



Educating Childrens' Future Community Center

About

Every student in the E.C.F. After School Tutoring Program is paired with a tutor from Del Mar College for one-on-one tutoring sessions. These early education interns support students academically while gaining valuable hands-on experience, building meaningful relationships with students, and helping create a positive and encouraging learning environment.

Tutoring takes place every Tuesday, Wednesday, and Thursday at Zavala Elementary School (3125 Ruth st.) from 3:15 PM–5:45 PM. Students also receive snacks and juice before and after sessions, along with dedicated reading time, independent work time, and computer time. Student progress is monitored daily.

Mission Statement

E.C.F. is devoted to offering outstanding specialized tutoring for at-risk elementary students in Corpus Christi. Our aim is to empower every student to achieve academic success, no matter their circumstances. We strongly believe that all children deserve the chance to flourish, regardless of their zip code. Together, we can make a meaningful difference in their educational journey.

Contact

<i>Executive Director, Tracy Cantu</i>	ecfcenter@yahoo.com
<i>Program Director, Savannah Montoya</i>	ecfcanvas@gmail.com



Educating Children's Future Community Center Student Application

Program Information

What semester(s) are you interested in your child attending?

- ☐ Fall
☐ Spring

School Year:	
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Student Information

First Name:	
Last Name:	
Date of Birth:	
Age:	

School Information

School Name:	
Grade:	
Teacher:	

Does your student receive any specialized modifications? If so, list below:

Primary Parent/Guardian Information

First Name:	
Last Name:	
Address:	
City:	
State:	
Zip Code:	
Cell Phone Number:	
Work Phone Number:	
Email Address:	

What is the best way to contact you?

- ☐ Call
- ☐ Text
- ☐ E-mail

Who does the student live with?

Is there any relevant information regarding custody arrangements that should be noted?



Secondary Parent/Guardian Information

Name:	
Relationship to Student:	
Phone Number:	

Name:	
Relationship to Student:	
Phone Number:	

In the event of an emergency, the above will be contacted after a failed attempt to contact primary parent/guardian.

Authorized Pick-up Information

Full Name	Relationship to Student	Phone Number



Permission

Computer Use

I hereby give my permission for my child to participate in the activities and programs of the E.C.F. that use the internet. I understand that all computer use will be under the supervision of the E.C.F. saree. I understand that my child may only go to internet sites that are pre-approved by the E.C.F. staff. Any inappropriate use of the computer will result in suspension and may result in my child's membership to be revoked.

Parent/Guardian Signature: _____

Academic Information

I give permission to the E.C.F. After School Tutoring Program and the Corpus Christi Independent School District to obtain and exchange academic information, including report cards and S.T.A.A.R. test results, regarding my child listed on this application. The purpose of the exchange is to help both organizations to do a better job of helping the student to get better engaged with the E.C.F. After School Tutoring Program, be successful in school and in life. This release is valid for one year and may be revoked at any time by contacting E.C.F. After School Tutoring Program in writing.

Parent/Guardian Signature: _____

Photo/Video Release

I understand that from time to time, the E.C.F. After School Program will have publicity photos/videos taken during programming for use in local media, brochures, and on their website. I give permission for my child to be included in all photo opportunities.

Parent/Guardian Signature: _____

Date: _____



E.C.F. Policies

Early Pick-up

I understand that failure to contact the Program Director prior to the start of the program will result in an unauthorized early pick-up. Unauthorized early pick-ups disrupt program operations, including tutor planning and student learning time. I understand the following consequences associated with unexcused absences:

1st/2nd Unauthorized Early Pick-Up: Parent notification

3rd Unauthorized Early Pick-Up: Formal warning

4th Unauthorized Early Pick-Up: Removal from program

I understand that reinstatement may be requested but is not guaranteed.

Conduct

Should we experience any behavior concerns with your child, we will follow our normal discipline procedures. I understand that discipline procedures are as follows:

1st Offense: Verbal warning

2nd Offense: Formal warning/Parent notification

3rd Offense: Removal from program

I understand that reinstatement may be requested but is not guaranteed.

Lost, Damaged, or Stolen Property

E.C.F. can not be responsible for any student property that is lost, damaged, or stolen. Any loose items brought to school should be labeled with your child's first and last name so it can be returned if found.

