

## **Parent Guide for Levels K (Ages 5-6)**

Dear Parent(s),

We thank you for choosing Curie Learning as your child's supplementary education program. At Curie Learning, our main goal is to provide children with the right guidance, support, and structure to meet their full academic potential.

We are excited to reintroduce our kindergarten classes into the program! For this program, our goal is for our students to start first grade with a strong base in reading and handwriting skills as well as having gained an understanding of the mathematical concepts of addition, subtraction, and multiplication.

We strive to provide an enriching curriculum of structured lessons plans that include in-class instruction, guided worksheets, hands on activities, and simple weekly duties to finish at home. Students will also participate in an ongoing reading contest that provides monthly prizes!

We understand that it takes a village to raise a child. For all of our students, our goal is to lead our students toward academic success and proper work ethic. We take our role very seriously, but it needs to be understood that the role of student and parent are equally important. Education is a communal endeavor, and we need to work as a team to accomplish these goals. Parents should expect us to assign weekly tasks to do outside of the classroom for their children as well as for themselves.

We ask that you kindly read through this Parent Guide as it will help you to better understand our plan for your kindergarten student.

We welcome you and your child to Curie Learning and look forward to another year of working with our next generation of young learners!

Sincerely,

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

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## **Student Enrollment Information**


### **New Student Evaluation**

To begin the registration process, each child will need to undergo an evaluation with the Program Director. It is during this in-person meeting when the official placement suggestion is provided to the parent(s). Parents will not be charged for the evaluation. Parents can contact the Curie Learning Center or the Program Director for the sign up schedule.

After the recommendation is made, parents may then complete the registration form and pay the fees to reserve a spot in the class. There is a cap size of 8 students per group, and we are expecting the sections to fill up quickly; therefore, we recommend that parents register soon after the one-on-one evaluation.

### **Calendar for Demonstration Classes**

- DEMO CLASSES WILL BE HELD MOST WEDNESDAYS AT THE SOUTH RIDING CENTER DURING THE SUMMER MONTHS. PLEASE CLICK THE LINK FOR SLOT OPTIONS.



[Click here to sign up for a Demo Class!](#)

**Disclaimer:** Curie Learning is a private institution and does not guarantee accommodation for students with learning or emotional disabilities. Curie Learning obtains the right to reject the enrollment of a student, or to expel a student, based on low performance levels or the exhibition of behaviors that obstruct the learning of other students.

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## **Curriculum for Level K: Designed for ages 5-6 (Kindergarten)**

### **Our curriculum will both include the following topics:**

- Phonics: Letter recognition, sounds of letters and blends, and building a word with sounds
- Sight Words: Quick word recognition
- Writing: Writing letters and/or words.
- Reading: Weekly assigned Readers, story listening and comprehension, practicing higher-level listening and cognitive skills.
- Mathematics: Number recognition, writing numbers in words and symbols, basic understanding of addition and subtraction including word problems, multiplication, and division.

Level K is designed for students who will be kindergarteners in their day school for the 2026-2027 school year.

- The placement of each student depends heavily on the status of the child's skill sets at the time of registration, as well as his/her performance in the evaluation. It is important that students arrive rested and ready for the demonstration class as well as the one-on-one evaluation.

### **Independent Reading Program**

The goal of this reading program is for students to develop their independent reading skills. Every week, the teacher will provide your child with reading material that is appropriate to his/her reading level. We most commonly suggest books called 'Readers'. These are great books for beginning readers as they are simple and fun! Parents are asked to follow the Reading Plan below.

Students are to read one Reader throughout the week. During the following class, one of the teachers will have your child demonstrate the reading of the book.

### **6-Day Reading Plan (for Student Independent Reading)**

**Day 1:** Read the book page-by-page to your child and have him/her repeat each page after you. Refer to the pictures as you read. Discuss the pictures and relate them to the story on the page.

**Day 2:** Read the book page by page to your child and have him/her repeat the page after you. Point at individual words and ask your child to read them. (Ask, "What does this word say?" and "What is this word?") Ask your child to spell the words back to you.

**Day 3:** Ask your child to read the pages alone. Help them along. When a word is missed, tell your child what the word is, ask your child to read the word aloud, and ask your child to spell out the word.

**Day 4:** Read the book twice. First do the same as "Day 3". For the second reading, cover the pictures and let them try again.

**Day 5:** Cover the Pictures and ask your child to read the pages alone (in order)

**Day 6:** Read the book twice. Cover the pictures and ask your child to read the pages *out of order*. Then allow your child to read the book alone, allowing him/her to look at the pictures and read the book in order.

