



## **2025-2026 Registration Form**

Please circle **each week** your child will attend ALC. Then provide your preferred **day(s) and time(s)** for each week (i.e. Mondays from 4:00-5:00). Sessions may be **1** or **2 hours** long and must be scheduled during our available instructional hours.

### **Grades K – 5th Instructional Hours**

Monday to Thursday 4 – 6:00  
Saturday 9-1:00

### **Grades 6th -12th Instructional Hours**

Monday to Thursday 4 – 7:00  
\*Saturday and Sunday 9-11:00 or 11-1:00  
\*Only for students who are booking a 2 hour block

	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
<b>Week 1</b> (9/1-9/7)	Labor Day CLOSED	CLOSED	(9/3)	(9/4)	(9/6) ACT	(9/7)
<b>Week 2</b> (9/8-9/14)	(9/8)	(9/9)	(9/10)	(9/11)	(9/13) SAT	(9/14)
<b>Week 3</b> (9/15-9/21)	(9/15)	(9/16)	(9/17)	(9/18)	(9/20)	(9/21)
<b>Week 4</b> (9/22-9/28)	(9/22)	(9/23)	(9/24)	(9/25)	(9/27)	(9/28)
<b>Week 5</b> (9/29-10/5)	(9/29)	(9/30)	(10/1)	(10/2)	(10/4) SAT	(10/5)
<b>Week 6</b> (10/6-10/12)	(10/6)	(10/7)	(10/8)	(10/9)	(10/11)	(10/12)
<b>Week 7</b> (10/13-10/19)	Columbus Day CLOSED	(10/14)	(10/15)	(10/16)	(10/18) ACT	(10/19)
<b>Week 8</b> (10/20-10/26)	(10/20)	(10/21)	(10/22)	(10/23)	(10/25)	(10/26)
<b>Week 9</b> (10/27-11/2)	(10/27)	(10/28)	(10/29)	(10/30)	(11/1)	(11/2)
<b>Week 10</b> (11/3-11/9)	(11/3)	(11/4)	(11/5)	(11/6)	(11/8) SAT TACHS 11/7	(11/9)
<b>Week 11</b> (11/10-11/16)	(11/10)	Veterans Day CLOSED	(11/12)	(11/13)	(11/15)	(11/16)
<b>Week 12</b> (11/17-11/23)	(11/17)	(11/18)	(11/19)	(11/20)	(11/22)	(11/23)
<b>Week 13</b> (11/24-11/30) 11/26 CLOSING at 6:00	(11/24)	(11/25)	(11/26)	Thanksgiving Break CLOSED		
<b>Week 14</b> (12/1-12/7)	(12/1)	(12/2)	(12/3)	(12/4)	(12/6) SAT	(12/7)
<b>Week 15</b> (12/8-12/14)	(12/8)	(12/9)	(12/10)	(12/11)	(12/13) ACT	(12/14)
<b>Week 16</b> (12/15-12/21)	(12/15)	(12/16)	(12/17)	(12/18)	(12/20)	(12/21)
<b>Week 17</b> (12/22-12/28)	Winter Break CLOSED					

<b>Week 18</b> (12/29-1/4)	<b>Winter Break CLOSED</b>					
<b>Week 19</b> (1/5-1/11)	(1/5)	(1/6)	(1/7)	(1/8)	(1/10)	(1/11)
<b>Week 20</b> (1/12-1/18)	(1/12)	(1/13)	(1/14)	(1/15)	(1/17)	(1/18)
<b>Week 21</b> (1/19-1/25)	<b>MLK Day CLOSED</b>	(1/20)	(1/21)	(1/22)	(1/24)	(1/25)
<b>Week 22</b> (1/26-2/1)	(1/26)	(1/27)	(1/28)	(1/29)	(1/31)	(2/1)
<b>Week 23</b> (2/2-2/8)	(2/2)	(2/3)	(2/4)	(2/5)	(2/7)	(2/8)
<b>Week 24</b> (2/9-2/15)	(2/9)	(2/10)	(2/11)	(2/12)	(2/14) <b>ACT</b>	(2/15)
<b>Week 25</b> (2/16-2/22)	<b>Mid-Winter Recess CLOSED</b>					
<b>Week 26</b> (2/23-3/1)	(2/23)	(2/24)	(2/25)	(2/26)	(2/28)	(3/1)
<b>Week 27</b> (3/2-3/8)	(3/2)	(3/3)	(3/4)	(3/5)	(3/7)	(3/8)
<b>Week 28</b> (3/9-3/15)	(3/9)	(3/10)	(3/11)	(3/12)	(3/14) <b>SAT</b>	(3/15)
<b>Week 29</b> (3/16-3/22)	(3/16)	(3/17)	(3/18)	(3/19)	(3/21)	(3/22)
<b>Week 30</b> (3/23-3/29)	(3/23)	(3/24)	(3/25)	(3/26)	(3/28)	(3/29)
<b>Week 31</b> (3/30-4/5)	<b>Spring Break CLOSED</b>					
<b>Week 32</b> (4/6-4/12)	(4/6)	(4/7)	(4/8)	(4/9)	(4/11) <b>ACT</b>	(4/12)

**Tutor Preference:** \_\_\_\_\_

**I would be interested in 7-8:00 once it becomes available:** yes or no (circle one)

**I would be interested in Fridays should it become available:** yes or no (circle one)

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

**Grade:** (2025-26) \_\_\_\_\_ **Tel. Number:**(\_\_\_\_) \_\_\_\_\_

**For reminders:**

1) Name: \_\_\_\_\_ Email: \_\_\_\_\_

2) Name: \_\_\_\_\_ Email: \_\_\_\_\_

**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

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 every 5-6 weeks.**

**To schedule, email [Joanne@alcmail.com](mailto:Joanne@alcmail.com).**

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

# Navigating Parent Portal

## Link

<https://alctutoring.azurewebsites.net/>

## Session Confirmation

You will receive an email the day before your child's session. You can click confirm or cancel (you will have the option to attach a note explaining the reason for cancelling or any special instructions for that day's session). You can also log onto your portal to cancel any future sessions prior to receiving an email reminder.

