

## How ALC is Creating a Safe Environment

The safety of our staff and clientele is a top priority at Achievement Learning Center. Thus, our response to the COVID-19 pandemic is to implement new, more intensive policies to protect both clients and staff, as well as to help reduce community spread of COVID-19. Below you will find our new procedures and guidelines.

### What to expect upon arrival for in-person instruction:

1. ALC will be running in-person instruction at 50% capacity
2. The waiting room will be closed, so all students will be asked to wait outside near 6 ft. markers or in their cars until the start of their scheduled sessions (pick-ups will be required to wait outside under the awning)
3. Students will enter through the front door and exit through our side double-doors
4. The director or another staff member will take the temperature of both staff and students upon arrival
  1. Anyone with a temperature of 100.3 or higher will be asked to reschedule. If dropping-off your child, it is suggested to wait 5 minutes to ensure entry. Any student with a temperature who traveled alone will be asked to go home and his/her family will be notified shortly thereafter.
5. No one will be permitted inside without a mask, which must be worn at all times until departure
6. *Students will be required to bring their own calculators and pencils*
7. During instruction, students will be seated 6 ft. apart from each other with a plexiglass divider between students and staff since a 6 ft. distance is not possible
8. Restrooms will be available and sanitized hourly
9. *Snacks will no longer be provided or allowed during instructional hours*



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

Date of registration: \_\_\_\_\_

## 2020-2021 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-5<sup>th</sup> Instructional Hours

<u>Monday</u> 3:30-6	<u>Tuesday</u> 3:30 -6:30	<u>Thursday</u> 3:30 – 6:30	<u>Saturday</u> 9 – 1:00
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### Grades 6<sup>th</sup> -12<sup>th</sup> 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	<u>*Sunday</u> 9-11:00 11 – 1:00
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\* (only for those booking a 2 hr. block of time)

*DUE TO COVID-19, HOLIDAY CLOSURES WON'T BE FINALIZED UNTIL THE FALL  
AND TIMES ARE SUBJECT TO CHANGE*

	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
Week 9 (11/2-11/8)	(11/2)	(11/3)	(11/4)	(11/5)	(11/7)	(11/8)
Week 10 (11/9-11/15)	(11/9)	(11/10)	(11/11)	(11/12)	(11/14)	(11/15)
Week 11 (11/16-11/22)	(11/16)	(11/17)	(11/18)	(11/19)	(11/21)	(11/22)
Week 12 (11/23-11/29)	(11/23)	(11/24)	(11/25)	<b>CLOSED FOR THANKSGIVING BREAK</b>		
Week 13 (11/30-12/6)	(11/30)	(12/1)	(12/2)	(12/3)	(12/5)	(12/6)
Week 14 (12/7-12/13)	(12/7)	(12/8)	(12/9)	(12/10)	(12/12)	(12/13)
Week 15 (12/14-12/20)	(12/14)	(12/15)	(12/16)	(12/17)	(12/19)	(12/20)
Week 16 (12/21-12/27)	(12/21)	(12/22)	<b>CLOSED FOR WINTER BREAK</b>			
Week 18 (12/28-1/3)	<b>CLOSED FOR WINTER BREAK</b>					
Week 19 (1/4-1/10)	(1/4)	(1/5)	(1/6)	(1/7)	(1/9)	(1/10)
Week 20 (1/11-1/17)	(1/11)	(1/12)	(1/13)	(1/14)	(1/16)	(1/17)
Week 21 (1/18-1/24)	<b>MLK DAY</b>	(1/19)	(1/20)	(1/21)	(1/23)	(1/24)
Week 22 (1/25-1/31)	(1/25)	(1/26)	(1/27)	(1/28)	(1/30)	(1/31)
Week 23 (2/1-2/7)	(2/1)	(2/2)	(2/3)	(2/4)	(2/6)	(2/7)

Week 24 (2/8-2/14)	(2/8)	(2/9)	(2/10)	(2/11)	(2/13)	(2/14)
Week 25 (2/15-2/21)	<b>CLOSED FOR MID-WINTER RECESS</b>					
Week 26 (2/22-2/28)	(2/22)	(2/23)	(2/24)	(2/25)	(2/27)	(2/28)
Week 27 (3/1-2/7)	(3/1)	(3/2)	(3/3)	(3/4)	(3/6)	(3/7)
Week 28 (3/8-3/14)	(3/8)	(3/9)	(3/10)	(3/11)	(3/13)	(3/14)
Week 29 (3/15-3/21)	(3/15)	(3/16)	(3/17)	(3/18)	(3/20)	(3/21)
Week 30 (3/22-3/28)	(3/22)	(3/23)	(3/24)	(3/25)	(3/27)	(3/28)
Week 31 (3/29-4/4)	<b>CLOSED FOR SPRING BREAK</b>					
Week 32 (4/5-4/11)		(4/6)	(4/7)	(4/8)	(4/10)	(4/11)
Week 33 (4/12-4/18)	(4/12)	(4/13)	(4/14)	(4/15)	(4/17)	(4/18)
Week 34 (4/19-4/25)	(4/19)	(4/20)	(4/21)	(4/22)	(4/24)	(4/25)

Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Grade: (2020-21) \_\_\_\_\_ Tel. Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

For text reminders:

Name: \_\_\_\_\_ Cell#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Cell#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Academic area(s) of focus: \_\_\_\_\_

**MUST CIRCLE ONE:**

My preferred setting for instruction is:    in-person        online        indifferent

I would be interested in morning sessions if they become available:    yes    no

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

Additional charges include:

\$\_\_\_\_\_ for the Diagnostic Assessment

\$\_\_\_\_\_ for materials

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

**It's recommended to schedule full-length exams once per month**

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. For illness, we ask for an hour's notice to avoid charges.
- **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

**A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER**

**Effective July 25<sup>th</sup>, 2020**

**Rates for Grades 6 - 12**

Packages	Rates
<p>General Instruction (Math, Reading, Writing)</p> <p>SAT I &amp; II, PSAT, ACT (plus material charge)</p>	<p><b>Venmo: @joanneAlc</b> <b>or Cash</b> <b>NO CHECKS                  Credit</b></p> <p><u>\$ 3,792.00                  \$3,887.00 - 48 Hours of Instruction (\$79.00 per hour)</u>  <u>\$ 2,916.00                  \$2,989.00 - 36 Hours of Instruction (\$81.00 per hour)</u>  <u>\$ 2,016.00                  \$2,066.00 - 24 Hours of Instruction (\$84.00 per hour)</u>  <u>\$ 1,548.00                  \$1,587.00 - 18 Hours of Instruction (\$86.00 per hour)</u></p> <p>** Private sessions \$140 per hour</p>
<p>ISEE/SSAT, TACHS, HSPT (plus material charge)</p>	<p><b>Venmo: @joanneAlc</b> <b>or Cash</b> <b>NO CHECKS                  Credit</b></p> <p><u>\$ 2,952.00                  \$3,026.00 - 36 Hours of Instruction (\$82.00 per hour)</u>  <u>\$ 2,040.00                  \$2,091.00 - 24 Hours of Instruction (\$85.00 per hour)</u>  <u>\$ 1,584.00                  \$1,624.00 - 18 Hours of Instruction (\$88.00 per hour)</u></p> <p>** Private sessions \$140 per hour</p>

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

**A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER**

**Effective July 25<sup>th</sup>, 2020**

**Rates For Grades K - 5**

Packages	Rates								
General Instruction (Math, Reading, Writing)	<p><b>Venmo: @joanneAlc</b> <b>or Cash</b> <b>NO CHECKS                  Credit</b></p> <table border="1"> <tr> <td>\$ 3,264.00</td> <td>\$3,346.00 - 48 Hours of Instruction (\$68.00 per hour)</td> </tr> <tr> <td>\$ 2,520.00</td> <td>\$2,583.00 - 36 Hours of Instruction (\$70.00 per hour)</td> </tr> <tr> <td>\$ 1,752.00</td> <td>\$1,796.00 - 24 Hours of Instruction (\$73.00 per hour)</td> </tr> <tr> <td>\$ 1,350.00</td> <td>\$1,384.00 - 18 Hours of Instruction (\$75.00 per hour)</td> </tr> </table> <p>** Private sessions: \$100 for 45 minutes (grades K-1) or \$140 per hour (grades 2-5)</p>	\$ 3,264.00	\$3,346.00 - 48 Hours of Instruction (\$68.00 per hour)	\$ 2,520.00	\$2,583.00 - 36 Hours of Instruction (\$70.00 per hour)	\$ 1,752.00	\$1,796.00 - 24 Hours of Instruction (\$73.00 per hour)	\$ 1,350.00	\$1,384.00 - 18 Hours of Instruction (\$75.00 per hour)
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Packages must be paid in *full* prior to starting instruction.

Diagnostic Testing	Rates
Educational Diagnostic Evaluation	\$ 195.00

Additional Options	Rates
Hourly rate (option only available after the purchase of a package)	\$90