



## **2024-2025 Homeschool Enrichment Academy Policies**

Thank you for your interest in our Homeschool Enrichment Program - we cannot wait to make learning FUN for your student! Below are the policies for this program for you to review. Please ensure you read this in its entirety prior to registering your student(s) for our program.

### **General Information & Daily Schedule**

Our main phone number is (813) 409-3110, and you will have the option of selecting which location you are trying to contact. Our centers will always remain locked when students are in the building, so please ring the doorbell for entrance into our facility. We have video and audio surveillance in all common areas and classrooms to monitor the safety of our students. The address of our Brandon center is 1721 S. Kings Ave., Brandon, FL 33511. The address of our Zephyrhills center is 35008 FL-54, Zephyrhills, FL 33541.

For our Brandon center, we will host elective classes on Mondays, our academic classes will be held Tuesdays-Thursdays, and Fridays will be field trips. Lunch will be held every day from 12pm-1pm. Students will be separated by age, but will all follow the same schedule.

For our Zephyrhills center, students will have a staggered schedule based on the following:

**Students Ages 5-7:** Monday- Electives, Wednesday- Field Trip, Tuesday, Thursday, & Friday- Academics. Lunch- 12:30

**Students Ages 8-10:** Monday- Electives, Thursday- Field Trip, Tuesday, Wednesday, & Friday- Academics. Lunch- 12:00

**Students Ages 11-13:** Monday- Electives, Fridays- Field Trips, Tuesday, Wednesday, & Thursday- Academics. Lunch- 11:30

Our program will be held daily from 10am-3pm. We understand that flexibility is important for every homeschool family, so we provide flexible enrollment options that give parents the opportunity to pick and choose the day(s) their child will attend or opt to enroll them full-time.

Students will be separated based on age/grade into small learning groups to complete their academic activities. We maintain a maximum teacher to student ratio of 1:10. Our staff all



undergo background screenings and are trained in CPR/First Aid. Our classroom teachers either currently have a teaching certificate or are working toward their certification.

### **Tuition Payments/Discounts**

A monthly invoice will be sent to cover the cost of tuition for academic classes, elective classes, field trips, and Morning/Afternoon Enrichment. All invoices will be sent electronically for payment. Tuition is billed in advance on the 15<sup>th</sup> day of each month, and is due by the end

of that same month to avoid a late fee. If a student is enrolled, even for one day in a month (including July), parents will owe the entire month's tuition. Payments received on or after the 1<sup>st</sup> of the month will incur a \$50 late fee. Students will not be permitted to attend our program until their account is current. For all students enrolled in our program, a credit/debit card must be saved on file for automatic monthly tuition payments, unless tuition is paid in full at time of registration.

We provide a 10% sibling discount **or** a 10% discount for school employees, military (active or retired), and first responders (police, fire, paramedics, and EMTs). Eligibility must be verified to receive the 10% discount. Discounts cannot be stacked or combined with any other offers/promotions.

Our registration and administration fees are due for each semester a student attends and are non-refundable. Refunds will not be provided for students who withdraw after these fees have been paid, regardless of the number of days they attend in any given semester.

**No payments will be accepted in the center, and we do not accept cash or checks for any services. A 3% merchant fee will be added to all credit/debit card transactions.**

### **Scholarships**

We are an approved provider with the Step Up for Students program and accept the FES-UA and PEP scholarships. Parents with students receiving these scholarships will be responsible for



submitting service orders in the EMA system in a timely manner for their students. Service orders should be submitted on the 1<sup>st</sup> day of each month for all classes/services their child will receive for the month, including any add-on field trips, add-on elective classes, and/or Morning and Afternoon Enrichment services. **Parents are responsible to pay tuition costs out of pocket if their student does not have scholarship funds available to be paid directly to us in EMA when tuition is due.**

### **Drop-Off / Pick-Up and Optional Morning & Afternoon Enrichment**

Every day we will offer a Morning and Afternoon Enrichment Program that gives parents the option to drop-off their child(ren) at 6:30am and pick-up their child(ren) by 5:30pm. This service is outside of the normal homeschool program hours and has a weekly cost of \$80/ week for a single service (Morning or Afternoon Enrichment) and \$100/week for both Morning and Afternoon Enrichment. A \$10 sibling discount will be applied to the weekly tuition costs for siblings attending this program. During the time students are attending this service, they will engage in additional academic activities and indoor/outdoor recreational activities.