*Only one email can receive the reminders – contact us to make changes to the email we have on file.*

## Holidays

Scroll forward where it reads "week" to view upcoming holidays/closures

## Package Updates

Click on your child's name on the left side to view the hours remaining (packages are updated bi-weekly, so if a payment is made, it will not reflect immediately).

## Session Details

Click on your child's name on the left to view a detailed breakdown of canceled, missed, and attended sessions

## Policy

All sessions that are not cancelled with at least 24-hour notice will be changed from "cancelled" to "missed" and then billed. Exceptions are made for illness, but only if at least 1 hour notice is provided. Cancellations will no longer be accepted via email. You will be redirected to cancel through the portal.

## Policies

### **Cancellations and Make-Up Lessons:**

A **24-hour** notice is required for any **cancellations** in order to qualify for a make-up session. Cancellations made without 24-hour notice will result in a charge, and no make-up session will be offered, except in cases of sudden illness or emergencies. For illness-related cancellations, we request a one-hour notice to avoid charges. **Cancellations should be submitted via our NEW online portal, not via email.**

### **Payment:**

To confirm your child's registration, a package must be selected and paid for in full before the first session. A 10-day grace period is provided for payments not made on the day of registration. If payment is not received within 10 days of 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 be released. No refunds or credits will be issued.

### **Refunds:**

Refunds are available only if the child withdraws **prior** to the first session. Once the first session has been attended, no refunds or credits will be issued. Package hours will expire 3 years from the date of purchase.

### **Registration Form:**

Parents are responsible for reviewing any registration forms completed by the director over the phone. It is the parent's responsibility to verify the registered days and times and make any necessary adjustments before the first session.

### **Reserved Sessions:**

If a student misses or cancels 3 consecutive sessions, the reserved weekly time slot may be forfeited. In this case, you may be asked to schedule sessions on a weekly basis, with no guarantee of availability. ALC will make this decision at its discretion, and it will only take effect after discussion with both 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 check your **child's online portal** for an update on remaining hours. **ALC is not responsible for sessions attended beyond the purchased package.**

*I understand and accept the above policies.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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

**Effective June 3, 2025**

**Rates For Grades K - 5**

Packages	Rates	
General Instruction (Math, Reading, Writing)  ISEE/SSAT (plus material charge)	Cash or Zelle	Credit
	\$ 3,936.00	\$4,054.00 - 48 Hours of Instruction (\$82.00 per hour)
	\$ 3,132.00	\$3,225.00 - 36 Hours of Instruction (\$87.00 per hour)
	\$ 2,208.00	\$2,274.00 - 24 Hours of Instruction (\$92.00 per hour)
	\$ 1,728.00	\$1,779.00 - 18 Hours of Instruction (\$96.00 per hour)
	<b>** Private sessions: \$155 per hour</b>	

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

Diagnostic Testing	Rates
Educational Diagnostic Evaluation	\$ 195.00

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

**Effective June 3, 2025**

**Rates for Grades 6 - 12**

Packages	Rates
	<b>Cash or Zelle      Credit</b>
General Instruction (Math, Reading, Writing)  All test prep (SAT/ACT, ISEE/SSAT, TACHS, HSPT, Regents) ( <i>plus material charge</i> )	<u>\$4,800.00      \$4,944.00 - 48 Hours of Instruction (\$100.00 per hour)</u>
	<u>\$3,708.00      \$3,819.00 - 36 Hours of Instruction (\$103.00 per hour)</u>
	<u>\$2,544.00      \$2,620.00 - 24 Hours of Instruction (\$106.00 per hour)</u>
	<u>\$1,962.00      \$2,020.00 - 18 Hours of Instruction (\$109.00 per hour)</u>
	<b>** Private sessions \$179 per hour</b>
	<u>PRIVATE, REMOTE TUTORING SESSIONS ARE AVAILABLE FOR GRADES 6–12, OFFERING FLEXIBLE SCHEDULING AND DIRECT COMMUNICATION WITH THE TUTORS.</u>

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

Diagnostic Testing	Rates
Initial Educational Diagnostic Evaluation	\$ 195.00
Additional Diagnostic Evaluation (or when providing outside ACT/SAT results)	\$ 85.00

Additional Options	Rates
Hourly rate (option only available after the purchase of a package)	\$113

## Study Skills and College Planning

By signing up for one of Achievement Learning Center's programs, you are entitled to coordinate during your *first month* with us a free academic consultation with Novella Prep. No matter what grade your child is in, locally-based Novella Prep works with students of all achievement programs with study skills, executive functioning, and college planning services with experts in teaching and admissions. Families who have worked with us alongside Novella Prep have found the combination of test prep and study skills or college planning to be powerful and positive.

Please visit: <https://novellaprep.com/free-academic-consultation/> or email [info@novellaprep.com](mailto:info@novellaprep.com), or text (914)222-3514.

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Parent Name

Date of registration

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Parent Signature

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Director Signature (Joanne Leo)