



## **FUNdamental Minds**

### **2025-2026 In-Person 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 our full-time, in-person 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.

Our program will be held daily from 10am-3pm. Students will have an hour each day for lunch and recess. 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 1:12. 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.

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. For our Zephyrhills center, students will have a staggered schedule as follows:

**Students Ages 5-7:** Monday- Electives, Wednesday- Field Trips, Tuesday, Thursday, & Friday- Academics. Lunch- 11:30

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

**Students Ages 11-13:** Monday- Electives, Friday- Field Trips, Tuesday, Wednesday, & Thursday- Academics. Lunch- 12:30

*Note: We reserve the right to alter this schedule as needed to fit the needs of our staff/students. Any changes will be communicated to families via email.*



### **Arrival/Dismissal & Morning/Afternoon Enrichment**

Students can begin to arrive at the center at 9:45am and must be picked up by 3:15pm. Families in Brandon will need to park and walk inside for drop-off and pick-up. Families in Zephyrhills will utilize a car line system and will have car tags assigned to them for pick-up. There will be a \$30 early drop-off/late pick-up fee charged every 15 minutes or portion thereof for any student dropped off before 9:45am or picked up after 3:15pm. This excludes students getting dropped off early for Bible Study and students who are enrolled in our Morning/Afternoon Enrichment Program. If you are going to be late, please contact our office to notify us of your anticipated arrival time.

We offer an optional Morning and Afternoon Enrichment Program that gives parents the ability to drop-off their student at 6:30am and pick-up their student by 5:30pm. This service is outside of the normal homeschool program hours and has a weekly cost of \$100/week for Morning Enrichment (6:30-10am), \$80/week for Afternoon Enrichment (3-5:30pm), and \$125/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.

### **Optional Bible Study**

We will host a daily Bible Study class 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 at the 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.

We expect all students to be engaged in the lessons and demonstrate positive behavior. Should a student become a disruption to the other students participating in Bible Study, they will be removed from the class, and their parent will be charged a \$50 drop-in fee for Morning Enrichment. After three instances where a student is removed from Bible Study due to inappropriate behavior, they will no longer be able to participate.



### **Tuition Payments/Discounts**

A monthly invoice will be sent electronically for payment via Square to cover the cost of tuition, fees, and Morning/Afternoon Enrichment (if enrolled). Tuition is billed in advance on the 1<sup>st</sup> day of each month and is due by the 15<sup>th</sup> day 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 after the 15<sup>th</sup> of the month will incur a \$100 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.

Our Registration and Administration fees are due for each semester a student attends and are non-refundable once paid. We provide a 10% sibling discount **or** a 10% discount for 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.

**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 FTC-PEP scholarships (we do **NOT** accept the FES-EO scholarship, as we are not a private school). Parents with students receiving these scholarships will be responsible for submitting service orders in the EMA system by the 15<sup>th</sup> of every month for their students for all classes/services their child will receive for the month. **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. A card must be kept on file for automatic processing of any tuition balances left unpaid by the 15<sup>th</sup> of every month.**

### **Curriculum**

Students in this program must utilize our curriculum and 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. A weekly checklist will be emailed to families so that all parents are aware of the topics their child is learning in each subject. Student work samples will also be sent home each week for parent review. Progress monitoring assessments will be completed throughout the semester and graded/collected for each student's portfolio. Students will have additional diagnostic assessments completed in December and April to determine academic growth and performance throughout 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. **A \$500 curriculum fee will be charged 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.

### **Device Policy**

To protect the safety of our students, we will not allow students to use personal devices during their free time to access online games, videos, music, 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, 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. Students are required to bring their personal device, a compatible charger for their device, and wired headphones each day.

### **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 allow foods that contain peanut substitutes. Staff have a microwave they can use to heat up any student food items; however, please do not send in items that require more than 2 minutes 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.

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

Every Monday, we host a variety of elective classes for our students. A quarterly schedule will be shared with families detailing which classes are being offered. Elective classes are held from 10am-3pm, with optional morning and afternoon care available. Lunch and free play will be held from 12pm-1pm. A peanut-free lunch is needed for any student attending an elective day. There may be additional monies owed for any elective classes offered by contracted vendors outside of FUNdamental Minds for students who choose to participate in that activity (i.e., guitar classes).

### **Important Information for Field Trips**

Each week, we will host a field trip in which students will visit a local venue or have an in-house extracurricular activity. A monthly schedule will be provided to families detailing the field trip locations. On field trip days we will be open for students from 10am-3pm, with optional morning and afternoon care available. Students must wear their field trip shirt on their designated field trip day. A peanut-free lunch is needed in a disposable bag on field trip days and students need to make sure they have a reusable water bottle with them. Please label their lunch bag and water bottle. Students must arrive at the center no later than 10:15am on field trip days. Any students arriving after 10:15 must be transported to the field trip by their parent.

Students will be transported via our company vans or parents can choose to drive them to/from the venue. A field trip form will need to be signed allowing us to transport your child in our vans. If your child needs a booster or car seat, please bring one to the center at drop-off so that we can label it 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. Students who fail to properly wear their seatbelt and/or eat or drink in the van may lose 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 field trip days.

We reserve the right to require a chaperone for any student who may need prolonged, individual behavior support on a field trip. If a chaperone is not available for that student, he/she will not be permitted to attend the field trip and must stay home on their field trip day.

### **Sick Policy**

Students demonstrating any symptoms of illness should be kept at home. Our staff are 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 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 are trained in CPR and first aid, including training for administering EpiPens. 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 ensure a conducive learning environment for all students, it is expected that students will 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.

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.

