



Parents,

Welcome to “Darby’s Learning Center” (DLC)! It is my pleasure in offering you a sterile, sanitized, meaningful and enriched educational environment in the subjects required by law: *reading, grammar, mathematics, social studies, and science*. All supplemental curriculum, instruction, supplies AND on-line curriculum are included. All parents of K – 12 students are required to register their students with the State of Arizona as a home-schooled student. School will be from 8 AM to 12 PM, Monday through Friday, which will follow the local school district calendar, or close to it. All students will get individualized attention and thrive in a consistent and steady school.

The following procedures will be implemented. Upon school starting, norms may be updated and adapted as necessary.

## **HANDBOOK**

### **Standard Operating Norms/Rules**

- Students are asked to arrive by 7:55, to begin school promptly at 8:00. Students arriving after 8:05 will be considered tardy.
- Students should be picked up promptly at Noon, but no later than 12:05. Should you be running late, we understand that circumstances arise, so please call and we can ensure your child is attended to. Failure to pick your student on 4<sup>th</sup> time after 12:05 will result in a charge of \$10.00 (per time) on the next month’s billing cycle.
- Students will be allowed to have WATER BOTTLES ONLY! Please do not send juice or other drinks. We will have special drinks on special occasions.
- In the event of any daily absence by a teacher, a substitute teacher will be found to the greatest extent possible but not guaranteed.
- Parents are welcome to volunteer, but prearranged is best, so that appropriate things can be prepared.
- Students will work individually, in small and large groups.

### **CLEANING PRACTICES**

- School will be disinfected every night. Disinfectant wipes (i.e. Clorox wipes) will be used to sanitize desks and counters, doorknobs, light switches, and other “high touch” surfaces.

### **STUDENT ABSENCE**

If a student is going to be absent, please text as soon as possible. (520-861-1932) We will attempt to send work home if time permits, should you request such.

## REGISTRATION, MONTHLY COST & DUE DATES

- A non-refundable registration fee of \$70, which initiates the on-line service fee and paperwork will guarantee your spot. (If requested, parents can be given easy instructions on how to register with the State of Arizona for homeschool students, if they have not already done so).
- Cost is a non-refundable \$475 per month, inclusive of the enhancement fee, which on average is \$118/week. (*This is \$6/hour!*) Siblings are at a reduction of \$375. Payment is due on the first (1<sup>st</sup>) of every month for the entire month. If the first of the month is on a weekend, then payment is due the Friday before. Since some months are more than 4 weeks, the cost averages out and any months with holidays and weekly breaks are still full price.
- Field trips are extra and are approximately \$5 - \$10, once per month
- If a student is sick or on vacation for any period, the full months tuition is still due in order to “hold” their desk. We typically have a wait list of students to get in, so we typically bill for student seats, regardless of students are sickness/vacation. This is a typical practice. Same concept such paying your mortgage or utilities while on vacation. Thus, with the month’s tuition, we will always hold your spot. Failure or refusal to pay forfeits your desk, and the wait list is contacted for new students to enroll. We apologize, but if students came in and out, it would be an inconsistent educational experience for students and not financially feasible for Darby's, as we still must pay the bills: employees, utilities, rent, etc.
- A late fee of \$25 will be assessed, if the payment is received after the 5<sup>th</sup> of month.

## EDUCATIONAL PROGRAM

Darby’s Learning Center uses an on-line program to guide the students on an exciting and grade level appropriate paced curriculum in reading, grammar, mathematics, social studies, and science. All lessons are supplemented in person at the appropriate times and difficulty. Field Trips, guest PE, Cooking and Art teachers and other programs will enhance and produce a well-rounded program. All on-line programming records are the sole property of the DLC, but regular progress reports will be transmitted to guardians approximately every 5 weeks, with final quarterly report cards.

Parents should provide their students with snacks/water bottle daily for a break.

Students must provide their own laptop or chrome book. (Due to the lack of a keyboard, iPads are not recommended.)

**Disclaimer: Darby’s Learning Center for “homeschool students” operates independently of the public school system and it is essential to check their procedures for placing homeschool students in grade levels upon reintegration.**

If you have any questions, please feel free to contact me.

Sincerely,

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