

**2021-2022**

## **A Parent/Student Guide to Curie Learning**

### **Policies and Procedures (Levels K – 6)**

Dear Parent/Student,

We thank you for choosing Curie Learning as your child’s supplementary learning support program. At Curie Learning, it is our earnest endeavor to provide children the right impetus to further their academic pursuits.

The Curie Learning programs are designed to further challenge academically gifted children and help them to reach their full potential. The focus is to help children perform consistently well by creating the right learning habits and strengthening their skill sets in both math and English.

Having successfully trained children over the years in not only earning good grades, but also acceptance into schools and colleges of their preference, we have come to strongly believe that success is possible only if all the concerned stakeholders work with the same intensity and dedication.

Discipline and dedication play an important role in the Curie Learning method of teaching, and students will be expected to maintain the highest levels of discipline and dedication while undergoing their respective courses at Curie Learning. Parent involvement is of paramount importance in motivating children to adhere to the guidelines set by Curie Learning.

We welcome you and your child to Curie Learning and thank you once again on your decision of enrolling your child in our program.

Kindly ensure that you read this document carefully. [We realize that it is long, but all information in the document is important!]

Wishing your child “Happy Learning”!

Sincerely,

**The Curie Learning, LLC Management/Staff**

## **INDEX: Curie Learning Policies and Procedures**

<b>I.</b>	<b>Description of the Program</b>	<b>Page 1</b>
<b>II.</b>	<b>Program Structure for Online and In-Person Classes</b>	<b>Page 4</b>
<b>III.</b>	<b>Student/Teacher/Parent Roles</b>	<b>Page 9</b>
<b>IV.</b>	<b>Necessary Materials</b>	<b>Page 11</b>
<b>V.</b>	<b>Student Behavior</b>	<b>Page 12</b>
<b>VI.</b>	<b>Absences and Class Cancellations</b>	<b>Page 12</b>
<b>VII.</b>	<b>Calendar/Breaks/Bonus Days</b>	<b>Page 14</b>
<b>VIII.</b>	<b>Parent Requests/Feedback</b>	<b>Page 15</b>
<b>IX.</b>	<b>Rules Governing the Centers</b>	<b>Page 16</b>
<b>X.</b>	<b>Added Sessions for IOWA/SOL Prep</b>	<b>Page 17</b>
<b>XI.</b>	<b>Enrolling into the Program</b>	<b>Page 17</b>
<b>XI.</b>	<b>Class Scheduling/Breaks/Cancellations</b>	<b>Page 19</b>
	<b>South Riding Parking Map</b>	<b>Page 20</b>

# Curie Learning Policies and Procedures

## Levels K-6

### I. Description of the Program:

Curie Learning, LLC is an after-school program that focuses on enriching the education of students ages 6-12. The program is specifically designed to challenge students to meet their academic potential in mathematics, writing, vocabulary, and grammar skills. The curriculum is loosely based on the National Standards for the students' upcoming grade/classes in school, with a strong focus on critical thinking and application of skills.

Other courses in this program include test preparation courses (including PSAT and admittance exams into local prestigious high schools/programs), along with summer courses including supplementary mathematics/English classes, and various English, writing, and science camps.

### Quality Teachers and Instruction:

All Curie Learning instructors must hold a bachelor's degree (minimum) in a related field to the classes that they are teaching. Providing clear instruction to students, maintaining classroom management, and assessing assignments in a timely fashion are all very important attributes that must be maintained by any instructor during the duration of the course. All Curie Learning instructors must also conduct themselves in a professional manner toward parents and students.

### A Challenging Curriculum:

Since the curriculum for any particular level is based on the material that the students will learn in the next year (and even beyond this) in the day school, exercises/assignments tend to be more challenging than a student is accustomed to. Our curriculum is designed to challenge the "high of the high"; higher scores may not be as easy to come by as they are in the public school system. We expect students to do their *very best* in the class; this means that they are putting forth their highest efforts in order to reach their *highest* potential. This level of achievement, of course, is based on the abilities of the student. In general, if a student is reaching scores of *at least 70%* in the Curie classes, it is obvious that they are benefitting from the program. This minimum, of course, should not be the students' aim; the aim of the student is to achieve the highest scores that he/she can accomplish in the class.

Since our program raises the bar when it comes to difficulty level, new students (and parents alike) may naturally experience an "adjustment period" to the new level of rigor in this

program. However, this program is most beneficial to the students who invest the proper time for assignments and complete all assignments to the best of their ability.

**Curriculum and Assignments:** Homework is given every week for both math and English classes, and assessments will be given approximately every 4-8 weeks. Essay writing is incorporated within the English homework packets; however, not every homework packet includes an essay. Our mathematics curriculum is designed with a strong emphasis on word problems and conceptual understanding as well as higher-level computation problems. Our English curriculum focuses on four main categories: grammar and punctuation, writing, vocabulary (SAT based), and reading comprehension.

**Posted Grades, Homework Assignments, and Answer Keys:**

During online learning, all lessons will be posted and assigned to students through the Google Classroom application. All assignments will also be scored and recorded through the Google Classroom application as well. In order to provide the necessary immediate feedback for student growth, answer keys will be included on Google Classroom, but all students will be expected to show their work and complete all assignments honestly. Assessment answers are not provided on Google Classroom.

**Answer Keys and the Request to Check Homework:**

Parents are provided answers (through their child's Google Classroom account) and are expected to check their child's homework on a weekly (class by class) basis. For the English curriculum, solutions are only provided for problems for which there is one definitive answer, *i.e.* multiple choice or short answer exercises. Teachers are expected to assess/examine these homework assignments for conceptual understanding, but are *not* required to re-grade all problems whose answers are provided to parents/students. The way assignments/assessments are scored/assessed rests on the discretion of the teacher. Students and/or parents will be informed ahead of time as to when an assessment will be given in class.

**II. Program Structure for Online and In-Person Classes:**

For math classes, students will receive most lesson instruction from prerecorded videos. The assignments will be posted on Google Classroom. Student records will also be recorded and viewed on Google Classroom. The time mentioned on the schedule will be for the live sessions. During live sessions, teachers will reiterate the skills taught in the videos for each lesson and will answer homework questions from the previous week's homework. For English classes (Levels 4-6), the writing portion will be covered during live sessions and grammar portions over video.

### **Online Class Structure:**

Some sections that we offer will be conducted exclusively online. For online learning, video lessons will be provided each week; also, a live session will be held with the teacher each week through Zoom where teachers will discuss homework questions and present additional material. To be prepared, students must watch the current lesson's video *before* attending the Zoom session, as well as have completed their previous homework assignment and be ready with homework questions from this assignment. Students will then submit homework via Google Classroom, where it will be assessed and returned by the teacher. Links to the Zoom sessions and Google Classroom, including information on how to submit homework on Google Classroom, will be provided on the Google Classroom STREAM page before the school year begins.

Students must have access to a device with a working microphone; a device with a camera is mandatory. The classes involve interaction, and students will not be able to fully participate if they are unable to verbally speak with the teacher. Cameras are also necessary for teachers to monitor the students' movements during the class; therefore, device cameras are strongly recommended and should remain on for the entire duration of the session. Students will need a quiet space to attend class meetings that is free from distractions, and they must focus completely on the lesson--avoiding inappropriate internet or device usage while the class is in session. (Occasional parent check-ins to make sure the child is paying attention are strongly recommended and appreciated.)

### **Benefits of Online Classes:**

- Students and parents will not need to commute to the centers for the classes.
- Parents can see the scanned homework (along with the teachers' comments) anytime as it is scanned and assessed on the Google Classroom application.
- Classes will not be interrupted due to inclement weather conditions.