There will be a \$30 late fee charged every 15 minutes or portion thereof for any student picked up after 3pm, unless your student is enrolled in afternoon enrichment. There will be an early drop-off fee of \$30 charged for every 15 minutes or portion thereof for any student dropped off before 9:50am. If you are going to be late, please contact our office to notify us of your anticipated arrival time.

### **Curriculum Options**

Students enrolled in our Homeschool Enrichment Academy have the option of providing their own curriculum, enrolling in FLVS (Florida Virtual School), or using a curriculum we prepare and customize for them.

Students who choose to utilize their own curriculum will be provided with academic support based on the materials they bring to work on in the center. These materials can be secular or



faith-based, depending on parents' preference. Our teachers will initial and date the pages they complete with the students each day, and additional practice activities may be assigned from our curriculum based on a student's response to the material they are learning. Any additional practice prepared by our teachers will be standards-based. If there are online activities that need to be completed, students must bring their own device to complete those activities.

Students enrolled in FLVS will need to provide their own device to complete their online activities. Our teachers will provide support with reteaching any topic(s) that students are struggling with prior to a student completing a graded activity. Additional practice will be provided as needed from our curriculum resources. Submission of all graded activities will be done independently for fidelity purposes. Students will also be able to complete their DBA conferences with their teachers, and our teachers will help create a schedule for students so that they can stay on track and organized with their coursework.

*Note: Any students who provide their own curriculum or are enrolled in FLVS can be given a diagnostic assessment in Reading, Language Arts, and/or Math to determine their instructional levels at an additional cost of \$75/one subject or \$125 for all three subjects, upon parent request.*

Students who choose to utilize our curriculum will be given an initial diagnostic assessment to determine their instructional levels in Reading, Language Arts, and Math. Materials will be prepared based on the results of those assessments and adjusted as needed based on student performance. Students will have access to an online component in which they will receive additional practice lessons in Reading, Language Arts, and Math that align with their learning path. Progress monitoring assessments will be completed throughout the semester and graded/collected for each student's portfolio. Students enrolled in our full-year program will have additional diagnostic assessments completed in January and May to determine academic growth and performance for the year. The materials we use to prepare curriculum for our students are not religious based to ensure all students can engage in the prepared activities equally. **Any students choosing to use our curriculum will be charged a \$350 curriculum fee each semester.**



Students who have an IEP, 504, EP, or other academic plan geared to promote their success in an academic setting will be accommodated to the best of our ability. A copy of any of these plans must be submitted to our office at the time of registration so that a fair decision can be made regarding our ability to satisfy any accommodation. We will not offer sustained 1:1 academic or behavior support for any student. Students requiring significant individual support may be required to have a parent/aide with them while at the center to ensure their individual needs are met. We reserve the right to deny entry or withdraw a student from our program if we feel they have academic or behavioral needs that exceed our capabilities.

*Note: We will only provide curriculum for students attending our program for two or more academic days/week. Students attending only one academic day/week will need to provide their own curriculum, and parents will need to provide us with an outline of what should be completed each day their child attends.*

### **Lunch Policy**

Students should be sent with a packed lunch that includes enough food for a full meal, with additional snacks in case they have an increased appetite. **We are a peanut-free program**, so please do not pack food containing peanuts to ensure the safety of our students that have food allergies. We do have a microwave that staff use to heat up any student food items; however, please do not send in items that require more than 1 minute to reheat (i.e., no microwave dinners that take several minutes to prepare). Students are not permitted to share food under any circumstances. In the event a student forgets their lunch, we will provide them with mac and cheese and snacks. There will be a \$5 charge for each instance in which we provide this emergency lunch for any student.

### **Device Policy**

To protect the safety of our students, we will not allow students to use personal devices during their free play to access online games, videos, and/or social media platforms. Students who bring a cell phone with them to the center will be asked to leave their phones in their bags/cubbies so they are not used. Students will be permitted to use their personal devices for educational purposes during instructional times, but in the event a student deviates from their



academic activities while using their personal device, their device will be taken for the day and given to their parent at pick-up.

