



FUNDAMENTAL MINDS EDUCATION SERVICES  
Learning Should Be FUN!

## **FUNDamental Minds 2024 Summer Enrichment Academy Policies**

Thank you for your interest in our Summer Enrichment Academy - we cannot wait to make learning FUN for our students this summer! Below are this program's policies for you to review. Please ensure you read this in its entirety prior to registering your student for our program.

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

Our Summer Enrichment Academy will be held at our Wesley Chapel center Monday-Thursday from Monday, June 3<sup>rd</sup>, through Thursday, August 1<sup>st</sup>. **Our Summer Enrichment Academy will not be offered on Fridays, and we will be closed on Tuesday, July 4th.**

The address of our Wesley Chapel center is 26809 Tanic Dr., Ste. 102, Wesley Chapel, FL 33544. Our phone number is (813) 409-3110, option 2. Our center will always remain locked when we have students in the building, so please ring the doorbell to gain entrance into our facility. We have video and audio surveillance in all common areas and classrooms to monitor the safety of our students.

Below is the daily schedule we will follow:

10am-12pm: Morning Tutoring Session for Reading

12pm-1pm: Lunch & Recreational Activities (reserved for full-day students only)

1pm-3pm: Afternoon Tutoring Session for Math

Students attending our morning session will not be admitted prior to 9:50am and must be picked up promptly by 12pm. Students who are attending our afternoon session will not be admitted prior to 12:50pm and must be picked up promptly by 3pm. **Any students who are dropped off early or picked up late will be charged \$30 for every 15 minutes or portion thereof.**

Students attending a half-day (10am-12pm or 1pm-3pm) will need to bring a snack and reusable, labeled water bottle with them each day. Students attending the full day (10am-3pm) will need to pack a lunch, bring snacks, and bring a reusable water bottle labeled with their name each day. **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 to heat up food items for students, but please ensure all food can be reheated **within one minute** to avoid delays in students getting their food. Students are not permitted to share food under any circumstances.

### **Tuition and Fees**

For students enrolled in the half-day program, one subject area diagnostic assessment will be completed in Reading or Math, which will be covered by the \$50 registration fee due at the time of successful registration. For students enrolled for the full day, a diagnostic assessment in both Reading and Math will be completed, and an additional non-refundable \$50 registration fee will be required at time of successful registration.

We will charge \$20/hour for summer tutoring and maintain a 1:4 teacher-student ratio in our Summer Enrichment Academy. As such, the cost of tuition for half a day (mornings 10am-12pm or afternoons 1pm-3pm) for a 3-week session is \$480. The cost of tuition for a full day (10am-3pm) for a 3-week session is \$960. Students who are registered for all 3 sessions (9 weeks total) of the Summer Enrichment Academy will receive a 10% discount on their child's tuition.

Session 1: June 3<sup>rd</sup> – June 20<sup>th</sup>

Session 2: June 24<sup>th</sup> – July 11<sup>th</sup>

Session 3: July 15<sup>th</sup> – August 1<sup>st</sup>

Upon successful registration, your child's registration fee(s) and 25% of their total tuition cost will be collected to reserve your child's spot. The remaining 75% of tuition will be due by May 19<sup>th</sup>, 2024. A credit card must be kept on file for any payment plans for automatic withdrawals.

**Any students who enroll after May 1st, 2024, must pay the full tuition cost and registration fee(s) at the time of registration.** All payments will be made online through our secure billing system. We do not accept cash or check for any payments.

### **Device Policy**

To protect the safety of our students, we will not allow students to use personal devices at our center 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/cubbies so they are not used to access any media outlets.

### Cancellation Policy

In the event you need to cancel your registration, you must do so in writing by emailing [director@fundamentalminds.com](mailto:director@fundamentalminds.com) by 5pm on Friday, May 10<sup>th</sup>, 2024. Verbal cancellations will not be accepted. The \$50 registration fee is non-refundable, and any tuition paid will be fully refunded for cancellations requested on or before May 10<sup>th</sup>, 2024, by 5pm. **There will be no refunds given under any circumstances for any cancellations received in writing after 5pm on Friday, May 10<sup>th</sup>, 2024, including any deposits and/or tuition paid.**

Please understand that we are preparing individualized materials for each student enrolled, so please only register once you are certain of the session(s) your child(ren) will attend our Summer Enrichment Academy, and ensure you cancel, if needed, by 5pm on May 10<sup>th</sup>, 2024, to avoid any cancellation penalties.

### Important Information Regarding Academic Activities

Academics are at the heart of every program we offer at FUNDamental Minds, and as such we intend to partner with you to ensure your child's success this summer. Upon registration in our program, we will ask for input regarding your child's academic progress in the 2023-24 school year so that we can identify the area(s) in which they need support or enrichment. You may also choose to provide their Q4 report card and reports from any diagnostic assessments they completed at school (such as FAST, iReady, NWEA, etc.). Our certified teachers will utilize the diagnostic testing results to prepare Reading, Language Arts, and/or Math activities for your student based on their needs, which they will complete each day. **Please discuss the nature of our program with your student(s) prior to them attending so that they know they will be expected to complete the learning activities prepared, as to avoid any frustration toward our teachers from our students.**

### Important Information Regarding Behavior

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 after a phone call is made, we will call you again to come and pick up your child immediately. Disruptive/distracting behavior that impedes the learning of our students will be corrected by the teacher and if continued may lead to early pick-up. Continued disruptions that are not corrected may lead to dismissal from our program.

**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, 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 students and/or staff, we reserve the right to dismiss that student from our program entirely.

**No refunds will be given to students who miss academic activities due to poor behavior that leads to early pick-up or dismissal from our program. If a student is dismissed from our program due to poor behavior, any tuition paid for future weeks they will not attend will be eligible for a 50% refund.**

### **Important Information Regarding Children With Health Concerns/Allergies & Sick Policy**

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 on using 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 camp, we reserve the right to deny acceptance into our program.**

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 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 camp that day for the safety of our students and staff. If a student demonstrates signs of illness while at camp, 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 immediate pickup of that child. Students must be fever-free for 24 hours before they are allowed to return to camp, and some illnesses may require a doctor's note for re-admittance. **There are no refunds for days missed due to illness.**

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 Summer Enrichment Academy.

Child's name (please print): \_\_\_\_\_

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

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