

EdBoost Learning Center

Policies & Procedures

Thank you for your interest in EdBoost.

Our goal at EdBoost is to help children love learning, improve their academic skills, and excel on standardized tests. Before enrolling your child in any of EdBoost's programs, please read this form and familiarize yourself with EdBoost's policies and procedures. When you sign the EdBoost Registration form, you state that you understand and agree to abide by the policies described here.

Anti-Discrimination Policy:

EdBoost does not discriminate on the basis of sex, race, color, religion, disability, national or ethnic origin, sexual orientation, or gender identity in the administration of its admission policies, scholarship program, or educational programs.

Admission:

Students are admitted on a first-come, first-served basis. When programs reach capacity, applicants are placed on a waiting list and are admitted in the order in which they signed up.

Tuition:

Tuition must be paid **in advance**. Services are billed on the first of each month. If a student cancels (at least 24 hours in advance) a prepaid session, those funds will be credited to the next month. One the first of each month, families are billed for anticipated services for that month. Families have 15 days to pay the invoice, or the student will not be permitted to receive EdBoost services.

Need-Based Scholarships:

EdBoost offers scholarships to low- and moderate-income families. If you think that you might be eligible for a scholarship, we strongly encourage you to apply. To apply, fill out the Scholarship Application form and attach copies of your most recent tax forms.

Report Cards and Standardized Test Reports:

For evaluation purposes, EdBoost requires parents to provide copies of their child's most recent report card and standardized test report when they enroll their child in tutoring or Homework and School Project Assistance, and to continue to provide updated report cards and test reports during their child's participation in EdBoost programs. EdBoost uses this information solely for statistical, evaluative purposes. EdBoost will never release this information to anyone, nor will EdBoost present these data in a way that might compromise your child's confidentiality. When you bring report cards and test reports to EdBoost, we copy these documents and return the originals to you.

Student Behavior:

EdBoost strictly enforces its rules for student behavior. We expect students not to disturb the learning of others and to be considerate of students, staff, and EdBoost property and neighbors. We also expect students not to engage in any illegal or dangerous activities. If, at any time, EdBoost determines that your child has violated these rules, we reserve the right to suspend or permanently expel your child. If your child is suspended or expelled, his or her tuition will **not** be refunded.

Student Pick-Up:

On your registration form, we ask you to note the adults who are permitted to pick your child up from EdBoost. We also allow you to note whether or not your child may leave EdBoost to make purchases in our shopping center or to walk or take the bus home. We can only release your child to designated adults (unless you note that the child can leave on his or her own).

Tutoring students may arrive 15 minutes prior to their appointment and may stay for 15 minutes after their appointment. If students want to stay longer than 15 minutes, please sign up for a tutoring and

Homework and School Project Assistance package. Homework and School Project Assistance students must be picked up by 6:35 p.m. We charge **\$1 for each minute** that parents are late picking up students.

One-on-One Tutoring:

Cancellations. If you need to cancel a tutoring appointment, **please let us know at least 24 hours before your appointment.** If your child is ill, you may cancel an appointment, but we request that you provide us with as much notice as possible. If you fail to cancel an appointment by the specified deadline, we will **charge you for the missed session.** If you miss or cancel **five or more** tutoring appointments over the course of a school year **for any reason**, we reserve the right to suspend your access to EdBoost tutoring.

Tardiness. Please make sure that your child arrives on time for tutoring appointments. We allow a 10-minute grace period (which reduces the hour-long session to 50 minutes). If your child arrives more than 10 minutes late, the tutor may, at his or her discretion, cancel the session. We will charge you for the cancelled session.

Homework and School Project Assistance (HASPA):

Dates and Times. EdBoost offers HASPA Monday-Friday, from 3:00-6:30 p.m. (earlier on Palms Middle School's early dismissal days). EdBoost **does not** provide after-school daycare or babysitting. Your child may participate in HASPA as long as he or she is engaged in educationally-enriching activities and is not interfering with other students' learning. If your child disrupts other students or will not participate in educational activities, we will ask your child to call you and sit in the waiting area until he or she is picked up.

Homework Completion. EdBoost has a firm policy against doing students' homework for them. EdBoost believes that your child's homework is your *child's* responsibility and that your *child* must learn the skills that he or she needs to do his or her homework. HAPIs will help your child acquire those skills and will encourage students to complete their homework while they are at EdBoost. This does not guarantee, however, that your child will complete all homework while at EdBoost. Please discuss homework priorities with your child so that your child completes as much homework as possible while at EdBoost and brings home assignments that you are willing and able to help with.

Homework Assignments. EdBoost HAPIs are **not** responsible for knowing what your child's assignments are. Please make sure that your child writes down homework assignments and has several classmates' phone numbers to call about an assignment if necessary. Please also make sure that your child brings the books and worksheets he or she needs in order to complete his or her homework.

Literature and Videos. EdBoost is committed to exposing children to a wide range of literature and science- and history-related books and videos. However, some of these books and videos may contain material that you feel is inappropriate for your child. Please discuss with your child any that material you would prefer that he or she not read or watch.

Internet Use. All EdBoost computers are connected to the Internet. All EdBoost computers have software that is designed to protect students from exposure to inappropriate material. Nonetheless, it is still possible that inappropriate material may appear on your child's screen. Please discuss with your child your family's standards for appropriate Internet use. If you **do not** want your child to use EdBoost's computers, include a signed note to that effect with your Enrollment form. We allow children to check and send email but do not allow chatting or instant messaging on EdBoost computers.