**PLEASE SEE PAGES 7-8 FOR INFORMATION ABOUT THE LESSON CYCLE.**

**In-Person Class Structure:**

In-person classes will run similarly to the online classes, except that the students will meet in person for the live sessions. The classes will run as “reverse classrooms” where students receive the bulk of the instruction from home (via instruction video) and use the class time to review the concepts for the new lesson, receive individual assistance from the teacher, and review homework questions with the class. Students will also be able to start their homework in the class using the assistance of the teacher and other classmates. [Please note that, even though the students will be meeting with the teacher, *students are still expected to watch the videos outside of class time and come to the class with the notes completed.*]

Teachers will still use the Google Classroom to post the assignments and schedule for the students. Teachers will also submit scores on the Google Classroom app; however, the assignments themselves may be collected and graded on hard-copies only. This is the teacher’s preference.

**Benefits of In-Person Classes:**

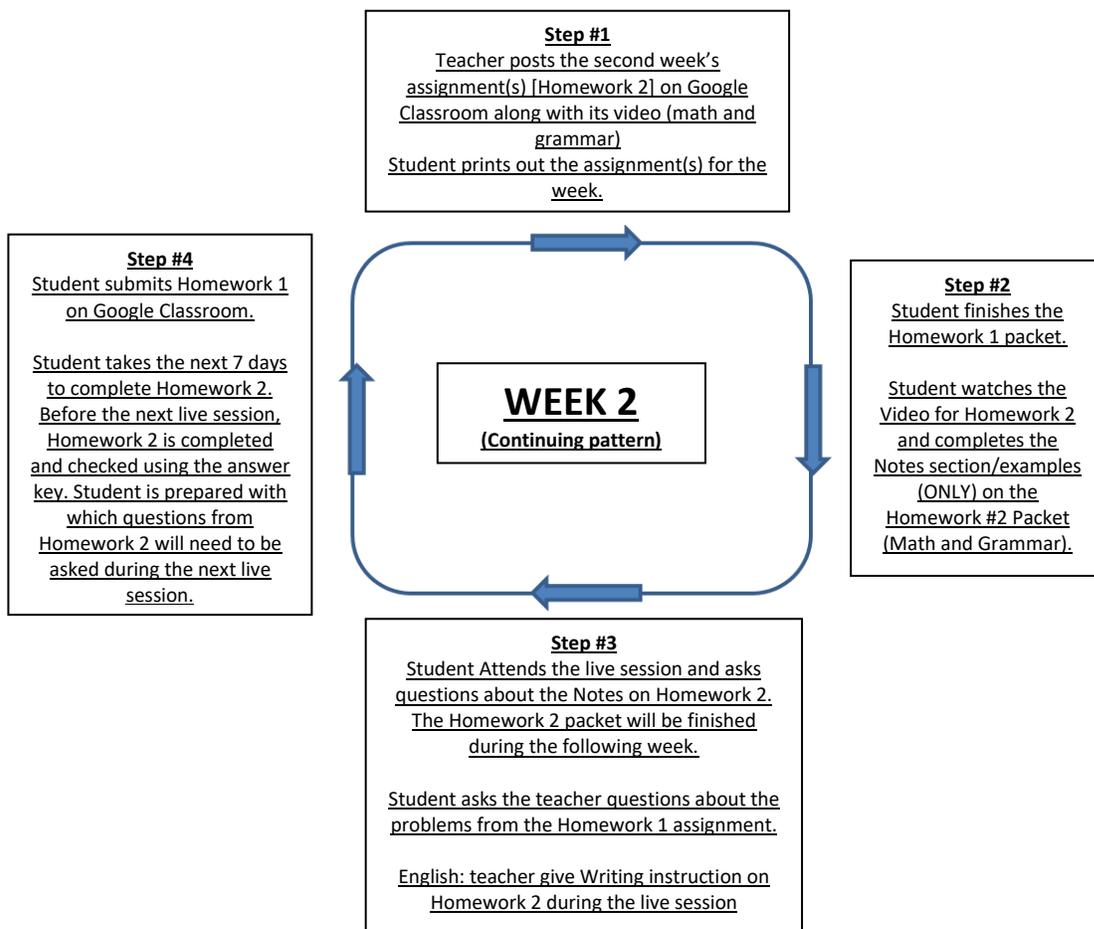
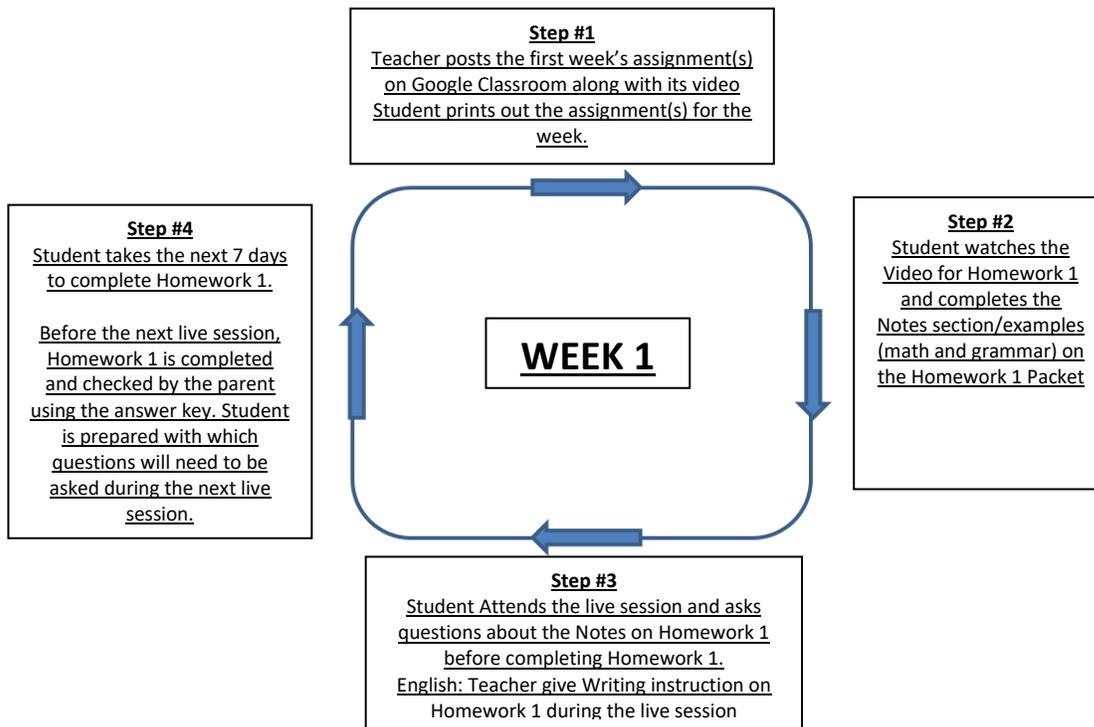
- Students will not be able to hide from the teacher in the class. The students are present with the teacher and the teacher can see how they are spending the class time.
- Students receive the hard copies of the weekly lessons in the class; there is no need for parents to print assignments from home or make special trips to pick up the materials from the centers for online classes.
- Students will be accountable to the teacher face-to-face and the teacher can easily pull the student aside to speak privately with him or her.
- Parents and teachers can correspond more readily when parents come to pick up their children. The teacher can also call a parent in to speak with him or her if there is a matter to discuss regarding the students’ progress or behavior.

PLEASE NOTE: Enrollment in an In-Person class does not eradicate the need for parent involvement. Parents are expected to perform the role outlined on pages 10-11.

