

KUMON

Gungahlin Education Centre New Student Guide



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“It is our wish that as many children as possible receive the opportunity to develop their full potential”

Toru Kumon

Jobs for New Parents to Complete in First Week

1. Join our Newsletter Subscription

You will receive an email from sue@kumongun.com asking you to **confirm your subscription**. This is so you will receive our monthly newsletter and other important announcements via email.

2. Book your first Parent Consultation

As part of settling your child into the Kumon Programme, we would like to meet you **within the first month** to discuss your child's goals, progress and address any questions you may have. Please **book this appointment ASAP** as we get booked out quickly.

How to Book:

- Go to www.kumongun.com and click on the 'Consultations' tab or;
- Drop into the Kumon Centre and use the Parent PC

*Note: You only need **1 consultation per family** and we encourage your child to attend with you but it is not essential.*

Centre Operations

Class Operating Hours

Monday and Thursday: 3:30pm - 7:00pm

Tuesday, Wednesday and Friday: 3:30pm - 6:30pm

Please note classes begin on the half hour.

Public Holidays

The centre will be closed on all public holidays. Each student will receive extra work to cover them until their next class day.

Christmas and New Year Period

Class will not operate for two weeks to cover Christmas and New Year holidays. Each student will receive an appropriate workload to complete over this period.

Administration Portal for Parents

www.kumongun.com



Our administration portal is designed to give you easy access to the Centre online with features including:

- Centre News
- Direct communication with your Instructor
- Booking parent consultations
- Submitting a holiday plan
- Updating student information
- Requesting a timeslot change
- Additional resources for Kumon parents

Kumon is compact and easy to take with you when you travel. All students are strongly encouraged to **continue their Kumon studies during any holiday period** as progress can be adversely affected and at worst, reversed over a long absence.

Your Kumon Instructor, Susan Davis

Susan Davis has been a Kumon Instructor for over 25 years and has a strong passion for children, education and Kumon. She has achieved many accolades both at a national and international level for her instruction in Math and English.

Susan's role as your Kumon Instructor is to:

- Administer a program of study at the 'just right' level
- Foster good study habits
- Create a good learning environment
- Guide and encourage each student
- Plan, monitor and acknowledge progress
- Communicate regularly with both parents and students.

“My goal is to develop the potential of each and every student so they can see what is possible.”

Susan Davis

Communication

Regular communication between the Instructor, student and parents is extremely important for your child's success.

Parent Communication

We want to hear from you as soon as you have any **questions or concerns**. The best way is to send an **email** to **sue@kumongun.com** and we will respond as soon as we can. Please do not try to catch us during class or phone during class times (3:30 - 6:30pm) as the class is busy and our focus is on the students.

The main form of formal communication with parents are **parent consultations**. Parents will also receive our monthly newsletter and "Hello cards" via email. In addition, each achievement test your child completes will be sent home for you to read. It gives the result, a comment and an outline of the next level on the reverse side.

Student Communication

Ongoing communication throughout the class mainly consists of close observation of students working, providing advice at certain points in the Kumon Programme and providing constructive and encouraging feedback.

What to Bring to Each Kumon Class

Please ensure that your child brings the following to each class:

- 2 sharp pencils
- 1 eraser
- 1 sharpener
- 1 red pen
- All Kumon homework - **complete and incomplete**
- Answer book
- Kumon Money

Students who do not have the correct supplies will be **required to buy new supplies from the prize board.**

This encourages them to be organised and take responsibility for their own learning and their equipment. It also helps **prevent the spread of cold and flu.**

Completing your Kumon Worksheets

All Kumon worksheets (classwork and homework) are to be completed following these rules:

- Worksheets are to be completed in the **order given**.
- The **first page** of every Kumon workbook must have **name, date, start time and finish time**.
- **Mark** your child's work **everyday** with the answer book provided and a red pen. **Refer to the separate marking guide booklet for guidance**.
- Errors are **corrected by the student** (without access to the answer book) and re-marked using the answer book.
- All work should be **100%** before moving onto the next worksheet.

Kumon at Home

Setting a Daily Kumon Study Time

Kumon needs to become a part of your family routine. In order to develop good long-term study habits it is essential to set a daily ‘Kumon time and place.’

Providing a Quiet Study Environment

Students need to complete their Kumon homework in a quiet environment free from distractions (e.g. no TV). A pencil, eraser and a clock are the only tools needed to complete the homework.

How Long Should Kumon Take?

