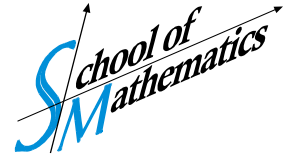


MetroWest School of Mathematics

**Affiliate of Russian School of
Mathematics**

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MWSM PARENT HANDBOOK

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1. Application Process

Fill out an application on our website. Go to www.MWSM.com and click Online Application.

- a. For returning students, we need a new application form every school year.
- b. For siblings: If you are signing up several children, please note that you need to submit a MWSM application **separately** for each student.
- c. Please fill in all fields. We are committed to keeping the children at MWSM safe. Parents' contact info, health insurance info, and the students' allergies and health conditions are data which help us prevent and handle potential emergency health situations.

2. Placement

- a. All students older than first grade are required to take a placement test before enrolling in a particular class. Please email the office at info@MWSM.com or call at 508-283-1355 to schedule a test for your child.
- b. New students should fill out an application (see above) before arriving for the test, even if they are not sure they will register. There is no commitment in filling out the application.
- c. Once evaluated, our teachers will notify you with the appropriate class(es) your child should enroll in.

3. Tuition

Sign up with Smart Tuition at www.enroll.smarttuition.com. Our school code is **11196**. You will need this number to register.

- a. You will get your personal login information so that you can access your account as soon as you register. Please keep a record of it. You will be able to access your account as soon as it is validated and activated by the school administration, which will usually happen within 48 hours of your submission. You will be notified by email when it happens. This only needs to be done once. In subsequent years, you can continue with your same account.
- b. **For siblings: Please note that unlike MWSM application, Smart Tuition application is ONE PER FAMILY.** Please list all your children applying to MWSM on the same Smart application to avoid duplicate family accounts. **If you already have a child at**

MWSM and have a Smart Tuition account, and are now registering a different child, please do not fill out a new Smart application, as it will create a duplicate family entry. Instead please log into your family account and add another child to it.

- c. If you are registering for the regular full year program, you must pay the **nonrefundable** registration fee of \$100. If you are registering mid-year, the registration fee is \$80 for registrations after January 1st, and \$40 for registrations after April 1st. It is in your interest to pay this as soon as possible. Students without paid registration fees are not guaranteed a seat in their class. If your seat is assigned to another registered student we will do our best to find the next best match, however we cannot guarantee it will be on the same day and/or time.
- d. If you choose Invoicing Payment Option, Smart will continue to remind you about subsequent payments if you chose semiannual or monthly payment plans. If you have chosen direct bank withdrawal option, your payments will be automatically withdrawn from your bank account on the due dates.
- e. The deadline for school year tuition is August 1st. However, you should pay as soon as practical to hold the seat you want, as your seat is not guaranteed until payment is received.

4. Before School Starts

- a. You should have received or should expect to receive a letter from your teacher with introductions, teacher contact info and a list of supplies before the school starts.
- b. You should have received an email message from the office with the confirmation of your child's class day and time.
- c. If you have not received either of the above messages by September 5th please contact the office if you have any questions or need a confirmation of your child's enrollment status.
- d. Please make sure that your payment is up to date. The first semester tuition deadline is August 1st.
- e. Please provide your child with a three-ring binder, two pencils, writing pad or paper, a snack, and any other supplies that may have been requested by your teacher.

5. The First Day

- a. Remind your child to bring a three-ring binder, two pencils, writing pad or paper, a snack, and any other supplies that may have been requested by your teacher.
- b. Please come to MWSM a few minutes before your class. Please accompany your children to the reception area where you will be greeted by your teacher and our office staff. Our staff will direct your child to the classroom. If in doubt, please consult the Announcements Board (posted on the walls) for room schedule.