**PLEASE SEE PAGES 7-8 FOR INFORMATION ABOUT THE LESSON CYCLE.**

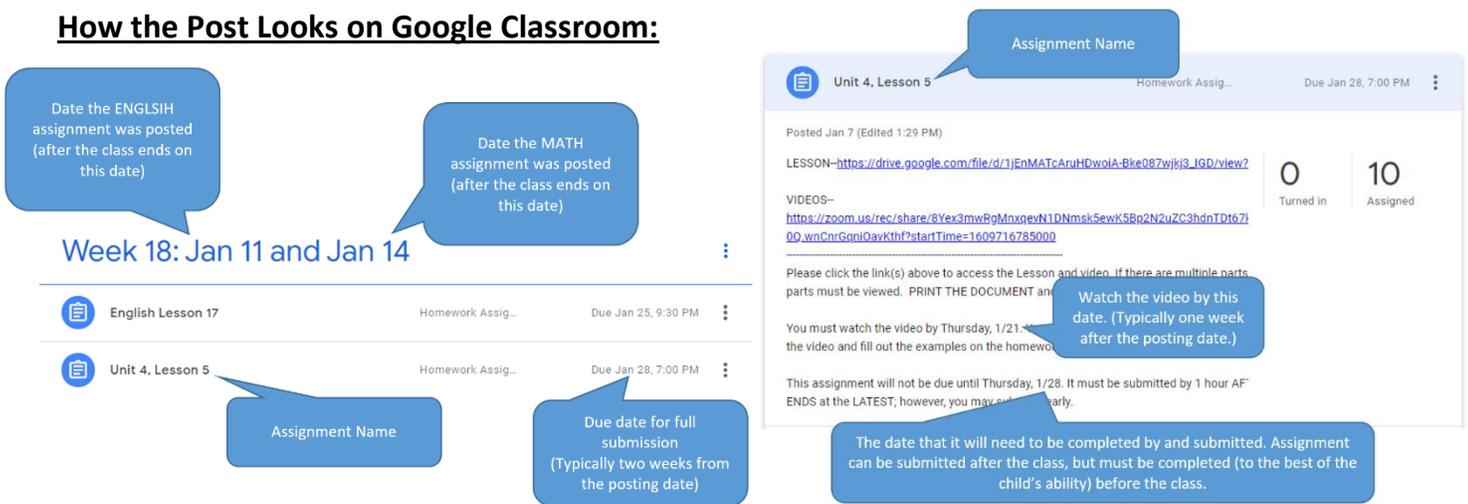
## Lesson Cycle: First Two Week

After two weeks, the pattern will continue similar to Week #2.



## HOW TO UNDERSTAND THE "JOURNEY" OF EACH ASSIGNMENT

### How the Post Looks on Google Classroom:



The screenshot shows a Google Classroom assignment post for "Unit 4, Lesson 5". The post includes a lesson link, a video link, and instructions. Callout boxes provide the following information:

- Assignment Name:** Unit 4, Lesson 5
- Date the ENGLISH assignment was posted (after the class ends on this date):** Week 18: Jan 11 and Jan 14
- Date the MATH assignment was posted (after the class ends on this date):** (Not explicitly stated in the callout, but implied to be the same as the English assignment)
- Assignment Name:** Unit 4, Lesson 5
- Due date for full submission (Typically two weeks from the posting date):** Due Jan 28, 7:00 PM
- Watch the video by this date. (Typically one week after the posting date.):** You must watch the video by Thursday, 1/21
- The date that it will need to be completed by and submitted. Assignment can be submitted after the class, but must be completed (to the best of the child's ability) before the class.** Due Jan 28, 7:00 PM

### How the Assignment is Scheduled:

**Week 1:** The new assignment is posted. Students have one week from the posted date to watch the video of the new lesson and complete the NOTE section along with the video. (During this week, students may also have to complete their previous homework assignment.)

**Week 2:** The teacher reviews the concepts from the video with the students. For Levels 2-3: The teacher works with the students to complete the Classroom Practice page of the assignment. The students have the following 7 days to complete the homework. Ideally, the assignment should also be checked by parents (using the provided answer key) and students have attempted to correct their errors. (During this week, students may also have to watch the video of the following lesson.)

**Week 3:** The assignment is due. The teacher will review any questions/problems that the child may have during the live session. (For the following week, the child will be expected to finish the next homework assignment and watch the video of the third.)

### Other Important Information:

- Most weeks the child must complete one homework assignment and watch the video of another.
- In-class assessments will be posted 10-15 minutes before the class. They must be printed before the class begins and the child will take the assessment with the teacher with their camera on for the entire duration.
- Take-Home assessments will be posted as a class assignment and will be due in one week.

### **III. Student/Teacher/Parent Roles:**

Here at Curie Learning, LLC, we believe that in order for students to reach optimal potential, the roles of the student, teacher, and parent are of equal importance (after all, it *absolutely* takes a village to raise a child). A child is best apt to meet his or her learning potential when all parties are participating accordingly. These roles are defined as follows:

**The Role of the Student:** The student has the most important role in the education process.

His/her attitude and approach toward learning is the largest factor in his/her success as a student. This is especially true for higher levels/ages; it is the student's responsibility to ensure that he/she understands what is taught to him/her. To ensure this, students are expected to:

- Review and *study* the lessons and examples given in class *before* he/she begins the homework or homework section.
- Communicate to the teacher and/or parent if he/she is not understanding a concept and seek support when necessary.
- Use the class examples as a reference while completing an assignment to ensure that the problems are solved/answered correctly.
- Complete the homework assignments to the very best of his or her ability. Show all work and follow any instruction given by the teacher.
- Ask/remind parents to check the work throughout the week. Re-attempt each missed problem *at least once* before submitting it to the teacher.
- Punctually submit the homework to the teacher (for in-person classes) or through Google Classroom (for online classes)—documents submitted online must be PDF multi-paged files (or as instructed by the teacher).
- View the teacher's comments for each assignment on Google Classroom after it is returned through the Google Classroom program.
- Track of his or her assignment to ensure that all assignments are submitted; this can be easily done as all scores are posted on the Google Classroom app.

**The Role of the Teacher/Staff:** The teacher's role is to:

- Clearly communicate the concepts to the students while teaching the lesson, give constructive feedback on homework assignments and assessments, and consistently review homework problems in class.
- Be punctual and prepared for every class; a teacher must show up at least 10 minutes before his or her first class begins and is expected to stay at least 10 minutes after his or her last class to speak with parents and offer support to students.
- Conduct parent-teacher conferences at least once within the school year (before winter break) to give feedback to parents.
- Keep all Google Classrooms for each course updated and accurate—all assignments must be posted and all grading will be done through this program. [This will be done by the administrative staff.]
- Check his/her Curie Learning email at least once per week.
- Assess homework (on a weekly basis) and tests.
- Use Google Classroom to weekly post student scores.

**Teachers are *not* expected to...**

- “Chase” students down for homework.
- Initiate emails to parents for missing homework assignments.
- Initiate emails to parents to give an individual student's scores.
- Tutor students outside of classroom hours free of charge.
- Conduct lengthy and unplanned meetings with parents.
- Write recommendation letters for students unless he/she agrees to do so.
- Grade each and every individual problem when the answers are given to parents.

**The Role of the Parent:** Studies show that the actions that parents take toward their child's education directly influences the child's attitude and capacity toward learning. In order for students to meet their full potential, students need support from many authority figures in their lives. The parent's role here at Curie Learning is to:

- Help to monitor the student's homework completion and behavior during online sessions. Also to ensure that the student does not miss any homework assignments. This is easily done by checking the student's Google Classroom.

- Make sure that the student attends class consistently; however, when a class must be missed, the parent must ensure the student still watches the lesson video and submits the homework (which will be posted on Google Classroom). If a child misses a session that was conducted in-center, the parent must contact the center and request the specific assignment from them. The parent may be asked to pick up the assignment from the appointed center.
- Ensure the student joins the class in a timely fashion. When attending in-center, make sure to drop off and pick up the student in a timely fashion (at least 5-10 minutes before the class begins).
- Check answers of the student's homework, while providing enough time for the student to attempt to correct his/her errors.
- Read all teacher emails and email teachers regarding any concerns.
- Inform the child's teacher (via email) in the case of the child's absence.