Kumon should take around 15 to 20 minutes per day. If it is taking longer than this then it can be for a number of reasons eg. lack of concentration, work is too challenging etc. Please discuss these issues with your Instructor as soon as possible. Time and accuracy are both important indicators for mastery of any topic so extended times usually means more practice is required.

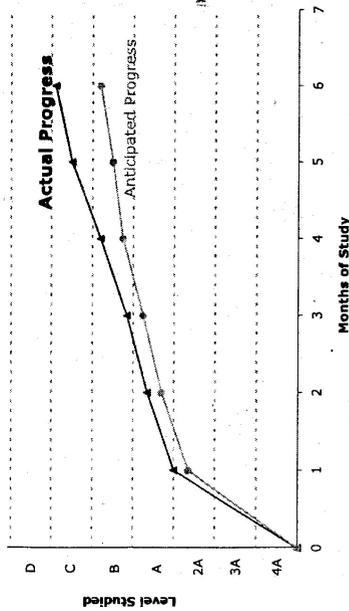
The importance of Home Marking—100% rule

In order to make good progress at Kumon, it is vital that homework is marked by the parent and corrected to 100% by the student before attempting the next workbook.

Benefits of Home Marking

Student 1: Home Marking

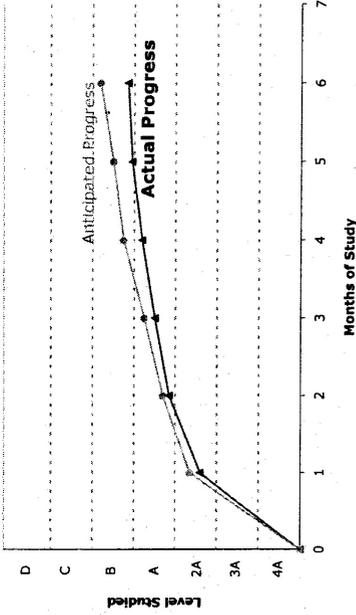
- Attended classes twice a week
- Homework - daily study
- Start and finish times recorded
- Homework corrected every day before the next day's work was done



What a difference daily home marking makes to the progress of your child!

Student 2: No Home Marking

- Same gender
- Same age-grade level
- Same easy starting point
- Both attended non-government schools



Is your child receiving the full benefits of the Kumon Programme?

Class Procedure

1. Students enter the classroom at their **allocated time**. For the first 2 weeks, a parent accompanies the student into the **entrance area only**. Once they are comfortable with this, students enter **on their own** and **parents wait outside**.
2. Students **locate their folders**.
3. Students line up at **'CHECK IN'** if **homework is not finished or difficult**, they have **forgotten stationery** or if they have a **'CHECK IN' slip** in their folder.
4. If students have **completed all their homework** then they move straight into the classroom and sit down.
5. Students take out their **stationery and homework** and put their homework behind the red card.
6. Students **complete their classwork** with their name, date and time on the front page.
7. Staff **mark** the classwork and students **correct** any errors.
8. Extra activities are completed (refer to page 8).
9. Students **'CHECK OUT'** when they are finished. They receive feedback on their classwork and homework and Kumon money is given.

Extra Class Activities

Mathematics Programme

Number Board: Used to develop number sequencing skills. Students have certain levels of speed to reach with the 30, 50 and 100 number boards. This activity ties closely with their worksheet level.

Times Tables: Oral tables practice to ensure automatic knowledge of all tables from 2 to 12. This is generally started with worksheet level B.

English Programme

Oral Reading: Students read out loud each class. They can read from books from the Centre's Library, upcoming worksheets, or a book of their own that is appropriate for their current Kumon level.

Sounds: Recited by students who are learning to read.

Flash Cards: Used to encourage younger students to associate pictures with sight words.

Compact Disc Programme: This is an optional home based programme for students where English is a second language.

Kumon Recommended Reading List

The Kumon Recommended Reading List is designed to encourage and support a love of reading. It is given to every Kumon English student on their first class day. Additional copies are available from the Centre, or you can access the list online via <http://www.kumon-english-rrl.com/> or through the Parent Portal.

The Recommended Reading List encourages reading at your child's current Kumon level. It is important to use this resource as a supplement to the Kumon English Programme and have your child reading a wide range of books from the level that corresponds to their Kumon worksheets.

For younger students, there is a list of Australian titles for English levels up to C. This list is available online at www.readtogether.com.au.

Kumon recommends that students read a minimum of 5 books from 'their' level.

