



FUNdamental Minds

2026-2027 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 child! Below are the policies for our in-person program for you to review. Please review them in full before registering your child(ren) 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 children 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 all participants. The address of our Brandon center is **1721 S. Kings Ave., Brandon, FL 33511**. The address of our Zephyrhills center is **35008 Pure Water Way, Zephyrhills, FL 33541**.

Our program will be held daily from **10am-3pm**. Children will have an hour each day for lunch and recreational time. Children will be separated based on age/grade into small learning groups to complete their academic activities. We maintain a maximum teacher-to-child ratio of 1:12. Our staff all undergo background screenings and are CPR/First Aid certified. Our classroom teachers either currently have a teaching certificate or are working toward their certification.

The weekly schedule is as follows:

- **Monday** – Engage Exploration Day
- **Tuesday, Wednesday, and Thursday** – Core Academic Days
- **Friday** – Learning in Action Day

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

Important Information for Engage Exploration Day on Mondays

Engage Exploration Day is all about hands-on learning and following curiosity! Through fun projects, students will explore science and social studies by asking big questions, building models, trying experiments, and working together with friends. Instead of just reading about things, students will make connections, think creatively, and solve real-world problems—because learning is more fun when you're discovering it for yourself!

Engage Exploration Days are held on Mondays from 10 am-3 pm, with optional wraparound enrichment. Lunch and playtime are from 12-1 pm. Please bring a peanut-free lunch.



Important Information for Friday Learning in Action Days and Field Trips

Learning in Action Days are all about bringing learning to life! Students will explore money skills, help their community, and dive into their own interests through fun projects and research. Sometimes, they'll even go out into the community for special activities and adventures. Each month, we'll have at least one awesome field trip—either with guests visiting our center or at a local venue. Families will get a monthly schedule with all the details on a shared Google Calendar and by email.

On Field Trip Days:

- Wear the Fundamental Minds field trip shirt (one shirt included with registration fee; additional shirts are \$15).
- Bring a peanut-free lunch in a labeled disposable bag and a labeled reusable water bottle. **Note: all lunches should be “picnic-friendly” and not require refrigeration or reheating.**
- Arrive by 10am—if a student arrives late, their parents must drive them to the field trip destination.

Students may ride in our vans, or parents can drive their students in their personal vehicle. To ride in our vans, we need a signed field trip form, and if a student uses a booster or car seat, it must be provided and labeled at drop-off. Everyone must wear a seatbelt correctly, and no eating or drinking is allowed in the vans. If students don't follow these rules, they may lose the privilege of riding in the van and will only attend field trips if their parents provide transportation.

For outdoor trips, please come ready for adventure:

- Sunscreen and bug spray applied at home (you may bring non-aerosol to reapply).
- A hat and sunglasses are encouraged. We are not responsible for any personal items.

If a child needs extra one-on-one behavior support, we may require an adult chaperone to attend with them. If a chaperone is not available, that child will need to stay home that day.

Arrival/Dismissal & Wraparound Enrichment

Students may arrive between 9:30 and 9:55am to begin class promptly at 10am. All students must be picked up by 3pm.



Brandon: Families must park and walk students inside for drop-off and pick-up.

Zephyrhills: Families will use a car line; car tags will be assigned for pick-up.

A \$30 early/late fee will be charged for every 15 minutes (or portion thereof) for any student dropped off before 9:30am or picked up after 3:15pm, unless enrolled in the Wraparound Enrichment Program. This fee will be automatically charged to the credit card on file. If you anticipate being late, please contact our office with your estimated arrival time.

We offer an optional Wraparound Enrichment Program, allowing drop-off as early as 7am. and pick-up as late as 5:30pm. This service is outside regular program hours and costs \$100 per week. During this time, students will participate in additional academic and indoor/outdoor recreational activities as outlined in the schedule below.

7:00 – 8:00: Learning Centers for social emotional learning / collaborative skill building

8:00 – 9:00: Reading and Math skills practice activities

9:00 – 10:00: Art Expression Hour

3:00 – 4:00: Snack and recreation time

4:00 – 5:30: Homework assistance and center-based learning activities

Tuition Payments/Discounts

Invoices for tuition, fees, and Wraparound Enrichment (if applicable) will be sent electronically via Square. Registration and Administration fees are due at the time of registration to reserve your child's seat. The curriculum fee is billed on July 1 and due by July 15. Monthly tuition is billed in advance on the 1st of each month and is due by the 15th to avoid a late fee. Please refer to the payment schedule for details. If a child is enrolled for any portion of a month, even one day, the full month's tuition is due. Payments received after the 15th will automatically incur a \$100 late fee, and students may not attend until the account is current. A credit or debit card must be kept on file for automatic monthly tuition payments, unless tuition is paid in full at registration.

Registration, Administration, and Curriculum fees are charged each semester of attendance and are non-refundable. We offer a 10% discount for siblings, military (active or retired) and first responders (police, fire, paramedics, EMTs). Eligibility must be verified to receive the 10% discount. Discounts may not be combined or stacked with other offers or promotions.