#### **IV. Necessary Materials:**

- **Large Binders:** Please keep separate ring binders at home for both English and Math. (We recommend at least 3 inches in width for each binder.) All sheets should be filed in the appropriate ring binder, in a proper order. These binders do not need to be brought to class on a regular basis; however, students are not to throw any assignments away during the duration of the class. The papers should be kept to refer back to for any cumulative test or for review of a certain skill.
- **Bag and Folders:** We recommend that each student be provided with two folders to keep in his/her Curie Learning bag. One folder is for holding the current Math homework and the other is for holding the current English homework. Students must bring these folders to class every week containing the appropriate assignments.
- **Notebooks:** Students must have a notebook or notepad for every class (especially English classes).
- **Writing Utensils:** Students must be supplied with their own pencils, pens, and erasers. All three of these items are necessary for the classes.
- **Curie Learning Packets:** For online classes, students must print out the packets (posted on Google Classroom) before class each week. **If h do not have access to a printer, please contact Curie Learning to obtain the printed lesson materials.** Materials will be provided one semester at a time. Please note that, if materials are provided to a patron at

the beginning of the semester, the patron forfeits his or her right for a refund within the first two weeks since the first day of the student's class, even if the materials are returned to the center.

## **V. Student Behavior:**

Here at Curie Learning, LLC, we maintain a strong standard for a teacher's classroom management ability and also for student behavior; therefore, behavioral issues will not (and *cannot*) be tolerated. We rarely encounter behavioral issues here at Curie Learning, LLC; however, disclosed is our policy regarding student behavior.

If a student is disruptive in class and/or is interfering with the learning of others in any way, there is a protocol that teachers will follow in the classroom:

### **In-Person Learning:**

1. The student will first be given a verbal warning.
2. If learning in the classroom, the student will be asked to switch seats and may be given a *permanent* seat change (henceforth not allowed to sit next to certain classmates).
3. The student will be sent out of the classroom and parents will be called/informed. The student will be allowed back into the class only after the matter was discussed between the teacher and parent and/or student.
4. If the discipline problem continues, a parent may be told to withdraw the student from the program.

### **Online Learning:**

1. The student will first be given a verbal warning.
2. The student may be muted through the Zoom program if he/she continues to be disruptive.
3. The student will be "removed" from the session. Once a student is removed (or kicked out), he or she will not be able to re-enter the session on that day.
4. If the discipline problem continues, a parent may be told to withdraw the student from the program.

## **VI. Absences and Class Cancellations:**

### **In the Case of an Absence:**

\*\*\*If your child is going to miss a class, it is always best to email the teachers ahead of time in the case that the teacher needs to provide you with any necessary information regarding what your child will miss.

For Online Learning:

- Students and parents may view the missed assignments and video lessons on Google Classroom. Videos of the live sessions will be shared for **Levels 4-6 English class only**, and only upon request with a valid reason. Since the writing lessons will be taught during the live session for these English classes, student who miss these sessions will miss new instruction. For all other classes, the lesson itself will be taught on video; students will not miss any instruction from the live sessions (only in-class practice, homework questions, and reinforcement of the skills taught in the lesson).

Instructional videos and live session videos will only be accessible for a limited amount of time and will not be re-provided to any patrons once they are removed. Please do not email teachers requesting assignments. Teachers will not be permitted to send any document over email if the assignment has expired from the Google Classroom.

For In-Person Classes:

- Patrons may request a copy from the center's admin/receptionist any time during office hours; this can be done ahead of time. It is a good idea for the student or parent to make the request of the admin staff member before the class begins; the admin staff can make a print out for the student and provide it to the student while classes are in progress.

Students will also be provided with the lesson links through their Google Classroom; therefore, assignments can be printed from home as well.

Please do not email teachers requesting assignments. Teachers will not be permitted to send any document over email if the assignment has expired from the Google Classroom.

**In Case of Cancellations:**

The way that we will handle cancellations due to unforeseen or uncontrolled circumstances will depend on the situation and the curriculum schedule for each class.

- In-person classes may be online for that week
- Classes may be conducted on an alternate day for that week (in-center)
- Classes may be skipped and a BONUS DAY will be used (see page 15).

If classes are cancelled due to weather conditions, teacher illness, or any other reasons outside of our control, the 'bonus days' may be used. If the number of cancellations for any given class exceeds the number of bonus days, the teacher will then *need* to conduct an extra class outside of the regularly scheduled classes. If the teacher cannot attend the class due to personal reasons, management will attempt to find a substitute teacher for the class; in the

case that the class needs to be cancelled, we are obligated to provide a make-up class for the students.

**VII. Calendar/Breaks:**

**Calendar at a Glimpse:**

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**Class Scheduling/Breaks/Cancellations:**

**List of Breaks/Significant Dates**

**First Date of Curie Learning Classes:** Friday, August 27<sup>th</sup>

**Labor Day Weekend:** Friday, 9/3 – Monday, 9/6

**\*\*Diwali:** Thursday, 11/4--Classes will be rescheduled for Levels K-6 & Algebra 1

**\*\*Halloween:** Sunday, 10/31—Classes beginning after 3pm will be rescheduled for Levels K-6 & Algebra 1 (not including High School classes)

**Thanksgiving Break:** Wednesday, 11/24 – Sunday, 11/28

**Winter Break:** Monday, 12/20 – Sunday, 1/2

**Spring Break:** Monday, 4/11 – Sunday, 4/17\*

\* We will be following the Loudoun County School schedule for Spring Break. Accommodations will be made for students who will not be able to attend class during week of Spring Break for Fairfax County Public Schools.

**Memorial Weekend:** Saturday, 5/27 – Monday, 5/30

**Last Date of Curie Learning Classes:** Sunday, June 19<sup>th</sup>

**Number of Classes:**

The program includes a *minimum* of **35** days/two-hour sessions (70 classes for levels that include both math and English courses).

<b>Monday:</b>	1 Bonus Class [meets 36 times without disruption]
<b>Tuesday:</b>	3 Bonus Classes [meets 38 times without disruption]
<b>Wednesday:</b>	3 Bonus Classes [meets 38 times without disruption]
<b>Thursday:</b>	3 Bonus Classes [meets 38 times without disruption]
<b>Friday:</b>	2 Bonus Classes [meets 37 times without disruption]
<b>Saturday:</b>	2 Bonus Class [meets 37 times without disruption]
	**Classes on Diwali will be rescheduled. Classes after 3pm on Halloween will be rescheduled.**
<b>Sunday:</b>	2 Bonus Class [meets 37 times without disruption]

**VIII. Parent Requests/Feedback:****Requesting Letters of Recommendations:**

Parents may request letters of recommendations for their child's admittance into academic programs related to school or other extra-curricular activities. However, Curie Learning, LLC offers guidelines and policies regarding these requests.

- To give a letter of recommendation is under the teacher's discretion; our teachers have the right to deny any patron or child a letter without having to give a reason for the rejection.
- All requests must be made at least two weeks before the letter is given to the parent or submitted to the school. Parents should not make the request if a two week time frame cannot be given for the teacher to write and provide the letter.
- Teachers may give letters of recommendation in a sealed envelope with the student's name written on the outside. If a teacher chooses to do this, this letter should not be opened and read by the parent before it is submitted to the school. A teacher may also choose to mail the letter directly to the school.

**Providing Feedback on the Program:**

Curie Learning welcomes any feedback on the academic program. If you have a complaint or suggestion as to how we can better our program, please speak to the center receptionist and he or she can provide you with a parent survey, which will soon after be submitted to management. Your request/suggestion will then be reviewed and considered.

Please do not expect immediate change after submitting a complaint or a request. The promise is that we will consider the feedback and work on the problem in order to improve our program.

## **IX. Rules Governing the Centers:**

### **Child Pick-up and Drop Off: (for In-Person classes only)**

Curie Learning is only responsible for the safety of a child while he or she is in our facility. However, we cannot be held responsible for students as they are entering and exiting the building. In order to help protect our students, we ask that parents please follow these rules/precautions:

- Students who are under the age of 11 must always have a parent escort him or her in and out of the building, especially when it is dark outside.
- Students 11 years of age and older may walk in and out of the facilities on their own; however, we ask that parents please watch their children walk to their car as they do so.
- A \$10 per hour fee may be applied if a parent does not pick up his or her child at least 15 minutes after the classes end (especially if this happens consistently). This fee is not prorated by fractions of an hour. The beginning of the next hour constitutes a charge of \$10. Enforcement of this rule will be under the discretion of the center's admin.

