



FUNDAMENTAL MINDS EDUCATION SERVICES
Learning Should Be FUN!

2023-2024 School Enrichment Program Guidelines

Thank you for choosing FUNdamental Minds to provide your child with Morning and/or Afternoon enrichment this school year! The purpose of this program is to provide students with academic support to supplement the skills they are learning in class each week in a structured and engaging learning environment.

Below are the guidelines regarding this program. A signed copy of these policies is required for admittance into our program.:

1. School Enrichment services will be held Monday-Friday at each respective location. Morning drop-off begins at 6:30am and Afternoon pick-up ends at 5:30pm.
2. School Enrichment services follow the Hillsborough County school calendar for our center in Brandon and the Pasco County school calendar for our Wesley Chapel and Zephyrhills centers. These services will **NOT** be offered on student holidays/breaks (i.e., Teacher Planning Days, Thanksgiving Break, Winter Break, Spring Break, and any national holidays that are non-student days). We will host optional holiday camps and FUNdays on the days that schools are closed at a separate cost. Information about these events will be shared via email and on our website when we open registrations.
3. All students enrolled in Morning Enrichment must arrive 10 minutes prior to their van departure time to ensure all students can be transported to school on time. Any students dropped off after their van departure time will **NOT** be transported to their school, and their parents will be responsible for bringing them to school that day.
4. Afternoon Enrichment **will** be provided on Early Release Days at no additional cost. Tuition will not be charged on extended holiday breaks (Thanksgiving, Winter, & Spring Break). Tuition will not be prorated for the first week of school or any other weeks where there is a single non-student day.
5. Students enrolled in our School Enrichment Program will receive a \$20 credit towards the tuition for our FUNdays hosted on single-day school closures. We will also offer a 10% discount for our holiday camps for students in our School Enrichment Program.

There will be no refunds or prorated tuition provided for sick days or personal vacation days.

6. If your child attends our Afternoon Enrichment program and gets signed out early from school or is absent, please email the Director or call the office so that the driver is informed and not delayed waiting on your student at dismissal. Also, if your child has a dismissal change (ex: a student is a car or bus rider) please contact the office to let our staff know.
7. Breakfast will not be provided; however, students attending Morning Enrichment are welcome to bring breakfast with them to eat at the center. Each student will receive an individually wrapped snack as part of the School Enrichment Program upon arrival at the center. Students will receive **one** snack from our staff daily and should pack extra snacks in their backpack in the event they want more to eat. Students enrolled in both Morning and Afternoon enrichment will receive one snack in the morning and one snack in the afternoon. If your child has any food allergies, **it is imperative that you inform the office staff promptly**. Any items brought from home must be peanut and dairy-free. Students are **not** permitted to share food at any time with any student.
8. Students are required to always wear their seatbelt properly while on the van to/from school. No food or drinks are allowed to be consumed on the van under any circumstances. If your child needs to ride in a booster or car seat, it is your responsibility to provide us with a seat appropriate for your child's age/height/weight.
9. Students must always remain seated while in the van and should maintain a courteous volume level to not distract the driver. No profanity is allowed on the van or in the center at any time.
10. Students are allowed to utilize a personal device (cell phone, tablet, etc.) while on the van and during their breaks at the center. FUNDamental Minds and its staff **are not responsible** for any lost or damaged devices. Students are not allowed to view/listen to any inappropriate content while at the center or on the van. Failure to comply with this will result in the loss of the privilege to use a personal device at the center.
11. Students will be provided with a purple folder that will contain Reading, Math, and Writing/Grammar activities on their instructional level (this may be different than their current grade level based on each students' needs). To provide students with additional support in the activities they are learning in class each week, please forward a copy of any newsletters and/or syllabus sent from your child's teacher(s).
12. Students are expected to bring their homework to the center each day. If your child has no homework on any given day, they will be able to read a book or complete additional activities in their purple folders. If your student has homework that must be completed online, please ensure they have a tablet or compatible device at the center to use.

13. All students enrolled in our Afternoon Enrichment program must be picked up by 5:30pm each day as there are evening classes scheduled from 6-7. Students who are staying for an elective class must be picked up by 7pm. A late fee of \$30 per 15 minutes or any portion thereof will be charged for any late pick-ups.
14. Students are expected to always be respectful towards adults and students while at the center and on the van. An incident report will be filed for any aggressive or inappropriate physical or verbal behavior and given a warning.
15. After 3 warnings, or at the discretion of the Director, FUNdamental Minds reserves the right to expel a student who displays inappropriate behavior from our School Enrichment program without a refund of any money paid up to the point of expulsion.
16. Two weeks written notice is required to withdraw your student from our School Enrichment program and tuition is due for the duration of those two weeks. Notice of withdrawal must be received in writing to director@fundamentalminds.com

By signing below, you acknowledge that you have read and agree to the guidelines set forth for the 2023-2024 School Enrichment Program.

Parent Name & Signature

Student Name