6. Parking

- a. While there is ample parking available at the school parking lot to the east side of the building, it can be quite crowded at pick-up and drop off time. Please allow several minutes to park.
- b. Do not park directly behind the school building. This area is frequently used for recess and we need the entire space for kids to run around in.
- c. Please enter the parking lot through the East entrance (watch for the ENTER sign) and exit through the West exit, EXCEPT:
 - a. If classes are having recess behind the school building, please enter and exit from the east side of the parking lot.
- d. Please do not block traffic:
 - a. Park into the parking spot rather than stopping in the aisles.
 - b. Never stop for pick-up and drop-off on Auburn Street.
- e. Always drive slowly.
- f. Never allow your children to walk on the parking lot unattended.

7. Drop-off and Pick-up

- a. At drop-off time, please take your children directly to the classroom and wait until the class starts before leaving. We cannot be responsible for the safety of your children if left unattended before the teacher comes to class.
- b. Please come inside the school to pick up your children after class. Please be aware that your children will not be allowed to leave the school unattended. This rule universally applies to all children regardless of their age.
 - a. Children whose classes are on the 2nd floor will be dismissed from the central reception area. Children whose classes are on the 1st floor will be dismissed inside the classrooms by their individual teachers.
- c. Please do not be late for dismissal time. Be aware that if you are late, a charge of \$1/min may be applied to your account for every minute of delayed pickup after a 5 min courtesy period.
- d. If your child uses carpool, please email info@MWSM.com and your teacher to let us know who is authorized to pick up the child.

8. Allergies and food

- a. We ask you to please make sure that your children are not hungry when they come to MWSM. Hungry children are tired children. This is especially important for evening classes and for mid-day weekend classes.
- b. Please send a snack with your child. Please also send a water bottle. While there is drinking water available at the school, trips to the water fountain during the class are very disruptive to the class.
- c. Please make sure the office is aware of any allergies that your child may have. If you did not indicate the allergies or any other health conditions we may need to be aware of on your application, please let us know as soon as possible by contacting info@MWSM.com.
- d. Due to allergies, we ask your children to not share food. Please talk to your children about the importance of this rule.
- e. If your class list does not list any allergies or other health conditions indicating to the contrary, we may offer the children a lollipop at times. If you do not want your child to get one, please inform your teacher and the office.
- f. Please discuss with your children the necessity to pick up food wraps and uneaten food and dispose of them in the trash bin. Children are expected to leave the classroom clean as the next class may be starting in a few minutes.

9. Homework Expectations

Your children will be given a homework assignment every class with a possible exception of the days of major tests and vacations. Please make sure the homework is done and returned. If your child misses a class, please contact homework@MWSM.com and request that the Homework is emailed or mailed to you, or arrange to stop at the office to pick it up. If you have specific questions on the homework assignment received by your child, please contact your child's teacher.

10. Homework Help

- a. You can certainly help the child at home. If you do so, please help with concepts and possibly discuss problems similar to the homework assignment. Try to not provide solutions to the actual problems in the homework.
- b. We offer free "Homework Fridays" at MWSM between 5 pm and 8 pm. These special courtesy sessions are moderated by one teacher and one or more student teaching assistant(s). **Please contact the office to reserve an hour slot during this time.** Walk-ins are welcome only if there are unreserved slots available. To ensure that all of our students have fair access to this free service, we may limit per-child access to 4 sessions. If unreserved slots are available, children are welcome even after the limit of 4 sessions is exceeded. Please understand that Homework Fridays are not one-one-one tutoring sessions: several children will share a room, with instructors taking turns working with several students.
- c. In addition to our classroom teachers, we have several excellent tutors on staff at MWSM. If your teacher recommends extra tutoring, please contact the office at info@MWSM.com to schedule the sessions. Note that tutoring can be arranged with a teacher or a student teacher assistant (student tutor). Specific time is subject to tutor and room availability. Please consult www.MWSM.com/enroll.html for rates.