### **Parking:**

In front of each facility is a fire lane. Patrons may not park directly in front of the facilities; patrons may only enter the facilities once they are parked in a designated parking space. It is fine to line up along the parking lot *as long as the driver stays in the car at all times* and there is a clear passageway for passing/moving vehicles. Cars that are parked inappropriately may be towed. *For the **South Riding/Chantilly** center, please view the parking map on pg. 20.*

### **Speaking to the Teacher:**

Teachers are required to make themselves available to converse with parents for short periods of time. A teacher may ask parents to meet before or after the class (depending upon the student's class schedule). Parents may also contact a teacher via email; these email will

be provided later on. However, parents may never interrupt a teacher while his/her class is in session.

During online learning, the teacher has every right to mute a parent (or remove the participant) through Zoom if the parent is interrupting the class during its scheduled time. For in-person learning, the teacher has every right to ask a parent to leave the classroom if the class is in progress. If a parent needs to relay a message to the teacher, he or she must do so before or after the class. It is fine for a parent to ask the teacher at the beginning of class (before instruction begins) to speak with him/her after the session is over. Parents will also be provided with the teacher's email address in order to contact him or her.

### **X. Added Sessions for IOWA/SOL Prep:**

For students grades 5-6, Curie Learning conducts extra classes throughout the year in order to prepare our students for upcoming tests in their schools (such as the IOWA or SOLs).

These sessions are conducted online and outside of regularly scheduled classes.

At this time, most schools have not announced which test they will be using this coming academic year. Parents will be informed (via email) as to the schedule of extra sessions nearer to the test dates. These sessions times/options may differ depending upon the county in which the child attends school.

### **XI. Enrolling into the Program:**

#### **Placement Test:**

In order to enroll, students need to first take a placement test. If a student is new to the program, has not been enrolled in our *academic year* program for the previous school year, has dropped out of the academic year program within the previous school year, and/or has not taken the placement test within the last **two** months of enrollment, he/she will need to take (or retake) the test.

We use the results of the placement test to give a recommendation as to which level will be best for the student for the upcoming school year. Parents are given the option to reject our recommendation and enroll for another level; however, a waiver will need to be signed stating that Curie Learning will not be held responsible if the child does not improve throughout the year. Teachers are not required to offer consistent help to a student, especially if that student is placed in a higher level than recommended.

**Payment:**

Payment method and options:

- 1) **Pay with a check or cash.** Any checks should be made payable to "Curie Learning". The memo should include your child's FIRST AND LAST NAME. Checks must be written in Black or Blue ink.
  - Drop off the check/cash in person at our South Riding Location: 43250 Stonewall Pond Street, Chantilly, VA, 20152
  - Drop off the check in the tuition drop box (there are two, one is gray and one is red) next to the entrance door of our South Riding location.
  - Mail the check to 43250 Stonewall Pond Street, Chantilly, VA, 20152. Please be aware that mailing can take 3-5 business days; therefore, it needs to be planned in advance, so it reaches one week before enrollment date (access to the class will not be granted until payment is received in full).
- 2) **Make an online payment.** Online payments can be made by sending us an email, and we will then send you an invoice. You can pay by PayPal, credit card, or debit card. However, please note that an additional 3% will be charged.

**PLEASE NOTE THAT A STUDENTS' SPOT IN THE CLASS WILL NOT BE RESERVED UNTIL THE FULL PAYMENT IS MADE AND PROCESSED.**

Please see the "2021-2022 Academic Year Schedule" for admission and registration fees.

**Refund Period:** Once the payment is made, all patrons have up to *two weeks* after the child has been enrolled to withdraw from the program to receive a refund. In the case of a student withdraw, a refund of the *remaining* classes will be given; the patron will still be required to pay for the classes for which his/her child attended. Any enrollment fee paid will not be refunded. Refunds will *not* be issued after two weeks of the child's assigned class from the date that the child has been enrolled (even if the child had not attended the class). Any patron who wishes to withdraw from the program must do so in writing as an email to the appropriate Curie Learning center's email. No refund will be given after the refund period has expired.

## **XII. Contact Curie Learning (NOVA):**

Our current office hours for each center is provided on the website ([curielearning.com](http://curielearning.com)) as well as on the academic schedule. We may not answer the phone if a patron calls outside of office hours or if a patrons calls while we already on a call. If we do not answer right away, please know that we have your phone number from the cue and will return your call as soon as possible. The office line is a cell phone; we can also receive text messages.

**PLEASE DO NOT COME TO THE OFFICE FOR CURIE LEARNING-RELATED BUSINESS OUTSIDE OF OFFICE HOURS!**

We share our buildings with preschools that run their business outside of these posted hours; if you come outside of these hours, the preschool staff *will not* be able to help you (and you are interrupting them from their duties).

### **Program Director/Head of Math:**

Kristen Herdman

[kristen.herdman.curiellc@gmail.com](mailto:kristen.herdman.curiellc@gmail.com)

### **Head of English:**

Erin Price

[erin.price.curiellc@gmail.com](mailto:erin.price.curiellc@gmail.com)

### **Administrative Director:**

Kyrillos Masry

[kyrillos.curie@gmail.com](mailto:kyrillos.curie@gmail.com)

<p><b><u>SOUTH RIDING CENTER</u></b> CALL or TEXT: (703) 798 – 6808  EMAIL: <a href="mailto:southriding.va@curielearning.com">southriding.va@curielearning.com</a>  MAIL: 43250 Stonewall Pond St. South Riding, VA 20152</p>	<p><b><u>HERNDON CENTER</u></b> CALL or TEXT: (703) 798 - 6808  EMAIL: <a href="mailto:curielearning@gmail.com">curielearning@gmail.com</a>  MAIL: 13505 Dulles Technology Dr., Suite 1 Herndon, VA 20171</p>	<p><b><u>ASHBURN CENTER</u></b> CALL or TEXT: (703) 798 - 6808  EMAIL: <a href="mailto:ashburn.va@curielearning.com">ashburn.va@curielearning.com</a>  MAIL: 20604 Gordan Park Sq. #150 Ashburn, VA 20147</p>
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**KEY**



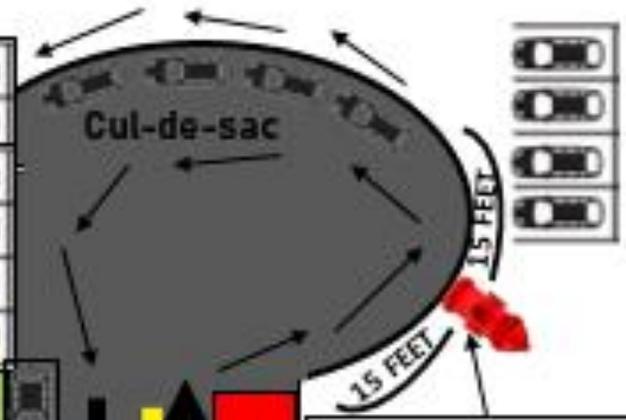
Parking Space:

Free Parking:

- Please note the direction that the cars are facing
- Do Not Park or Sit: RED ZONES**
- do not park or sit in front of a neighbor's house
- leave the walk path between the playground and the building CLEAR
- do not park or sit in the parking area of the driveway
- do not park or sit within 15 feet of the fire hydrant

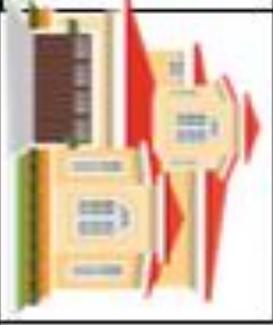
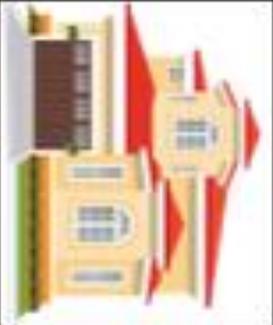
Kiss and Ride:

- you may sit and wait for your child
- do not leave your car unattended in these regions



**FIRE HYDRANT!**  
DO NOT PART WITHIN 15 FEET OF IT!

South Riding (Chantilly) Center



**NO PARKING OR SITTING**

THRU TRAFFIC

**1/2 DRIVEWAY**

THRU TRAFFIC ONLY!

