Student - Parent Letter of Agreement and Photo/Media Release Form" on file. The letter of agreement and form will be provided by SCCC, but the HWC staff will be responsible for collecting the letter of agreement and form and maintaining it on file. The letter of agreement and form must be readily available upon request by the Program Administrator.
11. Each HWC funded by the SCCC will operate within these guidelines or risk loss of funding. The application period is for one year per school pending funds availability.

## **STUDENT TRACKING & 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. The HWC will be evaluated each year.***

1. HWC staff will be responsible for collecting math and reading grades for each marking period and/or benchmark test scores and end of year surveys.
2. Surveys will be provided by the Program Administrator in March. The HWC staff will be responsible for distributing and collecting the data and submitting the completed surveys to the Program Administrator.
3. Schools not providing the requested information will not be eligible for continued funding.

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Program Administrator

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School Principal

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Date