### **Sick Policy**

Students demonstrating any symptoms of illness should be kept at home. Our staff is trained to treat basic first aid needs, but we will not administer any sort of over-the-counter medication to our students. If your child wakes up and needs any kind of medication at home to treat symptoms of illness, please do not send them to our center that day for the safety of our students and staff. If a student demonstrates signs of illness while at our center, the student will be separated from the group and made comfortable in a separate room. We will contact those listed as emergency contacts to arrange for the immediate pick-up of the child. Students must be fever-free for 24 hours before they are allowed to return, and some illnesses may require a doctor's note for readmittance. We will allow students who have been prescribed medication that needs to be taken during their time at our facility an opportunity to do so, and a medication log will be kept on file. **There are no refunds for days missed due to illness.**

### **Important Information Regarding Children with Health Concerns/Allergies**

The safety of our students is our number one priority. If your student has any medical concerns and/or allergies (environmental or food), you must include that information on your registration form. Our staff is trained in CPR and first aid, including training for administering EpiPens. We are also a peanut-free facility and have designated tables for students with allergies to eat at during lunch time for added precaution. While we have procedures in place to ensure the safety of our students, if your child has any severe allergies or medical concerns we feel cannot be accommodated at our facility, we reserve the right to deny their acceptance into our program.

### **Behavior Policy**

To maintain a positive and inclusive atmosphere for our students, we expect that all participants in our program will always treat our students and staff with kindness and respect. Foul language, inappropriate jokes, and disrespectful words and/or actions toward our staff or students will not be tolerated. If a behavioral concern arises, you will receive a phone call from our staff, and we will ask you to address this concern with your child over the phone. If the poor



behavior continues the same day after a phone call is made, we will call you again to come and pick up your child immediately for that day.

We have a zero-tolerance policy for displays of physical aggression toward others. If your child hits, slaps, scratches, punches, pulls hair, bites, spits on, or kicks another student/staff member, you will be called and are expected to pick up your student immediately. In the event we have a student who repeatedly exhibits poor behavior that jeopardizes the safety and/or enjoyment of our program for our students and/or staff, we reserve the right to dismiss the student from our program entirely.

To ensure a conducive learning environment for all students, it is expected that students can complete learning activities in a way that is not disruptive to the learning of the other students in that classroom/group. Students who exhibit disruptive behavior will be redirected by the teacher, and should this behavior continue, parents will be contacted to support our efforts to correct the disruptive behavior. If a student continues their disruptive behavior after a parent phone call has been made, they will be separated from the other students and their parents will be called to pick them up. We reserve the right to dismiss any student from our program at any time if we feel they are negatively impacting the learning environment and/or safety of our staff and/or students.

**No tuition refunds will be given for students who miss any classes and/or activities due to poor behavior that leads to early pick-up or dismissal from our program. If a parent has prepaid tuition in full and their child is dismissed from our program prior to the end of our academic semester/calendar year, a tuition refund will be given for future months that the child will not attend.**

### **Attendance & Refund Policy**

It is expected that students will be in attendance on the days they are registered for. If a part-time student is absent for an academic day, we will do our best to offer a make-up session, but this is not guaranteed. Make-up sessions will be offered only if we have availability on another day. No refunds will be provided for any missed academic sessions.



There will be no refunds given to students who are absent for a field trip or elective day they have registered for, as we prepay for entrance tickets and materials, and staff for these days based on the number of students registered.

### **Homeschool Evaluations**

All students enrolled in our academic classes are eligible to have their end-of-year evaluation completed. This evaluation will include a review of the student's portfolio, discussion about their academic performance, and completion of an evaluation form. One of our Directors will complete the evaluation with input from the teacher who worked with your student, sign the evaluation, and provide a copy to the parents to submit to their respective county's Home Education office. Evaluations can be completed in-person or virtually via Zoom and will be scheduled in April and May.

### **Optional Bible Study**

We will host a daily Bible Study class in our Zephyrhills location from 9am-10am that includes a weekly memory verse, daily lessons that relate to a variety of social-emotional concepts, and craft activities. A weekly lesson plan will be provided to participating students so that parents are aware of what their student is learning and can provide any desired follow-up support at home. Students who choose to attend Bible Study may arrive to the Zephyrhills center beginning at 8:45am. There is no additional charge to attend this group, and this is not a required class for students attending our Morning Enrichment program.

### **Important Information for Monday FUNday Elective Classes**

Every Monday, we host a variety of elective classes for K-8 students. A quarterly schedule will be posted on our website detailing which classes are being offered. Elective FUNday hours are from 10am-3pm, with optional morning and afternoon care available. Lunch and free play will be held from 12pm-1pm. A packed lunch is needed for any student attending an elective day. We do not offer a half-day option for Elective FUNdays, so students who are registered for these days are expected to attend the full day and will be charged a full-day rate regardless of pick-up time.