NOSS AND BDC WAITING ONLY

PLAYGROUND



**1/2 DRIVEWAY**  
DO NOT LEAVE YOUR VEHICLE

**DO NOT PARK ON THIS SIDE! DO NOT PARK IN FRONT OF NEIGHBOR'S HOUSES!**

**DO NOT PARK IN FRONT OF NEIGHBOR'S HOUSES!**

**Parking Map**  
South Riding Center

**A Curie Learning Parent/Student Guide**  
**Policies and Procedures for 2021-2022**  
**(Level 7/8 Curie Signature Advanced Academic Preparation Program)**

Dear Parent,

Greetings from Curie Learning!!!

We thank you for choosing Curie Learning as your child's study partner. At Curie Learning, it is our earnest endeavor to provide children the right impetus to further their academic pursuits.

The Curie Learning Programs are designed keeping in mind the different learning needs of children. The focus is to help children perform consistently well by creating the right learning habits. Having successfully trained children over the years, in not only getting good grades but also in getting into schools and colleges of their preference, we have come to strongly believe that success is possible only if all the concerned stake holders work with the same intensity and dedication.

We assure you that we will work closely with your child and provide all the necessary assistance to help your child perform to his / her optimum potential. Discipline and dedication play an important role in the Curie Learning method of teaching and students will be expected to maintain the highest levels of discipline and dedication while undergoing their respective courses at Curie Learning. Parent involvement is of paramount importance in motivating children to adhere to the guidelines set by Curie Learning.

We welcome you and your child to the World of Curie Learning and thank you once again on your decision of enrolling your child in Curie Learning.

This document details the "Policies and Procedures of Curie Learning". Kindly ensure that you go through the document and follow the instructions diligently. Unless we hear from you through an e-mail disagreeing with any of our policies and procedures, within one week after receiving this Parents/Students Guide, it is automatically assumed that both parents and students agreed to adhere to our policies and procedures.

Wishing your child "Happy Learning"!

Sincerely,

**The Curie Learning, LLC Management/Staff**

## **Policies and Procedures of Curie Learning 7<sup>th</sup>/8<sup>th</sup> Grade Program**

### **The Basics of What to Expect – In-person and Online Learning:**

Due to the recent pandemic, we are taking the proper precautions and planning to conduct classes in both in-person and online formats. We ask that all patrons consider both options when registering their children. In case, if all in-person class sections are full we advise you to opt for online section for now and put your child in the waiting list for in-person classes.

In case of in-person classes, a hard copy of next week's lesson will be provided at our center. In case of on-line classes, the student is expected to print a copy of the lesson at home. In case, if there is a problem with the printer at home, one of the parents can come to one of our centers to pick-up a copy (please call 703-798-6808, before you come to make sure the center is open). For both in-person and online learning, video lessons will be provided each week; also, a live session will be held with the teacher each week on Zoom for online sections and in-person at one of Curie centers for in-person sections. While watching the video (which will be made available to you for one week only with no exceptions) the student is supposed to take notes on the hard copy of the lesson and all homework should be done on the hard copy of the lesson and an additional paper if there is a need. Student is expected to have the hard copy with him/her when they come to the live discussion session. In the live session teachers will discuss homework questions and may present additional material. Again, to be prepared for the live session, students must watch the current lesson's video *before* attending the Zoom or in-person session, as well as complete the homework assignment associated with the lesson. Students will have to keep track of their homework and parents will have to grade/correct it using the Parent Key that is provided. They will be expected to maintain a binder of all lessons to prepare for future exams. Links to the Zoom sessions will be posted in Google Classroom and in Google Calendar (will be provided before the school year begins).

Students must have access to a device with a working microphone and a camera. It is mandatory that the computer should have a working camera and microphone. Students will not be allowed to attend a live ZOOM class without a working camera and a microphone. It is the responsibility of the students and parents to make sure that the device satisfies all the audio/video requirements of the class. The classes involve interaction, and students will not be able to fully participate if they are unable to verbally speak with the teacher. Cameras are necessary for teachers to monitor the students' involvement during the class; therefore, device cameras should remain on for the entire duration of the session. Students will need a quiet space to attend class meetings that is free from distractions, and they must focus completely on the lesson--avoiding inappropriate internet or device usage while the class is in session. (Occasional parent check-ins to make sure your child is paying attention are strongly recommended and appreciated.). No mobile phones are allowed with the student during the live session. This is intended to avoid distractions.

**The new batch live sessions commence from the week of August 27<sup>th</sup>**

1. The day of first class depends on the location and section you choose
2. Every week, we will provide a recorded lesson for your child to watch and follow along with their study packets. Additionally, there will be live weekly discussions your child will have to attend. Please note that there is no way to make up the weekly live discussion if your child misses it. If they miss it, they miss it. They are still expected to watch the recorded lessons, and finish the designated assignments.
3. Instructional videos and live session videos will only be accessible for a limited amount of time only and will not be re-provided to any patrons once they are removed at the end of the week.
4. Due to the covid-19 situation, students are not allowed to attend another class for a make-up class for any reason.

**7<sup>th</sup>/8<sup>th</sup> Grade TJ/AoS/AET English and Math Learning Objectives:**

1. The English learning objectives include building grammar, vocabulary, writing and reading comprehension skills.
2. From January, alternate Sunday evenings would be devoted to special focus on science, critical thinking, and writing.
3. Excellence in writing has become an important requirement for success in both TJ and AoS/AET admissions and Curie programs pay special attention to it.
4. From February to December (for 11 months), every student will be provided a “Three on One” session of 60 minutes with a writing expert once a month for 10 times. November/December together are regarded as one month due to Thanksgiving weekend and Christmas Break.
5. In Math, the focus initially is on Arithmetic concepts and later Algebra and Geometry fundamentals. Algebra 2 material is covered in Level 8. The focus of the math program is to developing skills in solving word problems.

**Class Schedule:****First Semester (August 2021 – December 2021):**

1. The Class schedule will run from Mondays to Sundays. This means, that the first class ever on any lesson, will be held for the Monday Group and the last class on the same lesson will be held for the next week Sunday Group. Any changes to this cycle will be informed in advance.
2. **ALL** Class information will be shared in Google Classroom. Please make sure you have access to your child's email and password.
3. Every Tuesday, Weekly emails will be sent out with the following information (only if applicable):
  - a. Parent Keys
  - b. Any test information
  - c. Study Log Record (Parents must fill this out weekly, to record the number of hours their child studied, which the students and parents should be keeping track of).
4. In the Google Classroom, under the Classwork tab, the following information will be posted:
  - a. Recorded Math Lesson
  - b. Recorded English Lesson
  - c. Math Packet (if applicable, sometimes they use the same packet for multiple weeks)
  - d. English Packet
    - i. Please note, that these packet and lessons are only available to access for a specific time (for a week), after this, you will lose access. So, it is essential to keep up with the class schedule. You will not be granted additional access for any reason. It is mandatory that the notes on the lesson should be taken and homework should be done on the hard copy of the lesson only.
5. An elimination exam will be conducted in December to determine eligibility for the second semester.

