



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 4th 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.

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. Siblings are at a reduction of \$375. Payment is due on the first (1st) 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 5th 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.)

BEHAVIOR, ATTENDANCE and HOMEWORK

Darby’s Learning Center maintains a zero-tolerance policy for disrespectful behavior, bullying, harassment, intimidation, or the use of inappropriate, offensive, or abusive language toward students, staff, or families. As a private educational program, Darby’s Learning Center reserves the right to immediately refuse service, suspend, or permanently dismiss any student whose conduct violates these standards. Enrollment is a privilege, not a right, and continued participation is contingent upon adherence to all rules, policies, and behavioral expectations outlined in this handbook.

Darby's Learning Center Contract

Parent & Student Agreement:

Behavior, Attendance, and Homework

To promote academic success, personal responsibility, and a respectful community environment, all students and their parents/guardians are required to review and sign this agreement. This ensures a shared commitment to the values and expectations that support learning, safety, and success.

Section 1: Behavior Agreement

Student Expectations:

- Students will demonstrate respectful, responsible, and kind behavior toward teachers, staff, peers, and themselves at all times.
- Students will follow all school/program rules, safety guidelines, and classroom procedures without repeated reminders.
- Physical aggression, bullying, foul language, defiance, or any form of harassment will not be tolerated.
- Students will take responsibility for their actions, and use appropriate language and tone when communicating.
- Personal electronics will only be used at approved times and with permission.

Parent/Guardian Agreement:

- I will support the school/program in reinforcing respectful and appropriate behavior at home.
 - I understand that repeated or serious behavior issues WILL result in parent conferences, suspension from special activities, or dismissal from the program.
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Section 2: Attendance Agreement

Student Expectations:

- Students will arrive on time and be prepared for class each day.
- Students will attend all scheduled classes and mandatory activities unless excused by a parent/guardian for a valid reason (illness, emergency, etc.).
- Students will be responsible for making up any missed assignments due to absence.

Parent/Guardian Agreement:

- I will ensure my child arrives on time, properly dressed, and ready to learn each day.
- I will notify the program ahead of time regarding absences, planned trips, or early pickups.
- I understand that excessive tardiness or unexcused absences may result in my child being removed from field trips, extracurriculars, or the program entirely.

Section 3: Homework and Academic Responsibility

Student Expectations:

- Students will complete and submit all homework, classwork, and projects by the assigned deadlines.
- Work must reflect the student's best effort and be completed independently unless otherwise stated.
- Students will ask for help when needed and seek to improve academically through effort and participation.

Parent/Guardian Agreement:

- I will provide my child with a quiet, organized space and consistent time for completing homework each day.
- I will check in regularly regarding assignments, communicate with teachers if concerns arise, and encourage academic integrity.
- I understand that incomplete, late, or missing homework may affect my child's participation in enrichment activities or privileges.

By acknowledging this contract upon registration, we acknowledge that we have read, understood, and agreed to follow the expectations outlined above. We understand that consistent communication, effort, and accountability are essential to a successful learning experience. Any repeated behavior or extraneous circumstance WILL result in suspension or termination from the program.

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,

Darby Downs
Director/Teacher
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