**There will be a \$75 charge for each Elective FUNday a student attends, unless the student is enrolled in our full-time program, as these days are already included in the tuition cost.** This charge includes tuition and materials costs for all four elective classes.

### **Important Information for Friday FUNday Field Trips**

Every Friday, we will host a FUNday in which students will visit a local venue for a field trip. A monthly schedule will be posted on our website detailing the field trip locations. On FUNday field trip days we will be open for students from 10am-3pm, with optional morning and afternoon care available. Students will need to pack their lunch in a disposable bag on field trip days and need to make sure they have a reusable water bottle with them. Please label their lunch bag and water bottle.

Students will be transported via our company vans or parents can choose to drive them to/from the venue. If your child needs a booster or car seat, please bring one to the center at drop-off so that we can label and install it in our van. Each student is expected to always wear their seatbelt properly when riding in our vans. No eating or drinking is permitted in our vans at any time. Failure to properly wear their seatbelt and/or eating or drinking in the van may result in your student losing the privilege of riding in our vans, and they will only be permitted to attend future field trips with parental transportation.

We advise you to apply sunscreen and bug spray before dropping your child off for an outdoor field trip. Students may self-apply bug spray or sunscreen so long as they are not aerosol products. Students are also encouraged to wear a hat and sunglasses on outdoor days.

A field trip form will need to be signed each week to allow us to transport your child to the designated location. We reserve the right to require a chaperone for any student who may need prolonged, individual behavior support on a field trip, and if a chaperone is not available for that student, he/she will not be permitted to attend the field trip.

**There will be a \$75 charge for each field trip day a student attends, unless the student is enrolled in our full-time program, as these days are already included in the tuition cost.** This charge includes the cost of entry, transportation, and in-house activities.

### **Notice of Cancellation**



We require a 30-day written cancellation notice for all students enrolled in our Homeschool Enrichment Program, regardless of the number of days they attend our facility. Tuition will be prorated and due to satisfy the full completion of this notice. Cancellations must be received in writing at [director@fundamentalminds.com](mailto:director@fundamentalminds.com). **Verbal cancellations will not be accepted.**

*Note: Students receiving a discounted rate based on annual enrollment who withdraw from our program prior to the end of the academic year will be responsible to retroactively pay the difference in tuition between semester-based tuition amounts and annual-based tuition amounts.*

### **Notice of Photography/Video Permission**

We have a lot of interest in our programs, and we love highlighting the FUN-tastic events and activities our students engage in! Students enrolled in our program will occasionally be photographed and/or recorded for marketing purposes. These images and videos will be posted on our social media accounts but will never include personal student identifiers such as their name.

Please review the above policies with your child(ren) attending our program. By signing below, you acknowledge and agree to the policies set forth for our Homeschool Enrichment Program.

Child(ren)'s Name(s) (please print): \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 2024-2025 Homeschool Enrichment Academy Tuition & Fees

<p style="text-align: center;"><b><u>Annual Part-Time Enrollment</u></b>  <b>Tuesday-Thursday 10am-3pm</b>  <i>(Student must be registered for the full academic year of August 2024-May 2025)</i></p> <p style="text-align: center;">\$840/month (\$70/day x 3 days/week)            \$640/month (\$80/day x 2 days/week)            \$360/month (\$90/day x 1 day/week)</p>	<p style="text-align: center;"><b><u>Part-Time Enrollment per Semester</u></b>  <b>Tuesday-Thursday 10am-3pm</b>  <i>(Student must be registered for a full academic semester of August 2024-December 2024 <u>or</u> January 2025-May 2025)</i></p> <p style="text-align: center;">\$960/month (\$80/day x 3 days/week)            \$720/month (\$90/day x 2 days/week)            \$400/month (\$100/day x 1 day/week)</p>
<p style="text-align: center;"><b><u>Annual Part-Time Enrollment</u></b>  <b>Sibling Rate</b>  <i>(Student must be registered for the full academic year of August 2024-May 2025)</i></p> <p style="text-align: center;">\$672/month (\$56/day x 3 days/week)            \$512/month (\$64/day x 2 days/week)            \$288/month (\$72/day x 1 day/week)</p>	<p style="text-align: center;"><b><u>Part-Time Enrollment per Semester</u></b>  <b>Sibling Rate</b>  <i>(Student must be registered for a full academic semester of August 2024-December 2024 <u>or</u> January 2025-May 2025)</i></p> <p style="text-align: center;">\$768/month (\$64/day x 3 days/week)            \$576/month (\$72/day x 2 days/week)            \$320/month (\$80/day x 1 day/week)</p>
<p style="text-align: center;"><b><u>Morning/Afternoon Enrichment</u></b>            Great option for working parents who want to homeschool their children!</p> <p style="text-align: center;">Morning Enrichment with drop-off available at 6:30am:            \$80/week, \$70/week for siblings</p> <p style="text-align: center;">Afternoon Enrichment with pick-up available until 5:30pm:            \$100/week, \$80/siblings</p> <p style="text-align: center;">Both Morning &amp; Afternoon Enrichment:            \$125/week, \$100/siblings</p> <p style="text-align: center;">Drop-in Morning or Afternoon Enrichment            \$50/occurrence/student</p>	<p style="text-align: center;"><b><u>Add-On Elective Classes &amp; Field Trips</u></b>  <i>(Available in Zephyrhills only for students attending at least one academic day)</i></p> <p style="text-align: center;"><b><u>Monday FUNday Elective Classes:</u></b>            10am-3pm            \$75/day, \$60/siblings (includes 4 elective classes and materials).            The quarterly schedule will be posted on our website.</p> <p style="text-align: center;"><b><u>FUN Fri-YAY Field Trips:</u></b>            10am-3pm            \$75/day, \$60/siblings (includes field trip admission, transportation, and in-house activities).            The monthly schedule will be posted on our website.</p>



