



Student Name: _____

Date of registration: _____

2019-2020 Instruction Selection Form

Please circle **each week** your child will be attending ALC. Then provide us with your preferred **day(s) and session time(s)** for each week selected. Instruction may be scheduled in **1 hour, 1.5 hour or 2 hour sessions**, however it must be a time **within** the designated instructional hours offered.

PLEASE SELECT SESSIONS FROM **WITHIN** DESIGNATED INSTRUCTIONAL HOURS BELOW

Grades K-5th Instructional Hours

<u>Monday</u> 3:30-6	<u>Tuesday</u> 3:30-6:30	<u>*Wednesday</u> 3:30-6:00 *5th only	<u>Thursday</u> 3:30-6:30	<u>Saturday</u> 9-1:00
-------------------------	-----------------------------	---	------------------------------	---------------------------

Grades 6th -12th Instructional Hours

<u>Monday</u> 4:00-8:00	<u>Tuesday</u> 4:00-7:00	<u>Wednesday</u> 4:00-8:00	<u>Thursday</u> 4:00-7:00	<u>*Saturday</u> 9-11:00 11-1:00	<u>*Sunday</u> 9-11:00 11-1:00
----------------------------	-----------------------------	-------------------------------	------------------------------	--	--------------------------------------

* (only for those booking a 2 hr. block of time)

	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
Week 1 (9/2-9/8)	Labor Day CLOSED	(9/3)	(9/4)	(9/5)	(9/7)	(9/8)
Week 2 (9/9-9/15)	(9/9)	(9/10)	(9/11)	(9/12)	(9/14) ACT EXAM	(9/15)
Week 3 (9/16-9/22)	(9/16)	(9/17)	(9/18)	(9/19)	(9/21)	(9/22)
Week 4 (9/23-9/29)	(9/23)	(9/24)	(9/25)	(9/26)	(9/28)	(9/29)
Week 5 (9/30-10/6)	(9/30)	(10/1)	(10/2)	(10/3)	(10/5) SAT EXAM	(10/6)
Week 6 (10/7-10/13)	(10/7)	(10/8)	(10/9)	(10/10)	(10/12)	(10/13)
Week 7 (10/14-10/20)	Columbus Day CLOSED	(10/15)	(10/16)	(10/17)	(10/19)	(10/20)
Week 8 (10/21-10/27)	(10/21)	(10/22)	(10/23)	(10/24)	(10/26) ACT EXAM	(10/27)
Week 9 (10/28-11/3)	(10/28)	(10/29)	(10/30)	(10/31) Close by 6pm	(11/2) SAT/ HSPT	(11/3)
Week 10 (11/4-11/10)	(11/4)	(11/5)	(11/6)	(11/7) *TACHS 11/8	(11/9)	(11/10)
Week 11 (11/11-11/17)	Veterans Day Observed CLOSED	(11/12)	(11/13)	(11/14)	(11/16)	(11/17)
Week 12 (11/18-11/24)	(11/18)	(11/19)	(11/20)	(11/21)	(11/23)	(11/24)
Week 13 (11/25-12/1)	(11/25)	(11/26)	(11/27) Close by 6pm	Closed for Thanksgiving Break from 11/28 – 12/1		
Week 14 (12/2-12/8)	(12/2)	(12/3)	(12/4)	(12/5)	(12/7) SAT EXAM	(12/8)
Week 15 (12/9-12/15)	(12/9)	(12/10)	(12/11)	(12/12)	(12/14) ACT EXAM	(12/15)