We do not accept cash or checks. A 3% merchant fee will be added to all privately paid Square 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 children receiving these scholarships will be responsible for submitting service orders in the EMA system in alignment with the payment schedule for their children for all classes/services their child will receive for the month. **Parents are responsible to pay tuition costs out-of-pocket if their child does not have sufficient scholarship funds available to be paid directly to us via EMA for the full tuition when tuition is due. A card must be kept on file for automatic processing of any tuition balances left unpaid by the 15th of every month.**

Curriculum

The curriculum fee covers the costs associated with the curriculum resources utilized by our team to curate the unit studies and lessons for all participants. A diagnostic assessment will be given to determine each child's instructional levels in Reading, Language Arts, and Math. Children will be placed into learning groups based on their skill entry level and social-emotional maturity. This level may not match their chronological grade level, allowing us to provide differentiated support for all children at their true instructional level. In cases where remediation is needed for a child to access a skill, their teacher will prepare a lesson and materials specifically for the child.

Additionally, all children will have access to the IXL suite, where they will receive additional skills practice in Reading, Language Arts, and Math that align with their learning path. This allows children to practice academic skills at their own pace, whether at the center or at home. Parents will have access to the IXL platform, where they can view their child's progress and current topics of study.

Child work samples will be sent home for parent review. Progress monitoring assessments will be completed throughout the semester and collected for each child's portfolio. Additional diagnostic assessments are completed in December and May to evidence academic growth throughout the year. The curriculum materials we use to prepare activities and projects are not religion-based to ensure all can engage in the prepared activities equally. We utilize Top Score Writing curriculum, and students have access to Typesy which promotes the development of efficient typing skills. A curriculum fee will be charged each semester and is non-refundable once paid.



Student Accommodations & Probationary Enrollment Period

Children with an IEP, 504, EP, or other academic support plan will be accommodated to the best of our ability. A copy of any such plan must be submitted at registration so we can fairly assess our capacity to meet the required accommodations. We do not provide ongoing 1:1 academic or behavioral support. Children who require significant individual support may be required to have a parent or aide present while at the center. We reserve the right to deny admission or withdraw a child if their academic or behavioral needs exceed our capabilities.

All new students are enrolled on a four-week probationary basis. This period allows staff to assess the child's academic and behavioral needs and determine program fit. If we determine that we are unable to meet a child's needs for any reason, we reserve the right to withdraw the student. All fees and tuition paid to enroll are non-refundable.

We do not accept children into our program who are not fully potty trained. We are not equipped to provide this level of support during our program.

Device Policy

Personal devices may not be used during the program for online games, videos, music, or social media. Cell phones must remain in bags or backpacks. At the teacher's discretion, personal devices may be used for educational purposes during instruction; however, if a device is used outside its stated purpose or becomes a distraction, it will be held for the remainder of the day and returned to the parent at pick-up.

Students are required to bring a tablet or laptop, a compatible charger, and wired headphones each day to fully participate in activities and projects.

Lunch Policy

Lunch is to be packed from home each day and should include 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 all children at the center. We do allow foods that contain peanut substitutes. Staff have a microwave they can use to heat up any child's food items; however, please do not send in items that require more than one minute to reheat (i.e., no microwave dinners that take several minutes to prepare). There is no food sharing under any circumstances. In the event a child 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.

Sick Policy



Children exhibiting any signs of illness must be kept at home. Our staff are trained in basic first aid, but do not administer over-the-counter medication. If your child requires medication at home to manage illness symptoms, please do not send them to the center that day.

If a child becomes ill while at the center, they will be separated from the group and made comfortable until an emergency contact can pick them up. Children must be fever-free for 24 hours without the use of fever-reducing medication before returning, and certain illnesses may require a doctor's note for readmittance. **There are no refunds for days missed due to illness.**

Prescription medication may be administered during program hours if it is in the original container with the prescribing physician's name and dosing instructions clearly labeled. A medication log will be maintained.

Important Information Regarding Children with Health Concerns/Allergies

Safety is our top priority. Any medical conditions or allergies (food or environmental) must be disclosed on the registration form. Our staff are trained in CPR, first aid, and EpiPen administration. While we follow established safety procedures, if a child's severe allergies or medical needs cannot be adequately accommodated, we reserve the right to deny enrollment.

Behavior Policy

To maintain a productive learning environment, students are expected to participate in a manner that does not disrupt others. Disruptive behavior will first be redirected by the teacher. If it continues, parents will be contacted to support behavior correction. Ongoing disruption after parent contact will result in the child being removed from the group, and parents will be called for immediate pick-up. We expect all participants and families to treat staff and students with kindness and respect at all times. Foul language, inappropriate jokes, and disrespectful words or actions toward staff or students will not be tolerated.

We have a zero-tolerance policy for physical aggression. If a child hits, slaps, scratches, punches, pulls hair, bites, spits on, kicks another child or staff member, or exhibits any threatening/aggressive physical action towards students or staff, parents will be called and must pick up their child immediately. FUNdamental Minds is not a behavior therapy program, and staff do not provide extended behavior support. If a child's behavior jeopardizes the safety or experience of others, we reserve the right to dismiss the child from the program. Please refer to the Family Handbook for our full progressive discipline policy.

