



Rules and Guidelines for Students

The Homework Center is a place of learning and mutual respect.

Mondays-Wednesdays: 4-5:30pm

Closed on Library and School Holidays

Welcome Students!

- Sign in on the sign-in sheet. Sign out when you leave (even to go to the restroom).
- Find an available mentor to start working with.
- Talk quietly. Be respectful of other people in the room. No disruptive behavior.
- Focus on your own work.
- You may have a snack or drink. We do not provide snacks, but the café on the Main Level has snacks and drinks for purchase.
- Please clean up after yourself. 😊
- Follow the Library's Behavior Policy. You will be asked to leave the Homework Center, and possibly the Library, if you do not follow the directions given to you by the Teen Mentors or Librarians.
- The Homework Center computers are for educational purposes only. No online video games may be played during Homework Center time. Board games, however, may be utilized.
- Your session with a Teen Mentor is normally one hour max. More time may be provided if a Teen Mentor is available.

Attention Parents:

- A signed Permission Form is required before your child may attend the Homework Center.
- This program is designed for students needing extra help completing their schoolwork in the reading/language arts, math, sciences, and social studies/humanities subject areas.
- **Children under 10 years old are never to be left in the Library.** You must remain in the Library, but not in the Homework Center. You may check on your child, but please do not remain in the Homework Center or interrupt a student/mentor session except for in case of emergency. If your child needs to use the restroom or leave the Homework Center to retrieve a book, you will be paged over the loudspeaker or called on your cell phone to come and help your child.
- Teen Mentors are trained to make learning fun and use techniques to keep your child interested in finishing their schoolwork. This means they will use games, arts, crafts, etc. to break up the time between schoolwork or when students get frustrated.
- Students should bring their schoolwork with them. If they have nothing to work on, and there is not a specific skill they need help with (reading, math concepts, etc.) they may be asked to leave the Homework Center for the day.
- The Homework Center is not a child-care program. If your child does not follow the direction of Homework Center staff, they will be asked to leave.



Student Registration & Parent Permission Form

The BPL Homework Center is a free homework help program where teen volunteers provide school-work assistance to students in grades K-8. *Students should bring their homework/schoolwork with them to the center.* **Students under the age of 10 require a parent/guardian to remain in the Library (outside the Homework Center) while the student is here.** The Burlingame Public Library cannot prevent a student from leaving, nor ensure that a student attends the Homework Center after arriving at the Library. The Homework Center is not a child-care program.

The Homework Center is open during the school year Monday-Wednesday, 4pm-5:30pm in the Lane Room on the Lower Level (480 Primrose Rd., Burlingame, CA.). Students attend on a drop-in basis, and teen volunteer mentors work scheduled shifts of 2 hrs., 1 day/week, meeting with students on a first-come, first-served basis.

Student's Name: _____ Age: _____
Grade: _____ Pronoun(s): _____
Address: _____ City & Zip: _____
School: _____ Location (City): _____
Need most help with: _____

Name of Parent or Guardian (please print): _____
Phone (home): _____ Phone (cell): _____
Email: _____

In Case of Emergency (if parent/guardian cannot be reached)

Name: _____ Relationship to child: _____
Phone (home): _____ Phone (cell): _____
Address: _____ City & Zip: _____

By Signing the form, I acknowledge that:

- I have read & understand the rules and information for the BPL Homework Center. I have made sure my child also understands the rules, and if they cannot follow those rules, they will be asked to leave.
- If my child is under 10 yrs old, per Library policy, I will remain on Library property during their time in the center.
- I understand the Homework Center is not a child-care program.
- I understand the teen volunteers are not professional tutors, and not trained to deal with any learning or behavioral disabilities. I will seek professional help for my child if applicable.
- I understand that if my child is found to be consistently uncooperative and/or needing more help than a teen volunteer can offer, their enrollment in the program will be ended.

Parent Signature: _____