

## **The Matthew Erik Academy**

### **Academic Support Center**

**Description:** The Matthew Erik Academy was created with the homeschooler/virtual schooler in mind. Our center offers support for the student enrolled in a virtual school or homeschool program. Students work independently in a classroom-like environment and have access to extra help and support from a state-certified teacher and/or teacher assistant. Students bring their materials and/or laptop to the academy. A teacher and/or teacher assistant will be present at all times to offer academic support when requested. Students are permitted as many breaks as needed and there are several extracurricular areas in the center to spend free time.

**History:** The Matthew Erik Academy was formed under The Matthew Erik Foundation, a non-profit organization created to support initiatives in education. Matthew Erik Falcone was a teacher in the Brevard Public School system for ten years before losing his battle with a rare brain illness at the young age of 39. Matt is remembered by his former students and colleagues as a teacher who was innovative, creative, inspiring, and fun.

**Who can enroll:** At this time, we are only accepting students in grades 3-8\* who are already enrolled in a public or private virtual or homeschool program. We offer support only. Our center is designed to meet the needs of students who are already independently working in their virtual or homeschool curriculum but prefer a school-like setting with a certified teacher on hand to offer academic assistance and advice. (*\*Other grades may be considered. Please speak with Kim Coluccio about your individual needs.*)

**About the founder:** Kim Coluccio is the president of The Matthew Erik Foundation and founder of The Matthew Erik Academy. She holds a bachelor's degree in Education from York College of Pennsylvania and a master's degree in Reading and Exceptional Education from Dowling College in New York. She has four teaching certificates in both Florida and New York. They include Elementary Education (K-6), Secondary Education Math (7-12), Reading Education (K-12) and Exceptional Education (K-12). Her experience spans over twenty years in elementary, middle, high school, and college levels. She is currently teaching in the Education department at Eastern Florida State College.

**Tuition and fees:** Due to robust fundraising and grant-writing efforts, as well as the generosity of many independent donors, we are able to provide our academic support services at no charge. However, since The Matthew Erik Foundation is a non-profit 501c3 corporation, donations are always welcome and greatly appreciated. A \$10 donation for each visit to the academy is recommended. All proceeds help run the services at the academy, as well as support many educational initiatives in Brevard County.

**Requirements:** Students are required to be enrolled in a virtual or homeschool program. The Matthew Erik Academy is not a school and does not provide curriculum or assessment. We are a support center that offers academic assistance in a school-like environment. We provide a workspace for each student, but students are expected to be able to navigate through their online coursework independently. We ask that each student bring their own necessary items to each session (books, laptop, paper, headphones, etc.)

Hours and locations: At the current time, the academy is open on Mondays and Wednesdays from 9:30-2:00 at Life's Oasis Church, 3688 N. Wikcham Rd. (behind Running Zone). Additional days, times, and locations may be added in the future.

Attendance: Attendance at the academy is optional. Students are welcome to enroll on a daily, weekly, or monthly basis, but are also free to drop in. However, drop-ins are not guaranteed a seat for the session if maximum capacity has already been reached for the day. It is recommended to register ahead of time. If your student is pre-registered to attend the academy but does not plan on coming, please let us know so that we may open the spot to another student. *\*Parents must sign their child in each visit. Please do NOT drop your child off at the entrance.*

Benefits: There are multiple benefits to enrolling in The Matthew Erik Academy. Academic support is large benefit. Many parents have considered homeschool or virtual learning as an education option but are uncomfortable providing academic support. Our center will offer a safe learning environment and provide the curricular assistance your child may need. There is at least one certified teacher on hand at all times. There are also several teacher assistants as well as an extracurricular area for students who complete their schoolwork early or are in need of an enrichment break. In addition, our center provides the social aspect that most homeschool and virtual programs cannot provide. Although students will each be learning and working independently, there are various opportunities for students to participate in socializing and engaging in small group activities at the center. Lastly, another bonus benefit is that attendance at the academy offers free time for the parents to run errands, work, or simply enjoy their day sans children. 😊

### Registration Form

The Matthew Erik Academy Academic Support Center

*The Matthew Erik Foundation is a 501c3 non-profit corporation*

*\*Before completing the registration packet, it is recommended that you contact the center to ensure there are openings in your desired session. Please email [kimcoluccio@matthewerik.com](mailto:kimcoluccio@matthewerik.com)*

Student's name: \_\_\_\_\_

Grade or age: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Parent/Guardian(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone number: \_\_\_\_\_

Additional phone number: \_\_\_\_\_

Which option are you interested in? (Check all that apply)

Monday \_\_\_\_\_ Wednesday \_\_\_\_\_

Which time session are you interested in?