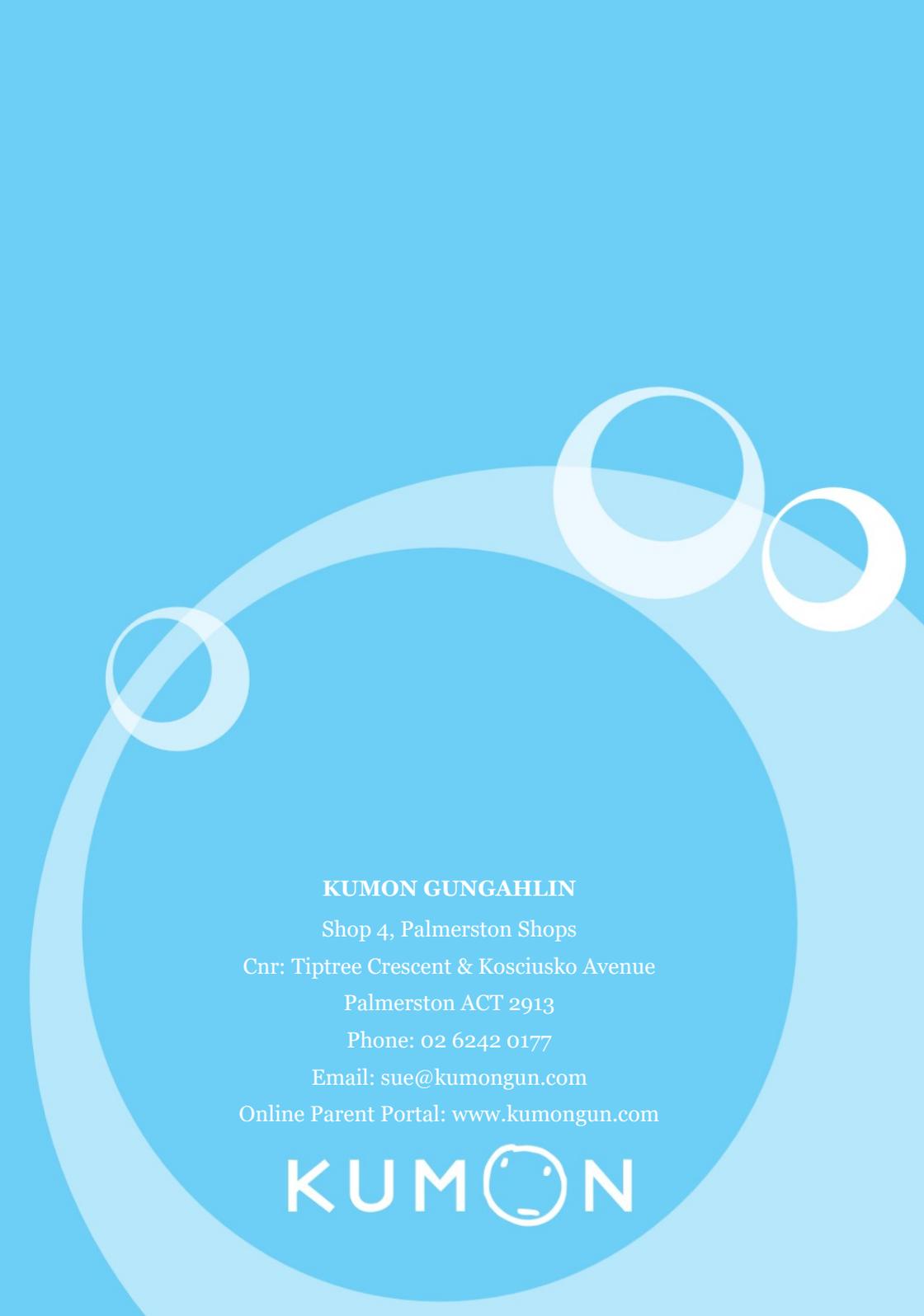
Kumon Incentive Dollar Scheme

Kumon money can be earned through:

- Completing class tasks = \$K10 per subject
- Achievement Test Results:
 - * 100% = \$K100
 - * Group 1 = \$K50
 - * Group 2 = \$K20
 - * Group 3 = \$K10

Kumon money can be used at the **Kumon Prize Board** located at the front of the Centre. The minimum price of items is \$K100. To purchase an item, take the item and the money to the CHECK IN.

Please ensure Kumon money is kept in the student's folder at all times. We ask that all students are honest and respectful when viewing and purchasing from the prize board. These prizes are for everyone and if too many items are lost or stolen, we will not be able to have a prize board anymore.



KUMON GUNGAHLIN

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Online Parent Portal: www.kumongun.com

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