

Early Drop-off Club

at Archway Trivium (grades K-5)

Early Drop-off Club is a place for your Archway scholar to complete homework or quietly socialize with friends in a structured, supervised environment before school begins. The program runs every school day from 7am until 7:20am, excluding vacations and holidays when school is not in session.

COST:

\$50/quarter for one student

\$90/quarter for 2 or more students in the same family

\$20/quarter for one 15-hole punch card (One punch per student/per day. A family can share one punch card.)

Great Hearts faculty, FREE: Please contact [Brienne McDonald](#) for registration information.

For program information, contact: Maria Shannon, mshannon@archwaytrivium.org.

READY TO ENROLL?

To enroll your students, register through the [Archway Trivium Configio website](#). Once payment is submitted, your registration is complete and your students may begin attending Early Drop-off Club.

HOW THE PROGRAM WORKS:

- Early Drop-off Club is open to students in grades K-5. It operates every school day from 7-7:20am. **No Archway scholar should be on campus before 7am.**
- Once you register and pay for Early Drop-off Club, you may begin sending your child to the program. Payment must be received by the Friday prior to your child attending homework club. You may pre-pay for as many quarters as you choose.
- **Students attending Early Drop-off Club must be dropped off before 7:15am.** If you arrive later than 7:15am, you will be directed to enter the regular morning drop-off line which opens at 7:20am.
- If students need to attend tutoring with a teacher before school, their teacher will meet them in the MPR at 7:20am.

- Parents do not need to communicate to us which days their children will attend; parents are responsible for instructing their children which days they should attend Early Drop-off Club.
- We do not assume responsibility for registered students unless and until they actually sign-in to Early Drop-off Club. Once they sign in, we will be responsible for them until school begins.
- **If student is not registered, they will be asked to remain with their parents in the parking lot until 7:20am.**

WHAT EARLY DROP-OFF CLUB IS....AND IS NOT

Early Drop-off Club is a safe, structured environment in which students may quietly work on homework or quietly socialize with friends until school begins. It should be noted that Early Drop-off Club is not a “tutoring service”. Club monitors will be happy to answer the occasional question, but they will not be able to work individually with students for extended periods of time. Students who require individual tutoring should make arrangements with their teachers.

Early Drop-off Club monitors assume that students will work independently on their homework, and that once their homework is finished, they may read appropriate selections or visit quietly with other scholars. Monitors will not be checking to see that each student has finished her/her homework; completing homework is each student’s responsibility.

PAYMENT POLICIES

For all families:

- Your first payment will be for a full quarter’s cost, regardless of when you join and will not be prorated.
- Quarterly fee is payable on a quarterly basis and is due by October 3rd for second quarter, December 12th for third quarter and March 6th for fourth quarter.

Please note that **no refunds** will be granted for withdrawals requested after the 25th of any quarter for the following quarter.

- Please note that partially-used quarters will not be prorated.
- Registration and quarterly payments for Early Drop-off Club are made through the Archway Trivium Configio website. For questions regarding payments, please contact Brienne McDonald, bmcdonald@archwaytrivium.org.