Part-time (9:30-2:00) \_\_\_\_\_

Hourly (please list the hour(s) you're interested in attending) \_\_\_\_\_

Check here if you plan on using a laptop provided by the academy \_\_\_\_\_

*\*\*Please note that there are a limited number of laptops available. Laptops must be reserved in advance and a daily rental fee of \$10 is required.*

Does your child have specific needs that our teachers should be made aware? (i.e. allergies, IEP, specific academic strengths/weaknesses, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact #1 (in the event the above two numbers are unavailable):

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

This person IS permitted to pick up my child from the center: \_\_\_\_\_ YES \_\_\_\_\_ NO

Emergency Contact #2:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

This person IS permitted to pick up my child from the center: \_\_\_\_\_ YES \_\_\_\_\_ NO

Is there any person who is NOT permitted to pick up your child? Please list here:

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Is there anything else you would like to share with the teachers and staff at the academy?

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### Contract

The Matthew Erik Academy Virtual Learning Support Center

2022-2023 School Year

Please read the following contract carefully before signing. This contract will be in effect for the entire school calendar year. The Matthew Erik Academy operates on a “Three strikes, you’re out” system. If at any time one or more points in the contract are violated, there will be a verbal warning given to the student. After the second violation, there will be a face-to-face or phone conference between the student, the parent, and the teacher. After the third violation, removal from the program will be considered.

- 1) Respect for myself, my fellow students, and the teachers and staff of The Matthew Erik Academy is expected at all times. This includes maintaining social distancing requirements (if any are in place), keeping headphones on so as not to disturb my classmates, keeping noise level to a minimum during free time, and other rules that are posted at the center.
- 2) I plan to work independently. I understand that I am responsible for my own work, my own due dates, my own assessments, and my own grades. I will seek out help from a center teacher or teacher assistant if needed, but I understand that enrolling at the center is not a guarantee of specific grades or progress in my academic program.
- 3) I will remain home if I do not feel well and/or I will alert the teacher or teacher assistant if I begin to feel sick during my session. I understand that may result in a prolonged absence from the center and that I must give notice to the academy before returning.
- 4) I intend on using the computer and/or internet for academic purposes only. If I would like to use the computer during my free time for a use other than completing my schoolwork (games, freewriting, videos, etc.) I must ask the teacher or teacher assistant for permission. *The center is not responsible for damage or loss of student’s personal electronic devices (including laptops*

*and cellphones but may remove devices from student's possession for the session if they are not being utilized for academic purposes.)*

- 5) I understand that it is in my best interest to make the most of my time during my sessions at The Matthew Erik Academy. I will strive to maintain positivity in all I do; I intend to learn and succeed in my homeschool or online lessons, and utilize the help of the teacher and/or teacher assistant if I require additional explanation or help.
- 6) If I engage in fighting, or instigate bullying, harassment, intimidation, or any type of menacing threat, I understand that this may result in the immediate termination of my enrollment at the center.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

*\*By completing this registration form, you are agreeing to all the terms and conditions outlined in the registration packet. For specific questions or concerns, please email [kimcoluccio@matthewerik.com](mailto:kimcoluccio@matthewerik.com)*

## COVID-19

### Assumption of Risk, Waiver, Release, and Hold Harmless

The novel coronavirus known as COVID-19 has been declared as a worldwide pandemic and is believed to be contagious and spread by person-to-person contact. Federal, state, and local agencies recommend social distancing and other measures to prevent the spread of COVID-19.

All activities at The Matthew Erik Academy will be conducted with safety protocols appropriate under the circumstances at the times. For the safety of all people involved, participants in the learning center will be required to adhere to all safety protocols and are subject to immediate removal from the center if they do not comply.

To ensure the safety and wellness of the students and staff at our center, I understand the importance of students being healthy and safe. By signing below, I agree that I will:

- 1) Perform temperature checks on my child(ren) to screen for fever if showing symptoms. Fever is defined as a temperature over 100 degrees F. If my child(ren) has a fever, I will not permit my child(ren) to attend sessions at the center until he/she has been without a fever for at least 72 hours.
- 2) Make a daily visual inspection of my child(ren) for signs of illness which could include: fever or chills, cough, shortness of breath or difficulty breathing, sore throat, muscle or body aches, fatigue, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea, flushed cheeks, or extreme fussiness. If my child(ren) has exhibited any of these signs or symptoms, I will not permit my child(ren) to participate in their session until he/she has been without signs or symptoms for at least 72 hours.

- 3) Confirm that my child(ren) has not been in contact with someone who has either tested positive for COVID-19 in the past 10 days or is waiting for test results. If my child(ren) has been in contact with such a person, I will not permit my child(ren) to participate in their session until at least 5 days have elapsed since the time of contact and they are symptom-free.
- 4) Provide my child(ren) with a mask to wear at the center, should that be a current requirement at the academy. (There is not yet that requirement at the start of the 2022/2023 school year.)
- 5) Allow my child(ren) to receive a temperature check upon arrival at the center if the staff suspects illness or fever.
- 6) Promptly pick up my child(ren) or arrange for pickup if signs or symptoms of illness are present. I understand that children are to remain home until illness-free for at least 48 hours without the use of medicine.