	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
Week 16 (12/6-12/22)	(12/16)	(12/17)	(12/18)	(12/19)		
Week 17 (12/23-12/29)	Closed for Winter Break from 12/21 – 1/1					
Week 18 (12/30-1/5)				(1/2)	(1/4)	(1/5)
Week 19 (1/6-1/12)	(1/6)	(1/7)	(1/8)	(1/9)	(1/11)	(1/12)
Week 20 (1/13-1/19)	(1/13)	(1/14)	(1/15)	(1/16)	(1/18)	(1/19)
Week 21 (1/20-1/26)	M.L. King Day CLOSED	(1/21)	(1/22)	(1/23)	(1/25)	(1/26)
Week 22 (1/27-2/2)	(1/27)	(1/28)	(1/29)	(1/30)	(2/1)	(2/2)
Week 23 (2/3-2/9)	(2/3)	(2/4)	(2/5)	(2/6)	(2/8) ACT EXAM	(2/9)
Week 24 (2/10-2/16)	(2/10)	(2/11)	(2/12)	(2/13)	(2/15)	(2/16)
Week 25 (2/17-2/23)	Closed for Mid-Winter Recess from 2/17-2/23					
Week 26 (2/24-3/1)	(2/24)	(2/25)	(2/26)	(2/27)	(2/29)	(3/1)
Week 27 (3/2-3/8)	(3/2)	(3/3)	(3/4)	(3/5)	(3/7)	(3/8)
Week 28 (3/9-3/15)	(3/9)	(3/10)	(3/11)	(3/12)	(3/14) SAT EXAM	(3/15)
Week 29 (3/16-3/22)	(3/16)	(3/17)	(3/18)	(3/19)	(3/21)	(3/22)
Week 30 (3/23-3/29)	(3/23)	(3/24)	(3/25)	(3/26)	(3/28)	(3/29)
Week 31 (3/30-4/5)	(3/30)	(3/31)	(4/1)	(4/2)	(4/4) ACT EXAM	(4/5)

Student Name: _____ **Parent Name:** _____

Grade: (2019-20) _____ **Email:** _____

For text reminders: (up to 2 numbers per family)

Name: _____ Cell#: (____) _____ - _____

Name: _____ Cell#: (____) _____ - _____

Academic area(s) of focus: _____

After reviewing the Rate Card I have registered for the _____ hour instructional package for \$_____.

Additional charges include:

\$_____ for the Diagnostic Assessment

\$_____ for materials

\$_____ SAT/ACT Writer's Workshop

Total amount due prior to the first day of instruction \$_____

Parent's Signature

Date

ACT/SAT Practice Exam Sign-up

48-Hour Package requires 4 scheduled practice exams

36-Hour Package requires 4 scheduled practice exams

24-Hour Package requires 3 scheduled practice exams

18-Hour Package requires 2 scheduled practice exams

*Students are always welcome to sit for additional practice exams/sections

Practice exams are typically scheduled on Saturday's and Sunday's at 9:15am as well as special dates (Columbus Day; Veterans Day; MLK Day -- testing begins 10:00 am on these dates)

Selected Dates

1. _____

2. _____

3. _____

4. _____

All cancelled assessments must be made-up by the following week to avoid unnecessary charges. (1 hour will be deducted from your package).

Parent Signature

Date

Student Signature

Date

Policies

- **Cancellations and make-up lessons:** 24-hour notice of any **cancellation** is required in order to receive a make-up session. If a cancellation is made without 24-hour notice, parents will be charged and no make-up will be given, except in cases of sudden illness or emergency.
- **Payment:** In order for your child to be considered registered a package must be chosen and paid in full **before** the first session. A 10-day grace period will be given to those who do not have payment the day of registration. If payment is not received within 10 days of the initial registration or before the first session, whichever comes first, your child will no longer be considered registered and your preferred day(s) and time(s) will no longer be held. No refunds or credits will be given.
- **Refunds:** Refunds are given only if the child withdraws **before** the first session. There are no refunds or credits given after the first session. Package hours expire after 3 years from purchase.
- **Registration Form:** Any changes made to the initial registration form must be done before the first session in order not to get penalized. Though not recommended, parents are held accountable for registration forms filled out by the director over the phone. It is the parent's responsibility to review days and times registered for and make any necessary changes prior to the first session.
- **Reserved Sessions:** If a student misses/cancels 3 consecutive sessions, the weekly timeslot may be considered forfeited and you may be asked to schedule sessions on a weekly basis, which does not guarantee availability. ALC will make this decision at its discretion and it will take effect only after a discussion with the student and parents.
- **Attendance:** As a courtesy, ALC will not turn away students who attend sessions beyond their purchased hours. If you do not wish to pay for additional hours attended, please contact us for an update on remaining hours or refer to the registration form provided. ALC does not assume responsibility for sessions attended beyond a purchased package.