No tuition refunds are provided for missed classes or activities due to behavior-related early pick-up or dismissal. If tuition has been paid in full for the year and a child is dismissed before the end of the academic semester/calendar year, a refund will be issued for future months the child will not attend.



Attendance Policy

As a homeschool enrichment program, we do not track attendance; however, students are expected to attend on their registered days. If a child will be absent, please email their teachers in advance when possible to notify them and request any classwork. For absences of one week or more, classwork can be emailed home to be completed. No refunds are issued for absences for any reason.

Outside Service Provider Policy

We permit outside service providers (e.g., speech, occupational therapy, behavioral therapy) with prior notice and screening. All external providers must:

- Submit a background check completed through the Department of Children and Families
- Inform the Director of the specific days and times services will be provided
- Deliver services without disrupting the learning environment

To arrange external services at our center, please email our Director of Operations, Rachel Robinson, at r.robinson@fundamentalminds.com.

Homeschool Evaluations

Home education evaluations are offered as annual portfolio reviews, aligned with the date you opened your home education program with your county. Evaluations are available year-round at a cost of \$50 per child. Families are responsible for contacting Mrs. Robinson to schedule.

After the portfolio review, the required documentation will be submitted electronically to your county home education office. Portfolios must be kept at home as part of the student's records for two years.

Students receiving a Step Up For Students PEP scholarship do not require a portfolio review. Instead, families must upload the student's diagnostic reports in the EMA portal in accordance with Step Up For Students FTC PEP guidelines.

Notice of Cancellation

We require a 30-day written cancellation notice for all children 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 part-time 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 r.robinson@fundamentalminds.com. **Verbal cancellations will not be accepted under any circumstances.**

Notice of Photography/Video Permission

We love highlighting the FUN events and activities our children engage in! Children 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 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: _____



2026-2027 Pricing Sheet for Homeschool Enrichment Program

<u>Enrollment Options</u>	<u>Cost of Service</u>
<u>Homeschool Core</u> <u>(3 days/week)</u> 3 days of in-person academic tutoring support Tuesday-Thursday from 10am-3pm Includes diagnostic assessment three times annually for progress monitoring, access to print and digital curriculum, and curated weekly lesson plans for K-8 students. <u>Homeschool Plus</u> <u>(5 days/week)</u> - Includes all the benefits of Core, plus MORE! - Engage Exploration Day each Monday with science and social studies integration - Learning in Action Day on Fridays including field trips, interest-based classes, entrepreneurship and financial literacy classes, and community service opportunities	<u>Homeschool Core:</u> Registration Fee: \$200 Administration Fee: \$300 Curriculum Fee: \$850 Total Fees Annually: \$1,350 Tuition Annually: \$8,100 <u>Annual Program Cost (Tuition & Fees included): \$9,450.00</u> <u>Homeschool Plus:</u> Registration Fee: \$200 Administration Fee: \$400 Curriculum Fee: \$1,000 Total Fees Annually: \$1,600 Total Tuition Annually: \$9,650 <u>Annual Program Cost (Tuition & Fees included): \$11,250.00</u>
<u>Engage Exploration and Learning in Action Days (2 Days/week)</u> As described above.	Registration Fee: \$200 Administration Fee: \$300 Total Tuition Annually: \$5,400 (36 weeks) <u>Annual Program Cost (Tuition & Fees included): \$5,900.00</u>



2026 – 2027 Program Payment Schedule

The Program Costs are invoiced via SQUARE:

Upon Registering: Sem 1 Admin/Registration Fee

7/15: Sem 1 Curriculum, Invoiced 7/1/2026

8/15: Q1 – Renewal SUFS Families, Invoiced 8/1/2026 due 8/15/2026.

Private Pay and New SUFS Recipients 9/1/2026 due 9/15/2026

11/15: Q2 – Invoiced 11/1/2026

2/15: Q3 – Invoiced 2/1/2027

4/15: Q4 - Invoiced 4/1/2027

Payment Plans Available:

CORE enrollment payment plans will be limited to a 6 payment plan, with due dates of September 1, 2026 thru February 1, 2027.

PLUS payment plans will be structured as a 9 payment plan, with due dates of September 1, 2026 thru May 1, 2027.

Plans may be shortened upon request, however, we will not extend payment plans beyond these published terms.



2026-2027 Homeschool Enrichment Program Calendar

Fundamental Minds Homeschool Enrichment Academy observes the following federal holidays.

All locations are closed in observance of the holiday. Program starting and ending dates are also included for your reference.

- August 17th – First day of the program
- September 7th – Labor Day
- October 12th – Columbus Day / Indigenous Peoples' Day
- November 11th – Veterans Day
- November 23rd – 27th – Thanksgiving Break
- December 21st – January 1st – Winter Break
- January 18th – Martin Luther King Jr. Day
- February 15th - Washington's Birthday (Presidents' Day)
- March 22nd – 26th – Spring Break
- May 28th – Last day of the program