



## 2024-2025 Registration 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 (i.e. Mondays from 4:00-5:00). Instruction may be scheduled in **1 hour** or **2 hour sessions**; however, it must be a time **within** the designated instructional hours offered.

### 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 12</b> (11/18-11/24)	(11/18)	(11/19)	(11/20)	(11/21)	(11/23)	(11/24)
<b>Week 13</b> (11/25-12/1) 11/27 CLOSING at 6:00	(11/25)	(11/26)	(11/27)	Thanksgiving Break CLOSED		
<b>Week 14</b> (12/2-12/8)	(12/2)	(12/3)	(12/4)	(12/5)	(12/7) SAT	(12/8)
<b>Week 15</b> (12/9-12/15)	(12/9)	(12/10)	(12/11)	(12/12)	(12/14) ACT	(12/15)
<b>Week 16</b> (12/16-12/22)	(12/16)	(12/17)	(12/18)	(12/19)	(12/21)	(12/22)
<b>Week 17</b> (12/23-12/29)	Winter Break CLOSED					
<b>Week 18</b> (12/30-1/5)	Winter Break CLOSED					
<b>Week 19</b> (1/6-1/12)	(1/6)	(1/7)	(1/8)	(1/9)	(1/11)	(1/12)
<b>Week 20</b> (1/13-1/19)	(1/13)	(1/14)	(1/15)	(1/16)	(1/18)	(1/19)
<b>Week 21</b> (1/20-1/26)	(1/20)	(1/21)	(1/22)	(1/23)	(1/25)	(1/26)
<b>Week 22</b> (1/27-2/2)	(1/27)	(1/28)	(1/29)	(1/30)	(2/1)	(2/2)
<b>Week 23</b> (2/3-2/9)	(2/3)	(2/4)	(2/5)	(2/6)	(2/8) ACT	(2/9)
<b>Week 24</b> (2/10-2/16)	(2/10)	(2/11)	(2/12)	(2/13)	(2/15)	(2/16)
<b>Week 25</b> (2/17-2/23)	Mid-Winter Recess CLOSED					
<b>Week 26</b> (2/24-3/2)	(2/24)	(2/25)	(2/26)	(2/27)	(3/1)	(3/2)
<b>Week 27</b> (3/3-3/9)	(3/3)	(3/4)	(3/5)	(3/6)	(3/8) SAT	(3/9)

<b>Week 28</b> (3/10-3/16)	(3/10)	(3/11)	(3/12)	(3/13)	(3/15)	(3/16)
<b>Week 29</b> (3/17-3/23)	(3/17)	(3/18)	(3/19)	(3/20)	(3/22)	(3/23)
<b>Week 30</b> (3/24-3/30)	(3/24)	(3/25)	(3/26)	(3/27)	(3/29)	(3/30)
<b>Week 31</b> (3/31-4/6)	(3/31)	(4/1)	(4/2)	(4/3)	(4/5)	(4/6)
<b>Week 32</b> (4/7-4/13)	(4/7)	(4/8)	(4/9)	(4/10)	(4/12)	(4/13)
<b>Week 33</b> (4/14-4/20)	<b>Spring Break CLOSED</b>					
<b>Week 34</b> (4/21-4/27)		(4/22)	(4/23)	(4/24)	(4/26)	(4/27)
<b>Week 35</b> (4/28-5/4)	(4/28)	(4/29)	(4/30)	(5/1)	(5/3)	(5/4)
<b>Week 36</b> (5/5-5/11)	(5/5)	(5/6)	(5/7)	(5/8)	(5/10)	<b>Mother's Day CLOSED</b>
<b>Week 37</b> (5/12-5/18)	(5/12)	(5/13)	(5/14)	(5/15)	(5/17)	(5/18)
<b>Week 38</b> (5/19-5/25)	(5/19)	(5/20)	(5/21)	(5/22)	(5/24)	<b>Memorial Day CLOSED</b>
<b>Week 39</b> (5/26-6/11)	<b>Memorial Day CLOSED</b>	(5/27)	(5/28)	(5/29)	(5/31)	(6/1)
<b>Week 40</b> (6/2-6/8)	(6/2)	(6/3)	(6/4)	(6/5)	(6/7)	(6/8)
<b>Week 41</b> (6/9-6/15)	(6/9)	(6/10)	(6/11)	(6/12)	<b>CLOSED</b>	<b>CLOSED</b>

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

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

**Grade:** (2024-25) \_\_\_\_\_ **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@alcm.com](mailto:Joanne@alcm.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:** 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. **Cancellations are accepted through our NEW online portal and not via email.**
- **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 refer to your **child's online portal** for an update on the remaining hours. **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 June 3, 2024**

**Rates For Grades K - 5**

Packages	Rates	
General Instruction (Math, Reading, Writing)  ISEE/SSAT (plus material charge)	<b>Cash or Zelle</b>	<b>Credit</b>
	\$ 3,730.00	\$3,842.00 - 48 Hours of Instruction (\$78.00 per hour)
	\$ 2,986.00	\$3,076.00 - 36 Hours of Instruction (\$83.00 per hour)
	\$ 2,117.00	\$2,181.00 - 24 Hours of Instruction (\$88.00 per hour)
	\$ 1,645.00	\$1,694.00 - 18 Hours of Instruction (\$91.00 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

**SCAN TO VENMO:**



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

**Effective June 3, 2024**

**Rates for Grades 6 - 12**

<b>Packages</b>	<b>Rates</b>	
General Instruction (Math, Reading, Writing)	<b>Cash or Zelle</b>	<b>Credit</b>
	\$4,536.00	\$4,672.00 - 48 Hours of Instruction (\$95.00 per hour)
	\$3,515.00	\$3,620.00 - 36 Hours of Instruction (\$98.00 per hour)
	\$2,419.00	\$2,492.00 - 24 Hours of Instruction (\$101.00 per hour)
	\$1,871.00	\$1,927.00 - 18 Hours of Instruction (\$104.00 per hour)
All test prep (SAT/ACT, ISEE/SSAT, TACHS, HSPT, Regents) (plus material charge)	<b>** Private sessions \$175 per hour</b>	

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

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

<b>Additional Options</b>	<b>Rates</b>
Hourly rate (option only available after the purchase of a package)	\$108

**SCAN TO VENMO:**