<p><b><u>Full-Time Annual Enrollment</u></b>  <b>(August 2024-May 2025)</b>  <b>Monday-Friday 10am-3pm</b></p> <p>\$9,000/year, \$7,200/year for siblings  (includes 10 hours of weekly academic support, all weekly field trips, all elective classes, &amp; holiday camps*)</p>	<p><b><u>Full-Time Enrollment per Semester</u></b>  <b>(August 2024-December 2024 or</b>  <b>January 2025-May 2025)</b>  <b>Monday-Friday 10am-3pm</b></p> <p>\$5,000/term, \$4,000/term for siblings  (includes 10 hours of weekly academic support, all weekly field trips, all elective classes, &amp; holiday camps held during registered semester*)</p>
<p><b><u>Additional Fees</u></b></p> <p><b><u>Registration Fee</u></b> - \$50/semester per student (charged in July &amp; December)  <b><u>Administration Fee</u></b> - \$150/semester per student (charged in July &amp; December)  <b><u>Curriculum Fee</u></b> - \$350/semester for students who opt to use our curriculum. Includes diagnostic assessments, custom-tailored curriculum paths, and both print and digital activities. (charged in July &amp; December). <i>(Waived for FLVS students and students providing their own curriculum).</i>  <b><u>Annual Evaluation Fee</u></b> - \$50 per student (due at time of scheduling in April or May)</p>	

**\*All fees are required to be paid at the time of successful registration.**

## **2024-2025 Homeschool Enrichment Program Calendar**

August 12:	Semester 1 classes begin
September 2:	Labor Day - No regular classes offered (optional FUNday)
October 14:	Columbus Day- No regular classes offered (optional FUNday)
November 11:	Veterans Day- No regular classes offered (optional FUNday)
November 25-29:	Thanksgiving Break - No regular classes (optional Camp available)
December 20:	End of Semester 1. Tuition & Fees for Semester 2 due.
December 23-January 3:	Winter Break - No regular classes (optional Camp available)
January 6:	Semester 2 classes begin
January 20:	MLK Holiday - No regular classes (optional FUNday)
February 17:	President's Day- No regular classes offered (optional FUNday)



March 17-March 21:	Spring Break - No regular classes (optional Camp available)
April 15-May 23:	Annual evaluations to be completed
May 30:	End of academic calendar year

## **Holiday Academic Camps & FUNdays**

\*Students enrolled in our full-time Homeschool Enrichment Program will have the opportunity to join the camps and FUNdays we offer during holiday closures at no additional cost (unless attending Morning/Afternoon Enrichment care or a field trip). If a field trip is scheduled on a FUNday or during a camp, students in our full-time program will be charged \$25 to cover the cost of admission and transportation. Students enrolled in our part-time program will receive a 20% discount on these camps/FUNdays. These camps will also be offered to our public-school families and are a terrific opportunity for homeschool students to make new friends! Daily differentiated ELA/Math activities and STEAM activities will be provided, as well as field trip opportunities.