Student Cell Phones

I understand that my child must keep their cell phone put away for the duration of the program (3:15pm–5:30pm). If the device becomes a distraction, staff may hold it until dismissal.



E.C.F. Policies

Attendance

I understand that consistent attendance and full participation are necessary for my child's academic progress. My child is expected to attend the program on all scheduled days and remain for the full duration (3:15pm-5:30pm) to ensure consistency in tutoring, effective planning, and uninterrupted learning time. If my child will be absent or needs to be picked up early, I will inform the Program Director as soon as possible and prior to the program start time (3:15pm) via call, text, or GroupMe message. Please note that exceptions may be made in the case of emergencies and will be handled on a case-by-case basis.

Absences

I understand that failure to contact the Program Director prior to the start of the program will result in an unexcused absence. Unexcused absences disrupt program operations, including tutor planning and student learning time. I understand the following consequences associated with unexcused absences:

1st/2nd Unexcused Absence: Parent notification

3rd Unexcused Absence: Formal warning

4th Unexcused Absence: Removal from program

I understand that reinstatement may be requested but is not guaranteed.

Dismissal

We reserve the right to discontinue tutoring for children in our tutoring program for any reason. These may include, but are by no means limited to:

- Failure to provide proof of grades,
- Non-compliance with center policies and procedures
- Absenteeism,
- Unwillingness to work with center tutors and staff,
- When a child threatens their own or others' safety
- When a child's needs demand a greater level of specialized or academic need



E.C.F. Policies

Late Pick-up

The E.C.F. closes promptly each day at 6:00pm. Pick-up after 6:00pm is considered late. For any child remaining after the stated closing time, a late fee will be charged. Beginning at 1 minute past the closing time, a late fee of \$1.00 per minute will be charged. The late fee must be paid in full before the child may return to the program. We will notify the appropriate authorities for any child remaining 30 minutes after the close if business. I agree that I am responsible for picking up special notices and flyers which will alert me to any changes in scheduling. I understand that if I am frequently late, my child may be removed from the program.

Report Card Copies

I understand that report cards must be submitted to the Program Director within one week of being distributed by my child's school. Report cards may be submitted via email, GroupMe message, or by providing a physical copy. Report cards are used to monitor academic progress, assess student needs, and develop individualized lesson plans and tutoring goals. I understand the following consequences associated with failing to submit a report card within the required timeframe:

Day 8 without submitting a report card: Removal from program

I understand that reinstatement may be requested but is not guaranteed.

By signing below, I agree to all E.C.F. policies.

Parent/Guardian Signature: _____

Date: _____



Release of Liability

I acknowledge that by contracting with the E.C.F. Community Center, I am aware of the risks involved in the activities my child will be participating in. Further, in consideration of him/her being permitted to come onto property owned, leased, or contracted by the E.C.F. and participating in services contracted by myself, in the event of any accident, injury, or sickness regarding my child, myself, any spouse of mine, and as parent/guardian of my child, do hereby agree to release and discharge the E.C.F. Community Center, its officers, servants, volunteers, and employees from all liability claims and courses of action of every nature, whatsoever arising out of such use of properties and services contracted by myself, for my child, and every member of the group of which my child is a member of.

Parent/Guardian Signature: _____

Date: _____

Student Medical Information

Doctor Name:	
Doctor Phone:	
Hospital Preference:	
Child's Medical Insurance Provider:	
Policy Number	



Does your student have any specific behavior conditions?

Does your student have any known allergies? If so, list below;

Does your student take any medications? If so, complete the table below:

Medication	Dosage	Reason

In case of accidental injury, the undersigned authorizes E.C.F. staff to see that the necessary medical treatment is obtained in the event the parent or legal guardian is unable to be reached or is otherwise inaccessible. In this event, the undersigned authorizes an E.C.F. staff member to sign for and authorize the physician of his/her choice to provide emergency care. In case of accidental injury, the undersigned agrees to assume financial responsibility for cost incurred. I have read the above and agree to the stipulations.

Parent/Guardian Signature: _____

Date: _____



Collection and use of personal information

This personal information is being collected in accordance with the Freedom of Information and Protection of Privacy Act. This information is collected so that we are prepared in the event of an emergency involving your child while in attendance during our programs. It may be disclosed to emergency services in the case of an incident requiring their assistance. If you have any questions about the collection and use of your information, contact the E.C.F. Community Center.