FUNDamental Minds is not a behavior therapy program, and our staff will not provide extended behavior support for any student. 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.

**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 Policy**

As a homeschool program, student attendance is not tracked. It is expected that students will be in attendance on the days they are registered for. Any student who misses a week or more of classes can have their classwork emailed to their parents by their teacher to be completed



during their absence. If your child will be absent, please email their teacher in advance to notify them, and request any classwork. There will be no refunds given to students who are absent for any reason.

### **Outside Service Provider Policy**

Students who receive additional support services outside of our organization, such as speech, OT, behavioral therapy, etc., may receive services from these professionals within our program with advanced notice/screening. Any outside support personnel must provide a background check completed through the Department of Children and Families, inform the Director of the days/times they are planning to service the student, and must not disrupt the learning environment of other students when performing their service. Please email our Director of Operations, Rachel Robinson, to arrange for external support services to be rendered within our center.

### **Homeschool Evaluations**

All students enrolled in our program 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.

### **Notice of Cancellation**

We require a 30-day written cancellation notice for all students enrolled in our Homeschool Enrichment Program. Full tuition will be due to satisfy the completion of this notice. Families who request a change to their child's enrollment from our in-person, full-time program to our hybrid or virtual program must also provide a 30-day written notice. Full tuition will be due to satisfy this notice before the change in enrollment occurs. Cancellations or changes in enrollment must be received in writing at [a.gibson@fundamentalminds.com](mailto:a.gibson@fundamentalminds.com) or [r.robinson@fundamentalminds.com](mailto:r.robinson@fundamentalminds.com). **Verbal cancellations will not be accepted under any circumstances.**





*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: \_\_\_\_\_



## **2025-2026 Homeschool Enrichment Academy Tuition & Fees**

<p style="text-align: center;"><b><u>In-Person Annual Enrollment</u></b>  <b><u>(August 2025-May 2026)</u></b>  <b>Monday-Friday 10am-3pm</b></p> <p>\$9,000/year, \$8,100/year for siblings  (includes 3 days of academic support, 1 day of academic electives, 1 academic-based field trip each week, &amp; all holiday camps held throughout the year*)</p> <p><b><u>Additional Fees per Student per Year</u></b>  Registration Fee - \$100  Administration Fee - \$300  Curriculum Fee - \$1,000  Annual Evaluation Fee- \$50</p>	<p style="text-align: center;"><b><u>In-Person Enrollment per Semester</u></b>  <b><u>(August 2025-December 2025 or</u></b>  <b><u>January 2026-May 2026)</u></b>  <b>Monday-Friday 10am-3pm</b></p> <p>\$5,000/term, \$4,500/term for siblings  (includes 3 days of academic support, 1 day of academic electives, 1 academic-based field trip each week, &amp; all holiday camps* held during registered semester)</p> <p><b><u>Additional Fees per Student per Semester</u></b>  Registration Fee - \$50  Administration Fee - \$150  Curriculum Fee - \$500  Annual Evaluation Fee- \$50</p>
<p style="text-align: center;"><b><u>Morning/Afternoon Enrichment</u></b></p> <p>Great option for working parents who want to homeschool their children!</p> <p>Morning <b>or</b> Afternoon Enrichment  Drop-off available at 6:30am, pick-up until 5:30pm  \$80/week, \$70/week for siblings</p> <p>Both Morning <b>and</b> Afternoon Enrichment:  \$125/week, \$100/week for siblings</p> <p>Drop-in Morning or Afternoon Enrichment  \$50/day/student</p>	<p style="text-align: center;"><b><u>Holiday Camps/FUNdays</u></b>  <i>(Available in Zephyrhills &amp; Brandon. Space permitting.)</i>  10am-3pm  Included in the cost of tuition</p> <p>\$25/day for before/aftercare  \$100/week for before/aftercare</p> <p style="text-align: center;"><b><u>Available on the Following Dates:</u></b></p> <ul style="list-style-type: none"> <li>-Monday, September 1<sup>st</sup> (Labor Day)</li> <li>-Monday, October 13<sup>th</sup> (Columbus Day)</li> <li>-Tuesday, November 11<sup>th</sup> (Veterans Day)</li> <li>-Monday, November 24<sup>th</sup>-Wednesday, -November 26<sup>th</sup> (Thanksgiving Break Camp)</li> <li>-Monday, December 22<sup>nd</sup>-Friday, January 2<sup>nd</sup> (Winter Break Camp)</li> <li>-Monday, January 19<sup>th</sup> (MLK Holiday)</li> <li>-Monday, February 16<sup>th</sup> (Presidents' Day)</li> <li>-Monday, March 30<sup>th</sup>- Friday, April 3<sup>rd</sup> (Spring Break Camp)</li> </ul>



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## **2025-2026 Homeschool Enrichment Program Calendar**

August 11:	Semester 1 classes begin
September 1:	Labor Day - No regular classes offered (optional FUNday)
October 13:	Columbus Day- No regular classes offered (optional FUNday)
November 11:	Veterans Day- No regular classes offered (optional FUNday)
November 24-28:	Thanksgiving Break - No regular classes (optional Camp available)
December 19:	End of Semester 1. Tuition & Fees for Semester 2 due.
December 22-January 2:	Winter Break - No regular classes (optional Camp available)
January 5:	Semester 2 classes begin
January 19:	MLK Holiday - No regular classes (optional FUNday)
February 16:	Presidents' Day- No regular classes offered (optional FUNday)
March 30-April 3:	Spring Break - No regular classes (optional Camp available)
April 15-May 23:	Annual evaluations to be completed
May 29:	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. These camps will also be offered to our public school families and are a terrific opportunity for homeschool students to make new friends!