

FUNDAMENTAL MINDS EDUCATION SERVICES  
Learning Should Be FUN!

## **2023-2024 Homeschool Enrichment Program Policies**

Thank you for your interest in our Homeschool Enrichment Program- we cannot wait to make learning FUN for our students! 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**

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. Our phone number is (813) 409-3110. Our center will always remain locked when students are in the building, so please ring the doorbell for entrance into our facility. We have video surveillance in all common areas and classrooms to monitor the safety of our students.

Our Homeschool Enrichment academic classes will be held Tuesday-Thursday 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 our facility. Students can enroll in a full day of academic support from 10am-3pm, or a half day of academic support from either 10am-12pm or 1pm-3pm. Lunch will be held every day from 12pm-1pm. Students attending the full day will have an hour of free play after lunch from 1pm-2pm. Free play will include indoor recreational activities and students are allowed to bring devices from home to use during this time. We are not responsible for the theft, loss, or damage of any personal devices.

Students will be separated based on age/grade into small learning groups to complete their academic activities. We maintain a maximum teacher student ratio of 1:10. Our staff all undergo background screenings and are trained in CPR/First Aid. Our teachers are all certified and have previous classroom experience.

**Academic classes will not be offered on Mondays or Fridays, but parents have the option to add field trips and elective class opportunities on these days.**

### **Important Information for 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. Pizza and dessert will be provided on our field trip days, so a packed lunch is only needed for students who will not eat pizza\*. When we visit venues that offer lunch options, we will not order pizza, and we will share that information with enrolled families so that parents can select the item(s) their child will eat.

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 put sunscreen and bug spray on your child before dropping them off for a 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 field trip 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, except for those enrolled in our full-time program, as these days are already included in their tuition cost.** This charge includes the cost of entry, transportation, lunch, and in-house activities.

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

Every Monday, we host a variety of elective classes for K-8 students. We will partner with local teachers to increase the variety of classes offered each month. A monthly schedule will be posted on our website detailing which classes are being offered. Elective FUNday hours are from 10am-3pm, with lunch 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, except for those enrolled in our full-time program as these days are already included in their tuition cost.** This charge includes tuition and materials costs for all four elective classes.

*\*We are a peanut-free facility, so please ensure you do not pack food containing peanuts to ensure the safety of our students that have severe food allergies. We do have a microwave that students may use to heat up any food items. Students are not permitted to share food under any circumstances.*

### **Morning & Afternoon Enrichment**

Every day we will offer a morning and afternoon enrichment service that gives parents the ability 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 hours and has a daily cost of \$40 or a weekly cost of \$150. Siblings will receive a discounted rate of \$25/day or \$100/week. During the time students are attending this service they will engage in additional academic activities and indoor recreational activities. There will be a \$20 late fee charged every 10 minutes or portion thereof for any student picked up after 6pm. If you are going to be late, please contact our office to notify us of your anticipated arrival time.

### **Tuition Payments/Discounts**

An invoice will be sent monthly to cover the cost of tuition for academic classes, field trips, elective classes, and morning/afternoon enrichment. All invoices will be sent electronically via Square for payment. **No payments will be accepted in the office.** 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. Tuition is due on the first day of the month or the day before a student's first day of attendance, whichever date comes first.

We provide a 20% sibling discount or a 10% discount for certified teachers, 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.

### **Curriculum Options**

Students enrolled in our Homeschool Enrichment Program have the option of providing their own curriculum, enrolling in FLVS (Florida Virtual School), or using a curriculum we prepare and customize for them. Although our staff members are all Christians, we do not teach or offer any type of religious activities/curriculums to include all families equally.

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. Our teachers will initial and date the pages they complete with the students, and additional practice activities may be assigned from our curriculum based on students' response to the material they are learning.

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 who choose to utilize our curriculum will be given an initial diagnostic assessment to determine their instructional levels in reading and math. Materials will be prepared based on the results of that assessment and adjusted as needed based on student performance. Progress monitoring assessments will be conducted every month 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. Students will have access to an online component in which they will receive additional practice in reading and math at the center and at home. We will utilize a variety of curriculums to provide academic support from our students, including but not limited to Brainspring, Top Score, Edmentum Spectrum, project-based/hands-on learning activities, and more. The curriculums we use are secular to ensure all students can engage in the prepared activities equally. **Any students we prepare curriculum for will be charged a \$200 curriculum fee each semester.**

### **Attendance & Refund Policy**

It is expected that students will be in attendance on the days they are registered for, so please only register your child for the days you know they will be able to attend each month. If a student is absent for an academic session, 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.

### **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 we have a behavior concern with your child, 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 intentional physical harm. If your child hits, slaps, scratches, punches, pulls hair, bites, spits on, or kicks another student/staff member, you will be called and 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 that 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.**

### **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 acceptance into our program.

### **Sick Policy**

Students demonstrating any symptoms of illness should be kept at home. Our staff is trained to treat basic first aid, 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 that 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.**

### **Homeschool Evaluations**

All students enrolled in our academic classes are eligible to receive their end-of-year evaluation. 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 off on it, and provide a copy to the parents for them 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 & May.