**Second Semester (January 2022 – June 2022):**

6. During the second semester, students will still have their 2-hour classes (1-hour math and 1-hour English as outlined above).
7. Classes will be held every alternate Sunday evening in addition to the regular weekly classes, for covering writing, science / Critical thinking parts of the TJ/AoS/AET exam. Half of the time in the alternate Sunday evening classes will be spent on developing advanced writing skills as excellence in writing is of paramount importance for success in TJ/AoS/AET entrance test.
8. Also, we will be starting our "Three-on-One" writing classes. Every 7<sup>th</sup> grader at Curie will get a "Three-on-One appointment every month starting from February with our writing expert. The objective of "Three-on-One" writing sessions is to help the student overcome his/her specific areas of difficulty in writing. A total of 10 such appointments will be given from February to December.
9. An elimination exam will be conducted in June to determine eligibility for the third semester.

***\*\*We do not recommend taking Geometry during summer for high-school credit. It is tough to assimilate knowledge in a short 6-week program on core math and science subjects. \*\****

**Third Semester (July 2022– December 2022):**

10. During the third semester, students will have their 2-hour classes (math and English), alternate Sunday classes, and their 3-on-1 tutoring sessions (as mentioned above).
11. The number of class meetings would be 11 – 16 sessions a month during summer (July/August). In depth preparation during summer is crucial for success in TJ/AoS/AET entrance exams. The extra/compensation classes may be conducted at a short notice. Our class duration sometimes may exceed the planned 1 hour, 1.5 hour or 2-hour or 2.25 hour duration depending on student response and questions. Please do not schedule any important activities immediately following our class.
12. Frequent (Saturdays or Sundays) testing will begin from July/August and continue through end of October/November. Please do not plan summer camps or activities which clash with Curie classes and tests.
13. In math weekly classes Algebra-2/Trig. Will be started in November.

**Fourth Semester (January 2023– June 2023):**

14. During the fourth semester, students will have their 2-hour classes (math and English), every week. Algebra-2 started in in third semester will be continued.
15. In English, in addition to grammar and reading comprehension essay writing will be taught as well.
16. Full length SAT and ACT exams will be conducted towards the end of this semester.

**Homework and Discipline:**

1. Homework is given in both Math and English in every class. For math classes, students will receive most lesson instruction from prerecorded videos. The assignments will be posted on Google Calendar. The time mentioned on the schedule will be for the live sessions. During live sessions, teachers will reiterate the concepts taught in the videos for each lesson and will answer homework questions on the lesson.
2. Kindly ensure that your child completes his/her homework on time. Tardiness in completing the homework/essays is not an acceptable trait at Curie Learning.
3. Please maintain separate ring binders for English and Math. All sheets should be filed in the appropriate ring binder, in a proper order, when in class. It is essential for students to maintain all their work, if they misplace any packet or try to access a document late, they will not be granted access.
4. Maintaining discipline in the classroom is an important part of learning. We expect every student to come to the class on time and adhere to good classroom conduct and behavior, which include being respectful to teachers and fellow students, maintaining decorum in the class, and behave in a civil manner. Also, a student should speak only if the teacher asks the student to answer a question'. We welcome student questions because it is the best part of learning. The student must raise a hand to get the teacher's permission to ask questions or making comments etc. If a student continues to behave in an unruly manner despite being warned, he / she may be sent out of class. Curie Learning reserves the right of asking parents to withdraw their child from the program if the student does not change his/her behavior despite of repeated warnings. Habitual tardiness is detrimental to student's learning and for classroom management. These rules adhere to an online learning environment as well.

**Study Log:**

Level 7 Study Logbook for Students (please print):

<https://drive.google.com/file/d/1zdzOdrEwWABiJv2Do5F4MmbixreWM8x/view?usp=sharing>

Level 7 Study Log Book for Parents (please fill it out weekly and submit it):

<https://forms.gle/xdJRCKosj5m7JaEf6>

1. Every student must have a notebook to keep track of study duration and regularity. Student has to write what was done during the claimed study hours. As parents, kindly ensure that your child studies regularly every day. Parents also must authenticate the study hours by logging the total amount of hours through the google form link provided. Student should enter the date, time spent on the day, what Curie work was done on that day and get signature from a parent on the same day he/she is claiming the study hours in their notebook (spiral or marble).
2. The total weekly time spent studying at home on Curie material should be about 7 hours during first four (September to December) months and about 10 hours for the next 6 months (from January to June). For the third semester (July to January) they should be studying 2 – 3 hours per day (during summer since they do not have school) and 10 hrs/week from September to December. In the fourth semester, the number of study hours are 7/week. In case, if the students complete their homework in a lesser amount of time, then they should review the class notes and previous homework for the rest of the time to fulfill the mandated study hours. **Frequent review and memorization of concepts is absolutely required for the student's academic success.**
3. Please avoid having your child study for 7 or 10 hours in long stretches (for example 2 sessions of 3.5 or 5 hours).
4. Assimilation of knowledge requires multiple numbers of sittings in a week. About 2 hours a day for 4 or 5 days a week is ideal.
5. The study log is designed to help your child get into the habit of self-monitoring and to instill disciplined approach to learning.
6. Curie teachers and support staff are trained to monitor the student's study habits periodically. One of the ways is by checking the google form information authenticated by the parents. The personnel at Curie rely on the parent for the authenticity of the entries made in the google form after checking their child's notebook.

**Student Behavior:**

Here at Curie Learning, LLC, we maintain a high standard for a teacher's classroom management ability and for student behavior; therefore, behavioral issues will not (and *cannot*) be tolerated. We rarely encounter behavioral issues here at Curie Learning, LLC; however, disclosed is our policy regarding student behavior.

If a student is disruptive in class and/or is interfering with the learning of others in any way, there is a protocol that teachers will follow in the classroom:

**In-person Learning:**

5. The student will first be given a verbal warning.
6. If learning in the classroom, the student will be asked to switch seats and may be given a *permanent* seat change (henceforth not allowed to sit next to certain classmates).
7. The student will be sent out of the classroom and parents will be called/informed. The student will be allowed back into the class only after the matter was discussed between the teacher and parent and/or student.
8. If the discipline problem continues, a parent may be told to withdraw the student from the program.

**Online Learning:**

5. The student will first be given a verbal warning.
6. The student may be muted through the Zoom program if he/she continues to be disruptive.
7. The student will be “removed” from the session. Once a student is removed (or kicked out), he/she will not be able to re-enter the session on that day.
8. If the discipline problem continues, a parent may be told to withdraw the student from the program.
9. **Students names in Google Classrooms MUST be the ones we have on record, otherwise they will be removed from the classroom (their names should be displayed as their First and Last name)**

**Monitoring and Evaluation:**

1. Make sure that your child gets nothing but an A grade in all subjects in every quarter at School. Maintaining A grades is essential for TJ/AoS/AET admission. **Also make sure that your child is actively involved in out-of-classroom and out of school STEM activities in school and outside school.**
2. Please monitor your child’s Google Classroom and Google Calendar for updates, assignments, tests, and other important information.
3. Parents should help keep track of all graded tests/assignments to keep up with their child’s progress (if your child misplaces any study material, make ups will not be provided)

**Holidays and Attendance:**

1. Attendance to ALL sessions is **mandatory**. Unless the absence is due to health-related issues, all absences must be informed in advance to the center manager or authorized Curie Learning personnel. Prior arrangements should be made with Curie staff to pick-up the copies of missed work.
2. We request all parents not to plan a lengthy summer vacation in 2022.
3. Please view the calendar and dates below to determine which days class will not be held

**Calendar at a Glimpse:**

2021													
JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				
SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						
NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	
2022													
JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												
MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

**Class Scheduling/Breaks/Cancellations:**

**List of Breaks/Significant Dates**

**First Date of Curie Learning Classes:** Friday, August 27<sup>th</sup>

**Labor Day Weekend Break:** Friday, 9/3 – Monday, 9/6

**\*\*Diwali:** Thursday, 11/4--Classes will be rescheduled for Levels K-6 & Algebra 1

**\*\*Halloween:** Sunday, 10/31—Classes beginning after 6pm will be rescheduled for Levels K-6 & Algebra 1 (not including High School classes)

**Thanksgiving Break:** Wednesday, 11/24 – Sunday, 11/28

**Winter Break:** Monday, 12/20 – Sunday, 1/2

**Spring Break:** Monday, 4/11 – Sunday, 4/17\*

\* We will be following the Loudoun County School schedule for Spring Break. Accommodations will be made for students who will not be able to attend class during week of Spring Break for Fairfax County Public Schools.