I understand and accept the above policies.

Parent Signature

Date

Print Name

PERMISSION SLIP FOR PHOTOGRAPHING YOUR CHILD

We would like your permission to take pictures of your child for our new website. We will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures; we will use them exclusively for Achievement Learning Center's purposes.

Please take a moment to let us know your preferences regarding our use of photos of your child(ren):

_____ YES. I grant you permission to use photos of my child on Achievement Learning Center's website.

-OR-

_____ NO. Please do NOT take or use any photos of my child.

Child(ren)'s Name(s) (PLEASE PRINT):

Parent/Guardian's Name (PLEASE PRINT):

Parent/Guardian's Signature:

Date: _____

A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER

Effective July 25th, 2019

Rates for Grades 6 - 12

Packages	Rates	
General Instruction (Math, Reading, Writing) SAT I & II, PSAT, ACT (plus material charge)	Cash or Check	Credit
	<u>\$ 3,744.00</u>	<u>\$3,818.00 - 48 Hours of Instruction (\$78.00 per hour)</u>
	<u>\$ 2,880.00</u>	<u>\$2,937.00 - 36 Hours of Instruction (\$80.00 per hour)</u>
	<u>\$ 1,992.00</u>	<u>\$2,030.00 - 24 Hours of Instruction (\$83.00 per hour)</u>
	<u>\$ 1,530.00</u>	<u>\$1,559.00 - 18 Hours of Instruction (\$85.00 per hour)</u>
	** Private sessions \$140 per hour	
ISEE/SSAT, TACHS, HSPT (plus material charge)	Cash or Check	Credit
	<u>\$ 2,916.00</u>	<u>\$2,975.00 - 36 Hours of Instruction (\$81.00 per hour)</u>
	<u>\$ 2,016.00</u>	<u>\$2,055.00 - 24 Hours of Instruction (\$84.00 per hour)</u>
	<u>\$ 1,566.00</u>	<u>\$1,596.00 - 18 Hours of Instruction (\$87.00 per hour)</u>
	** Private sessions \$140 per hour	

Packages must be paid in *full* prior to starting instruction.

Diagnostic Testing	Rates
Initial Educational Diagnostic Evaluation	\$ 195.00
Additional Diagnostic Evaluation	\$ 85.00

Additional Options	Rates
Hourly rate (option only available after the purchase of a package)	\$90
NEW: ACT/SAT Essay workshop (3 hours)	\$175 for students enrolled in a test prep program \$225 for new families

A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER

Effective July 25th, 2019

Rates For Grades K - 5

Packages	Rates	
General Instruction (Math, Reading, Writing)	Cash or Check	Credit
	<u>\$ 3,216.00</u>	<u>\$3,280.00 - 48 Hours of Instruction (\$67.00 per hour)</u>
	<u>\$ 2,484.00</u>	<u>\$2,535.00 - 36 Hours of Instruction (\$69.00 per hour)</u>
	<u>\$ 1,728.00</u>	<u>\$1,763.00 - 24 Hours of Instruction (\$72.00 per hour)</u>
	<u>\$ 1,332.00</u>	<u>\$1,359.00 - 18 Hours of Instruction (\$74.00 per hour)</u>
ISEE/SSAT <i>(plus material charge)</i>	Cash or Check	Credit
	<u>\$ 2,592.00</u>	<u>\$2,645.00 - 36 Hours of Instruction (\$72.00 per hour)</u>
	<u>\$ 1,824.00</u>	<u>\$1,858.00 - 24 Hours of Instruction (\$76.00 per hour)</u>
	<u>\$ 1,404.00</u>	<u>\$1,431.00 - 18 Hours of Instruction (\$78.00 per hour)</u>

Private sessions \$140 per hour

Packages must be paid in *full* prior to starting instruction.

Diagnostic Testing	Rates
Educational Diagnostic Evaluation	\$ 195.00