11. Make-up Classes

- a. If your child's class is cancelled due to inclement weather, we will schedule a make-up class. We have allocated a week in late June for the snow day make-up classes (please consult www.MWSM.com/calendar.html)
- b. Due to teacher availability, we usually have to schedule the make-up classes for the same day and time as the original class. Therefore, if multiple weather cancellations fall on the same day of the week, we may have to schedule subsequent make-up classes during school vacations.
- c. We do not guarantee make-up classes if your child misses a class that is in session. Our classes are frequently of different levels, and rarely are there two classes at exactly the same point in the curriculum due to differences in levels and scheduling. In addition, many classes are full. These issues frequently make it impractical to visit another class to catch up on missed material.
- d. If your child misses a class, and you feel extra help is needed to catch up on the material, please feel free to take advantage of the Homework Fridays, or ask your teacher to recommend a tutoring session. The details on these are described earlier in this document.

12. Assessment and progress reports

- a. Twice a year, in December and May, your children will be given the so-called Director's tests. These tests are offered by the school administration and are essentially semester exams. It is very important that your child does not miss the day of the test. Please consult www.MWSM.com/calendar.html for the dates of Director's tests. If missing the test is unavoidable, please arrange to take the test home with you. We will rely on you to provide a test-like environment and ensure that the child works uninterrupted and unassisted.
- b. You will receive two semester progress reports: one in early January after the December tests have been graded and analyzed, and one in June after the May tests.
- c. Your teacher may, at the teacher's discretion, offer routine tests and quizzes.
- d. You should feel free to contact your teacher if you have any questions about your child's performance.

13. Weather Cancellations

- a. In the event of school cancellations due to inclement weather, MWSM phone message (508-283-1355) will be updated and the cancellation notice will be posted at www.MWSM.com by **2 PM** on weekdays and by **8 AM** on weekends. Please make sure to check the school website and/or phone before heading for the school, if the weather is uncertain.
- b. **Please note that our cancellations may not coincide with those of Framingham School district.**

14. Parent Waiting Areas

- a. You are welcome to wait for your children at MWSM. There are two waiting areas available – one near the reception room, and one at the top of the main stairwell.
- b. There is free wireless access in both areas. Please check the Announcement Board for wireless instructions.
- c. Please remember that classes are in session while you are waiting. If you have small children with you, it is your responsibility to keep the noise under control. If you need to talk on the cell phone, we ask you to please keep your voice down or step outside.

15. Communications from MWSM to you

- a. Our main means of communication is by email. It is critical that we have up-to-date email addresses in our records. Please notify us of any changes.
- b. Please make sure to add email from MWSM.com and metrowestschool.com to your safe senders list to avoid our email being misclassified by spam filters.
- c. We must have at least one emergency email address. That email address will be used for all essential email communications regarding school academic calendar, payment and registration issues, and emergency communications. Please note that if you provided more than one email address, essential communications will be sent to all of the addresses on record. To unsubscribe one of the email addresses you provided to us from our essential communications/emergency list, you need to email us directly at info@MWSM.com with a request to remove that email address.

- d. We have separate emailing lists for various aspects of non-essential communications. Your emails are automatically added to all lists when you sign up to MWSM for the first time. You will be given an option to permanently unsubscribe from these non-essential lists in every email you receive on those lists. These emails will be coming to you via Constant Contact, rather than directly from MWSM.

16. If you need to contact MWSM

- a. For all general questions: info@MWSM.com, 508-283-1355 (during school hours).
- b. For payment and balance inquiries: Please access your account at www.Smarttuition.com. You will need your own family ID number to log in. Our school code is 11196.
- c. For missed homework: homework@MWSM.com.
- d. For weather cancellation inquiries: 508-283-1355 (please check the website www.MWSM.com first).
- e. For all administrative questions and concerns: MWSM's Associate Director Ms. Karla Talanian: Karla@MWSM.com
- f. For questions on your child's class issues or academic progress, please contact your teacher.
- g. For all questions on our academic program or any questions that could not be resolved via other routes please contact the school's Director, Dr. Anna Charny: Anna@MWSM.com.

17. School Hours

During the school year, when classes are in session, MWSM is open 3:30-8:30 (Mon, Wed, Fri), 9:30 am -8:30 pm (Tue, Thu), 9:00 am – 6:30 pm weekends. Please call the office at 508-283-1355 if you plan to come to MWSM when classes are not in session.