### **Scholarships**

We are an approved provider with the Step Up for Students (Step Up) program and accept the Family Empowerment Scholarship – Unique Abilities (FES-UA) scholarship. We do provide the option for direct billing

for FES-UA, and an agreement form must be signed agreeing that if scholarship funds are not available, parents are responsible to pay for the costs of services rendered. Monthly invoices will be submitted to the Step Up portal and all invoices must be approved by parents within 48 hours. Families with Personalized Education Program (PEP) funds may use our services and submit for reimbursement through Step Up.

### **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. Payment of all registration and administration fees are non-refundable. 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.**

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

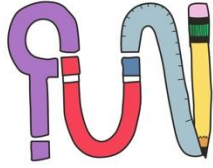
We have a lot of interest in our programs, and we love highlighting the FUN-tastic events and activities our students engage in! Students enrolled in our program will occasionally be photographed and/or recorded for marketing purposes. These images and videos will be posted on our social media accounts 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.

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

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

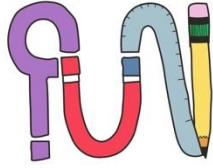
Child(ren)'s Name(s) (please print): \_\_\_\_\_



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## 2023-2024 Homeschool Enrichment Program Tuition & Fees

<p><b><u>Academic Support Monthly Tuition</u></b> <b>Tuesday-Thursday</b> <b>Full Day 10am-3pm</b></p>	<p><b><u>Academic Support Monthly Tuition</u></b> <b>Tuesday-Thursday</b> <b>Half Day 10am-12pm or 1pm-3pm</b></p>
<p>\$720 (\$60/day x 3 days/week) \$560 (\$70/day x 2 days/week) \$320 (\$80/day x 1 day/week)</p>	<p>\$360 (\$30/day x 3 days/week) \$280 (\$35/day x 2 days/week) \$160 (\$40/day x 1 day/week)</p>
<p><b><u>Full Day Sibling Rate (20% discount applied)</u></b> \$576 (\$48/day x 3 days/week) \$448 (\$56/day x 2 days/week) \$256 (\$64/day x 1 day/week)</p>	<p><b><u>Half Day Sibling Rate (20% discount applied)</u></b> \$288 (\$24/day x 3 days/week) \$224 (\$28/day x 2 days/week) \$128 (\$32/day x 1 day/week)</p>
<p><b><u>FUNday Field Trips</u></b> (\$75/student, \$60/sibling. Includes pizza &amp; dessert.) Monthly field trip schedule posted on our website.</p> <p><b><u>FUNday Elective Classes</u></b> (\$75/student, \$60/sibling. Includes all materials.) Monthly class schedule posted on our website.</p>	<p><b><u>Morning/Afternoon Enrichment</u></b> Great option for working parents who want to homeschool their children! (Morning drop-off available at 6:30am, afternoon pick-up available until 5:30pm) \$40/day or \$150/week, \$25/day or \$100/week for siblings</p>
<p><b><u>Full-Time Enrollment</u></b> Monday-Friday, 10am-3pm. Includes 9 hours of academic support/week, all weekly field trips, and all elective classes.</p> <p>Enrollment per semester (August-December or January-May): \$4,500/term Annual Enrollment: \$8,000/year Siblings: \$3,600/term \$6,400/year</p> <p>(5% discount if paid in full, 10% discount on Morning/Afternoon Enrichment Program, 20% discount on our Holiday Camps)</p>	<p><b><u>Additional Fees</u></b></p> <p><b><u>Registration Fee</u></b> - \$50/semester, \$30 for siblings (charged in August &amp; January)</p> <p><b><u>Administration Fee</u></b> - \$125/semester, \$100/siblings (charged in August &amp; January)</p> <p><b><u>Evaluation Fee</u></b> - \$50 per student (due at time of scheduling in April or May)</p> <p><b><u>Curriculum Fee</u></b> - \$200/semester (for students who opt to use our curriculum. Waived for FLVS students and students providing their own curriculum from home.)</p> <p><i>Registration and administration fees required to reserve spot regardless of commitment length.</i></p>



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## **2023-2024 Homeschool Enrichment Program Calendar**

August 14:	Semester 1 classes begin
September 4:	Labor Day - No classes offered
November 20-24:	Thanksgiving Break - No regular classes (optional camp available)
December 22:	End of Semester 1. Tuition for Semester 2 due.
December 25-January 5:	Winter Break - No regular classes (optional camp available)
January 8:	Semester 2 classes begin
January 15:	MLK Holiday - No regular classes (optional MLK FUNday)
March 11-March 15:	Spring Break - No regular classes (Optional camp available)
April 15-May 23:	Annual evaluations to be completed
May 24:	End of academic calendar year

### **Holiday Academic Camps**

Students enrolled in our Homeschool Enrichment Program will have the ability to join the camps offered during holiday breaks. These camps will also be offered to our public-school families and are a terrific opportunity for homeschool students to make new friends! Students will have a park field trip Monday-Thursday and a field trip to a local venue on Friday of each camp week. Daily differentiated ELA/Math activities and STEAM activities will be provided.

**These camps will be at an additional cost of \$75/day, \$250/week. Siblings are eligible for a 20% discount, and we will provide a 10% discount for school employees, military, & first responders.**