### **Other Independent Reading tips for Parents:**

- Be sure to follow the plan, even if your child demonstrates that he/she can read the entire book earlier in the week.
- If your child is able to read the level of books too easily, this is a sign to move on to a higher-level set of readers. If your child is unable to complete at least one book within the week, this is a sign to move to a lower-level set of readers. Please discuss this with the teacher should you believe that the level of your child's reader should be changed.
- It is recommended that parents also read Picture Books with their child, with the goal of reading comprehension instead of independent reading. The more a child reads and/or listens to books the better!

### **Borrowing Reading Materials**

Students may borrow up to two books at a time from the teacher. The Reader must come from the center to ensure that students are reading the recommended level.

If any book borrowed is not returned the following week, students will not be able to borrow another book. Only a total of two books can be borrowed at a time.

There will be a fine for any book that is borrowed but not returned to the teacher.

Should a parent opt out of borrowing any book from the center, the books can be purchased by the parent as well. The link to purchase the Readers will be provided upon request.

### **Homework: What to Expect**

Students will be given homework every week. Homework worksheets will include any work that the student was unable to finish during class time. Parent involvement will be required for students to complete worksheets that are given for homework.

**If your child is absent:** Any class worksheets will be posted in the Google Classroom. These worksheets will be printable from home or can be picked up from the center’s front desk. For any absence, it is expected that the worksheets be printed and completed from home and returned to the teacher the following class.

### **Reading & Homework Reward System:**

Students may receive “Completion Stamps” for completing homework and reading their assigned Readers with a teacher.

Students must perform each Reader book *perfectly the first time* to receive a stamp. For every 20 books read, students will receive a \$5 gift card to a local restaurant chosen by the teacher, such as Dairy Queen, Chick-Fil-a, Dunkin Donuts, Sweet Frog, ect.

- The teacher will check up to *two readers* per week.
- The level of the book will be recommended by the teacher, but can be discussed with the parent per parent request.

### **Monthly Evaluations:**

Students in the class will not be given traditional hand-written assessments. Instead, teachers will observe the students in a given task to determine whether each child can demonstrate the skills taught.

To know the child’s progress, parents will be given a progress report with listed skills that the student was able (or unable) to demonstrate. This report will be updated in the student Google Classroom on a monthly basis.

Evaluations may not occur within classroom time. Parents will sign up for a section and the teacher will evaluate the student individually. Parents will be emailed a SignUp Genius link for evaluation sign ups. Each evaluation will take about 30 minutes. The sign up link will also be provided in the Google Classroom.

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### **Parent Involvement: What to Expect**

Parents are expected to help their children read the assigned readers/books daily, and to assist them with finishing their weekly math and English homework pages. Parent involvement will be crucial as students will need to regularly practice in order to best learn the concepts taught in the class. It is also important that parents have a keen understanding of their child’s progress, and direct involvement is the only way to truly gain this knowledge.

It is highly recommended that student/parents sit together one-on-one for approximately 10-20 minutes per day to work on the assignments. There will need to be a quiet place to do so, a place that is free of distractions. Parents should expect to have to help their child to complete the assignments.

For these younger students, it is especially important that teacher and parent must work together to ensure that we are creating an environment for the child to be challenged at a healthy level. This level can be different from child to child.

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

### **Requesting Homework Packets**

**All assignments are accessible (through the Google Classroom or in-person) from the date they are assigned to their due dates.**

Should a patron be unable to print off documents from home, we will be happy to accommodate by providing a hard copy of the lesson to any patron, *as long as that request is made up to one week before or within the date the lesson is assigned*. Exceptions to the rule due to vacations or illness can be made at the discretion of management. These lessons can be picked up from any center upon the request of the patron.\* Curie learning will not be providing our curriculum in bulk, especially outside of the allotted time.

Please keep in mind that Curie Learning provides a *program* and does not sell curriculum separately. Lessons are provided to students on a weekly basis to support students in the program. Curie Learning reserves the right to deny any request for curriculum after the lesson has been executed in the class. Any accommodation to this rule will be at the discretion of management.

**Any requests for curriculum made near the end of the school year, especially for multiple assignments or units, will be denied.**

### **Class Cancellation and Bonus Classes**

If classes are cancelled due to weather conditions, teacher illness, or any other reasons outside of our control, a ‘bonus day’ may be used. (See the following calendar below for details.) Should the number of classes canceled exceed the number of scheduled Bonus Days, there will be a make-up class scheduled once classes are back in session.

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## **Refund Policy**

Any patron who wishes to withdraw from the program must do so in writing (via email) to [curielearning@gmail.com](mailto:curielearning@gmail.com). Please note that there will be a withdrawal fee of \$75 for any course; however, no withdrawal fee will be charged if the request is made at least one week before the course(s) begin.