**Memorial Day Weekend Break:** Saturday, 5/27 – Monday, 5/30

**Last Date for Level 7 second semester is:** Sunday, June 26<sup>th</sup>

**Level 7 Summer Break:** Monday, June 27<sup>th</sup> – Sunday, July 11<sup>th</sup>

**In Case of Cancellations:**

If the classes are cancelled you will be notified through Google Classroom and emails, and a make ups will be conducted.

**Study and Classroom Materials:**

1. The curriculum is more applications oriented and we will be using new ACT/SAT books. We will be providing lot of handouts in the class. In addition, the following books need to be purchased by the first class.
  - a. **Sadlier Vocabulary Workshop- Level D- Enriched Edition by Jerome Shostak (Student Edition only)** approximately \$20 dollars
    - [https://www.amazon.com/Vocabulary-Workshop-Enriched-Student-Level/dp/B00BXRRLYW/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1504142812&sr=1-1&keywords=sadlier+vocabulary+workshop+level+d](https://www.amazon.com/Vocabulary-Workshop-Enriched-Student-Level/dp/B00BXRRLYW/ref=sr_1_1?s=books&ie=UTF8&qid=1504142812&sr=1-1&keywords=sadlier+vocabulary+workshop+level+d)
  - b. **New SAT Reading Book (Green) – Advanced Practice Series \$19.99 ISBN 9780996406406**
    - [https://www.amazon.com/New-Reading-Workbook-Khalid-Khashoggi/dp/0996406409/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1504142744&sr=1-1&keywords=9780996406406](https://www.amazon.com/New-Reading-Workbook-Khalid-Khashoggi/dp/0996406409/ref=sr_1_1?s=books&ie=UTF8&qid=1504142744&sr=1-1&keywords=9780996406406)
  - c. **New SAT Verbal Tests book (Red)- Advanced Practice Series \$19.99 ISBN 978-0-9964064-2-D –**
    - [https://www.amazon.com/SAT-Verbal-Tests-Practice-Book/dp/0996406425/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1504142690&sr=1-1&keywords=New+SAT+Verbal](https://www.amazon.com/SAT-Verbal-Tests-Practice-Book/dp/0996406425/ref=sr_1_1?s=books&ie=UTF8&qid=1504142690&sr=1-1&keywords=New+SAT+Verbal)
  - d. **Sadlier Vocabulary Workshop- Level E- Enriched Edition by Jerome Shostak (Student Edition only)** approximately \$20 dollars
    - [https://www.amazon.com/Vocabulary-Workshop-Enriched-Student-Level/dp/0821580108/ref=tmm\\_pap\\_swatch\\_0?encoding=UTF8&qid=&sr=](https://www.amazon.com/Vocabulary-Workshop-Enriched-Student-Level/dp/0821580108/ref=tmm_pap_swatch_0?encoding=UTF8&qid=&sr=)
2. Math, critical thinking and science material will be provided in the class.
3. You will be asked to buy more books in future for more practice.
4. Every student is required to come fully prepared for the class by carrying a notebook or paper and a pencil/pen/eraser box/bag with a multiple number of sharpened pencils, a mechanical pencil, a pen, and an eraser in it. Students are not allowed to stall the proceedings in the class for sharpening the pencil or for lack of paper for writing the notes.
5. Teachers do not carry with them the material covered in previous classes dating back to several weeks. In case, if a student misses several weeks of classes we provide missed material for no more than two previous classes. In case, if a student joins the program late, material covered in the class before joining the program will not be provided.

**Communication:**

1. In order to facilitate better communication between teachers, parents and Curie Management, we have initiated multiple channels of electronic communication such as emails, Facebook posts, whatsapp, etc. Cancellation of the classes due to inclement weather or due to sickness of the teacher will be conveyed by e-mail at least about 45 minutes before the scheduled class time.
2. Dr. Rao would be teaching Math to children at all locations. English teachers at different locations might be different. Dr. Rao would be scheduling parent group meetings periodically to update you on the progress of the students and to remind parents on the things the student should focus at that time in the program.
3. *You can also request a private meeting with Dr. Rao or the English teacher by communicating in advance.*

**Curie Seminar Series, Curie Social Service Activities, and Curie Creative Talents:**

Have your child take advantage of all relevant activities available at the school. Make sure that your child is involved in at least one activity in each category of Math, Science and Technology/Engineering every year. In many schools, student needs to sign-up for these activities in the first few weeks after the schools reopen. Many schools set a number limit for each activity and once they reach the limit no more students are accepted to participate in the activity.

1. To motivate and inspire children we organize Curie Seminars every year by inviting eminent researchers and professionals in various areas of STEM and leaders in other activities like public/social service. Announcements on the seminar dates and times will be posted on Curie website and e-mails may be sent as well. There is no charge for attending the seminars. For in-person seminars parents are allowed only if space is left after all students are accommodated.
2. Curie Learning organizes a Social Service Club. Check our website in the middle of September for more information on the activities and participation in the club.

In all GT middle schools, admission to each after-school activity is through an entrance exam. It is seen that many students are left out with no activity due to this reason.

3. For students who do not have many activities available at school and for those who couldn't get into the activities available at the school, Curie offers many STEM based activities through Curie Creative Talents program.
4. Students can register online (or in our specified center if we provide that option) for these activities. Participation in STEM based activities is essential to have entries for TJ Student Portrait Sheet (SPS) preparation, which is a part of the admission process.

**Fee Payment:**

1. Timely payment of the tuition fee is greatly appreciated. Late fee on tuition payment is \$50. No request for refund / reduction of tuition fee for student's missing classes will be entertained.
2. Please ensure your bank accounts retain the amount mentioned in the check. If your check bounces back, it will be an additional \$50.00 fee.
3. **Refund Period:** Once the payment is made, all patrons have up to *two weeks* after the child has been enrolled to withdraw from the program to receive a refund. In the case of a student withdrawing from the program, a refund of the *remaining* classes will be given; the patron will still be required to pay for the classes for which his/her child attended. Any enrollment fee paid will not be refunded. Refunds will *not* be issued after two weeks of the child's assigned class from the date that the child has been enrolled (even if the child had not attended the class). Any patron who wishes to withdraw from the program must do so in writing as an email to the appropriate Curie Learning center's email. No refund will be given after the refund period has expired.
4. **You are not allowed to make private arrangements with a Curie teacher for paid extra tutoring. All arrangements for paid extra tutoring need to be made through the Curie center.** All payments need to be made to Curie Learning LLC in advance of the service.

**Child Pick – up and Drop off (for in-center instruction only)**

Curie Learning, LLC is only responsible for the safety of your child while he/she is in our facility. However, we cannot be held responsible for students as they are entering and exiting the building. To help protect your child, we ask that you please follow these rules/precautions:

- Students who are under the age of 11 must always have a parent escort him/her in and out of the building, especially when it is dark outside.
- Students 11 years of age and older may walk in and out of the facilities on their own; however, we ask that you please watch them from your car as they do so.
- A \$15 per hour fee may be applied if a parent does not pick up his/her child at least 15 minutes after the classes end (especially if this happens consistently). This fee is not prorated by fractions of an hour. The beginning of the next hour constitutes a charge of \$15. Enforcement of this rule will be under the discretion of the center's admin.

**Parking:**

- In front of each facility is a fire lane. Patrons may not park directly in front of the facilities; patrons may only enter the facilities once they are parked in a designated parking space. It is fine to line up along the parking lot as long as the driver stays in the car at all times and there is a clear passageway for passing/moving vehicles. Cars that are parked inappropriately may be towed. At our South Riding/Chantilly location, please do not park your cars next to the curb in front of the private homes. There are some parking spaces behind our building on the right side.