By signing this document below, I acknowledge and affirm all the statements above. I also voluntarily assume all risks that I and/or my child(ren) may be exposed to or infected by COVID-19 as a result of participation in activities at the center, and that such exposure or infection may result in personal injury, illness, sickness, and/or death. I understand that the risk of exposure or infection may result from the actions, omissions, or negligence of myself, my child(ren), the center staff, volunteers, other students at the center, or others not listed, and I acknowledge that all such risks are known to me.

In consideration of me and my child(ren) being able to participate in the activities at the center, I, on behalf of myself, as well as anyone entitled to act on my behalf, hereby forever waive, release, and hold The Matthew Erik Academy and its employees and agents harmless from any and all claims, suits, liability, actions, judgements, attorneys' fees, costs, and any expenses of any kind resulting from injuries or damages, grounded in tort or otherwise, that I and/or my child(ren), or my or our representatives, sustain during or related to my child(ren)'s participation or involvement in the center.

Parent/Guardian signature:

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### General Information and FAQs

#### Hours

The session hours are 9:30-2:00 on Mondays and Wednesdays\* at Life's Oasis Church in Melbourne. Students are welcome to come for all, or part of that time frame. Please indicate preferred times and days on the registration form. (*\*Please note that days and times are subject to change. Parents will be given several weeks' notice should this occur.*)

#### Curriculum and Instruction

Your child will be working on the curriculum of their registered school or homeschool choice. The Matthew Erik Academy does not provide an individualized curriculum, instruction, or assessment. Academic support, tutoring, and/or advice is provided by a certified teacher when requested by the student. Students are expected to work independently and seek help when needed. From time to time, we will have small and large group mini lessons on "soft skills". These lessons may include topics such as time management, organization, study skills, success strategies, etc.

#### Attendance

Attendance at The Matthew Erik Academy is encouraged, but not enforced. Students are welcome to register on a weekly or monthly basis or may drop in anytime for academic support. However, there is a

limit to the number of students permitted at the center at one time and drop-ins are not guaranteed a seat. If you register your child for a spot at our center, and he/she is consistently absent without explanation, the seat will be given to another student.

### Laptops

If you are choosing to send your child with his or her own laptop, please be sure that the laptop is charged and in good working order before the session. Students should bring their charger to the center as well in case the battery runs low while working. The center is not responsible for lost or damaged laptops or chargers. Please make sure your child is familiar with the feature of his/her laptop (internet access, login information, microphone, etc.). Laptops and other school materials should be secured safely in a case or backpack upon arrival and dismissal. Laptops are available to rent but there are a limited number and must be reserved in advance. A \$10 daily fee will be charged to your account.

### Food and Drink

No meals will be served at the center. Please ensure that your child eats breakfast before their scheduled session. Students are welcome to bring lunch, snacks, and their own water bottle. Please pack items that require refrigeration in a lunch cooler, as there is nowhere to store these items at the academy.

### Cell phones

Students are permitted to bring their personal cell phone to the center, although it is not recommended. Students can become easily distracted when their cell phone is in reach. Students can use their cell phone for academic purposes and for a limited time during breaks. If students are abusing the cell phone policy a staff member will remove it from the workstation area and the student will get it back upon dismissal.

### COVID precautions

To help prevent the spread of Coronavirus, the staff at the academy will establish policies to keep children safe. At this time, there is no mask requirement, but this may change throughout the school year. Hand sanitizer will be readily available, and students are encouraged to use it often. Students will be asked to maintain reasonable space between themselves and other students while working. Temperature checks may be performed on your child at the center with a no-contact thermometer.

If your child has been exposed to someone who tested positive for Coronavirus, do NOT send them to the center. Even if your child is not showing symptoms, they may be asymptomatic and should quarantine.

If your child is feeling sick, do NOT send them to the center. (Please refer to the COVID waiver for more details. This waiver must be signed and submitted with the registration forms.)

If a student shows signs of illness while at the center, the parent, guardian, or emergency contact will be called to pick up the child. The child will be removed from the main workspace at the center and must wait out front (supervised and weather permitting) until they are picked up. If the student has a fever of more than 100 degrees F for more than three days, they will not be permitted to return to the center until they submit proof of a negative COVID test or have completed their quarantine period, and are fever free for at least 24 hours.

If a student at the center tests positive for COVID, they will remain home for the duration of their sickness and will not be permitted to return to the center until they submit proof of a negative COVID test or complete their quarantine period. Upon learning that a student has tested positive for COVID, we will immediately clean and sanitize the entire center (which is done several times daily regardless). We will also notify all parents of students who attend the same session as the infected child.

If a teacher or staff member tests positive for COVID, they will remain home for the duration of their sickness and will not be permitted to return to the center until they submit proof of a negative COVID test or complete their quarantine period. Substitute teachers and/or teacher assistants will be employed in the interim. Upon learning that a teacher or staff member has tested positive for COVID, we will immediately clean and sanitize the entire center. We will also notify all parents.