Should a refund be desired, *the request must be made within the allotted period* (listed below).

For all courses that run longer than 6 months, patrons have two months *from their corresponding registration date* to decide if the program is a good fit for their child. Students should not attend any classes past the date that the request was made. A \$75 withdrawal fee will be applied.

In the case of a student withdrawal, a refund for the *remaining* classes will be issued; the patron will still be required to pay for the classes for the entire period for which the child was *enrolled*, regardless of whether or not the child attended those classes.

Any registration fee will not be refunded.

### **How to Request a Refund (Within the Allotted Withdrawal Period)**

- 1.) Email us at [curielearning@gmail.com](mailto:curielearning@gmail.com) and make the request. Be sure to include your child’s first and last name, as well as the name of the course from which you are withdrawing your child. *Once the request is sent, your child should no longer attend any classes, regardless of whether or not we had confirmed your withdrawal*. If your child attended any classes from the date the email was time stamped, patrons will be charged for those classes.
- 2.) The refund will be calculated based on the discretion of Curie Learning’s management. We base our calculations upon the number of classes that have already passed from the *registration*

date to the date of the *request to withdraw*. This amount will not be subject to negotiation. For payments that were made via PayPal, the additional 4% that was made to use the online services will not be refunded. We also accept Zelle, for which there is not an extra fee included.

- 3.) All refunds will be issued within 2-3 weeks from the date of request. Refunds will be processed through the method in which it was paid. For those who paid via PayPal, the refund will be processed through PayPal. For those who paid via credit card, the refund will be made to that credit card. For those who paid via check, the refund will be made via check (sent through USPS or picked up from the center). It is preferred that patrons pick up all refund checks directly from the center to ensure that they are received.

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### **Providing Program Feedback**

Curie Learning management carefully considers our structure and policies in order to create a program that benefits everyone involved. Curie Learning welcomes any feedback on the academic program. If you have a suggestion as to how we can better our program, please email or to the center receptionists and they will record your suggestions. Your request/suggestion will then be reviewed and considered.

Please do not expect immediate change after submitting a recommendation or request. The promise is that we will consider the feedback in order to provide the best program possible.

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### **Communicating with the Teacher**

Parents may always contact a teacher via email; this email address will be provided on the student's Google Classroom. (Please keep in mind that, since this position is a second job for most of our teachers, they are obligated to check their email only once per week.)

Teachers are also required to make themselves available to converse with parents for short periods of time. Parents may email the teacher to request a short discussion before or after class time. For in-person sections, teachers are generally available after the class for short check-ins; however, it is best to plan a short meeting with the teacher ahead of time.

Parents may never interrupt a teacher while the class is in session. The teacher has every right to ask a parent to leave the classroom if the class is in progress.

Parent/Teacher conferences will be conducted near the middle of the school year (November-January). They will be conducted online using the Zoom program. When the time comes, parents will be informed of these meetings and will be given the opportunity to sign up for a session with the teacher.

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### **Child Pick-up and Drop Off**

Curie Learning is responsible for the safety of a child only while the child is inside our facility and only when a parent is not present with the child.

In order to help protect our students, all parents of students under the age of 9 must always have a parent escort them in and out of the building. Students will wait inside of the center until the parent enters the building to retrieve them. Curie Learning will not be held responsible for the safety of a student if the parent is present. This includes, but is not limited to, when the parent is escorting the child through the outside property, such as through the parking lot when entering or exiting the building.

Curie Learning has the right to charge a fee should a parent come late to pick up a child. This fee can be up to \$20 per hour and will be enforced at the discretion of management.

## Calendar/Breaks at a Glimpse:



### IMPORTANT DATES/HOLIDAYS For Levels K

**Start Date for all Classes: Friday, 08/28/2026**

**LABOR DAY:** Friday, 09/04/2026 to Monday, 09/07/2026

**THANKSGIVING BREAK:** Monday, 11/ 23/2026 to Sunday, 11/29/2026

**WINTER BREAK:** Monday, 12/21/2026 to Sunday, 01/03/2027

**SPRING BREAK:** Monday, 03/22/2027 to Sunday, 03/28/2027

**MEMORIAL WEEKEND:** Friday, 05/28/2027 to Monday, 05/31/2027

**End Date for all Classes: Sunday, 06/13/2027**

**Contact Curie Learning:**

Our current office hours for each center are 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 patron calls while we are already on a call. If we do not answer right away, please know that we have your phone number on 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 during the weekdays; 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).

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