

Sanford Scholars LLC  
Full Time Instruction Contract  
School Year 2021-22

**THE PARTIES:**

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

Sanford Scholars LLC

Student(s): \_\_\_\_\_

5771 Waterloo Bridge Circle

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

Haymarket, VA 20169

\_\_\_\_\_  
Email:

Phone:

**THE PURPOSE** of this agreement is to communicate the responsibilities and expectations between the parent/legal guardian and Instructor.

- The Instructor shall provide instruction to the Student(s) in the following subject/s: English/Language Arts, Math, Science, and Social Studies at the following address: same as above listed address.

**FEES PAYABLE TO SANFORD SCHOLARS LLC**

The Parents/Legal Guardian will pay:

- A \$350 non-refundable deposit for the first student and \$200 for each additional student is due at time of enrollment. This will be applied to the first month's tuition payment.
- \$1200 per month. Payment shall be made monthly in advance, due by the 5<sup>th</sup> of each month. A fee of \$25 will be applied to late payments.
- Accepted methods of payment include checks (made payable to Sanford Scholars LLC) and mobile payment through Zelle. No changes to increase pay, current rate or schedule may be made by anyone during the term of the agreement other than Sanford Scholars LLC modifying to reduce pay, rate or schedule. Any changes to the originally signed agreement will be reviewed and mutually agreed upon by participating parties.

**DURATION OF SCHOOL YEAR**

- Wednesday, September 8th - Wednesday, June 8th
- Calendar including holidays, student breaks, teacher workdays, parent conferences, etc. will be provided separately

**INSTRUCTOR RESPONSIBILITIES:**

- Plan for and provide 25 hours of instruction each week, for 5 hours per session (9:00am-2:00pm)
- Provide a benchmark assessment to help determine student learning levels at the start of the year
- Conduct parent conferences prior to the start of the year to gain additional insight into student learning levels
- Deliver instruction based on, but not limited to, Virginia Standards of Learning
- Consistently monitor student progress through the use of formative and summative teacher-created assessments
- Supplement and enhance curriculum to meet academic needs of individual students
- Provide parents/guardians weekly communication regarding student progress and goals
- Conduct quarterly conferences with parents/guardians to discuss student progress. Additional conferences can be arranged by request.
- Assign and review homework
- Where applicable, provide support as it relates to IEPs, 504s, Gifted/Talented, etc.

**PARENT/LEGAL GUARDIAN RESPONSIBILITIES:**

- Arrange for student transportation to/from sessions
- Provide Instructor with information and/or resources that may benefit the student (including but not limited to data from the previous school year, previously completed assessments or work, copies of documentation that support the child’s learning (IEPs, 504s, Gifted/Talented, etc.)
- Notify Instructor of pending schedule changes such as trips *at least* 48 hours ahead of time; parent should provide *at least 2* weeks notice for schedule changes greater than 3 days.
- Fees are calculated according to the times stipulated in the schedule and no adjustment shall be made for time lost due to late arrivals or absences.

**OTHER CONSIDERATIONS**

- Sick days:
  - If the Instructor must utilize personal or family sick leave, he/she must notify the family as soon as possible. If more than 5 sick days are used throughout the duration of the school year, tuition payments will be prorated accordingly.
- Personal days:
  - The Instructor shall be provided 3 personal days to be used at his/her discretion throughout the school year. The intent to utilize a personal day will be communicated with parents/guardians with a minimum of two weeks’ notice.
- Maternity Leave:
  - The Instructor shall be provided 6 weeks of maternity leave (to begin on or around December 6th and not including the scheduled winter break). During this leave, a highly qualified, licensed teacher will provide substitute services in order to continue regular instruction on a daily basis for all students.

**NO GUARANTEES**

The Instructor makes no promises or guarantees with regards to a Student's performance as a result of any instruction provided.

**LENGTH OF CONTRACT**

This contract will remain valid for the duration of the 2021-22 school year as it corresponds to Sanford Scholars’ calendar. This contract is eligible for amendment or cancellation for the following reasons:

- in the event that the instructor and/or student’s family determine that the instruction is no longer a fit nor mutually beneficial for either party, cancellation of the contract will be considered without penalty, on a quarterly basis
- in the event of a change in residence outside of local school boundaries
- should the contract be canceled or amended at the conclusion of a grading quarter (grading quarters shall be determined by the Sanford Scholars school calendar), a prorated refund will be issued based on the number of instructional days lost

If changed or canceled for any other reason (extenuating circumstances may be approved by Sanford Scholars LLC) the parent/guardian will remain responsible for full tuition payments for the entirety of the 2021-22 school year. Cancellations must be communicated in writing with at least two weeks’ notice.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_