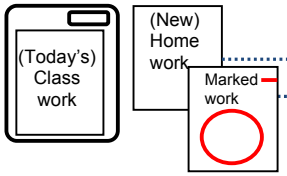
Kumon Narellan Centre Flow

KUMON
NARELLAN CENTRE

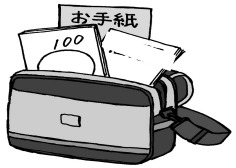
1. Upon entrance, find your folder in the buckets awaiting you. These have been arranged by timeslots.

2. Go to the CHECK-IN area

3. Take out classwork, new homework and previous day/s marked/recorded homework. Return folder to the Assistant.



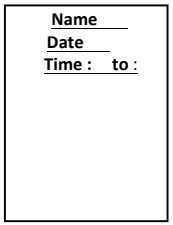
4. Put new homework and marked/recorded homework in your bag



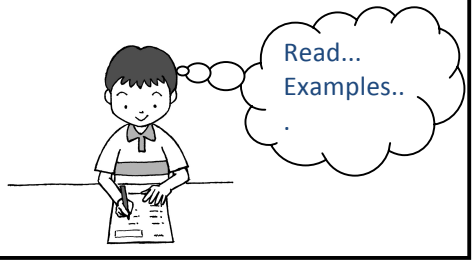
5. Go to your designated table area. Only pencil/s (case), rubber, sharpener and classwork should be on the table.

***Place your bag under the table top.**

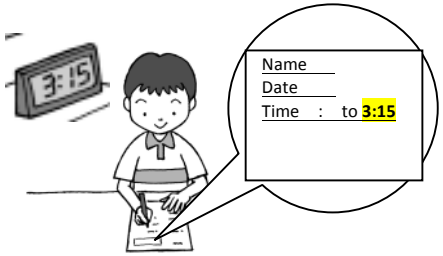
6. On your class work, write your
- Name
- Date
- Starting Time



7. When completing worksheets:
- read the instructions
- study examples
- concentrate on your study



8. After completing classwork, write finishing time.



9. Put your classwork in the **UNMARKED** Box.

10. If you are doing another subject, go back to step 6

11. If you need to do number board or recite times table, please go to the designated area and record your time in your sheet.

12. Collect your marked classwork from **MARKED** Box.
*If you have corrections, please correct **until you get 100%**. When doing corrections, **do not erase the part that is right**. Erase only the wrong part and check your intermediate steps. Make use of the **CORRECTION** Box.

13. Take your completed, marked and corrected classwork to the assistant for recording.

14. On leaving the centre, say goodbye to instructor or assistant.
***If you have to wait for your parents, wait in the waiting area with your bag.**