

The Curie Learning Parent Guide for Students
For Level 7 & Level 8: Curie’s Signature Advanced Academic Preparation Program:
Policies and Procedures for 2023-2024

Dear Parent/Guardian,

Greetings from Curie Learning!!!

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

The Curie Learning Programs are designed to keep 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 expanding their understanding of diversified subjects but also in getting into schools and universities 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 their 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 for your decision to have your child enrolled.

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

Getting to Know the Classroom

Subject Matter

- Students will go over advanced math and English lessons each week in class. English learning objectives build skills in grammar, vocabulary, writing, and reading comprehension. Math initially focuses on arithmetic concepts, along with advanced algebra and geometry fundamentals later in the program.
- Starting from Semester 2 of Level 7 (January – June), more sessions will be devoted to science, essay writing, and critical thinking.
- Starting from the summer before students' 8th grade year, Students will continue all lessons so far, and will be given the opportunity to attend extra live sessions with instructions that are more heavily geared towards magnet school preparations (Thomas Jefferson High School of Science and Technology, Loudoun County's Academy of Science, and Loudoun County's Academy of Engineering & Technology).
- Our teachers in this program, and in all other courses and programs, have qualifications in the field that they are teaching in with current and/or prior experience teaching from the elementary to university level.

Cycle of the Weekly Lesson Schedule

- No matter which section a student is registered in, students will be assigned to look over one lesson per subject each week, which will not differ between each section within a given week.
- The weekly lesson schedule will start on Mondays and end on the next following Sunday – New lessons are presented on Mondays throughout the week, and coverage of those same lessons will end on Sundays.
- Students will attend their weekly live sessions once per week. One session can last 2 hours or 2 hours 15 minutes (one hour of math followed by one hour of English right afterwards, or vice versa). Students who attend either math or English only will attend class for 1 hour/1 hour 15 minutes each week.

The Reverse Classroom Method

- Curie Learning students are instructed to learn the new lessons throughout the week before going into the next live class session. This encourages students to have the flexibility of taking their time to engage in those concepts and teaches them skills in independent learning. Students will learn these lessons by watching instructional lesson videos, which will then be reviewed and discussed in the next live class session.
 - Preparation before the class enables students to understand enough of the material to keep up with and participate in the live class lectures, which enables students to clarify and build on the preparation they completed independently before the weekly live class.
- Homework is given in both Math and English in every class. For math classes, students will receive most lesson instruction from prerecorded videos, which are made available for one week in Google Classroom. The time mentioned on the schedule will be for the live sessions.

Navigating Google Classroom

- All students, whether they are attending classes in-person or online, are required to utilize Google Classroom under their own email account (Gmail is highly preferred, and no day school accounts are allowed).
- There are different components to Google Classroom for viewing class updates, submitted essays or assignments, links for any Zoom sessions or prerecorded videos, links for any online exams, or the weekly lesson schedule/agenda with weekly assignments included (assignment packets are printable from home).

GOOGLE CLASSROOM COMPONENTS

Stream page:

- This page in Google Classroom includes a feed of updates or upcoming dates for certain class sessions or exams, for example. Most posts are provided from Curie Learning staff members and may be provided by teachers, as well.

Classwork page:

- Students will find separate topics categorized from where to find Zoom links, weekly class materials, the Parent Guide link with helpful tips, and more.
- Weekly class materials will, of course, be available each week. This will contain links to the printable lessons as well as the instructional lesson videos that go along with them.
*****Please note that weekly lessons are available for that one week that it is made available only.**
- There will be a “View Your Work” link to review the student’s assigned lessons that have been returned by the teacher, or can be determined whether it was turned in. Any work returned will contain comments to determine the improvements or challenges made in that assignment.

Accessing Google Classroom:

- Students are highly recommended to use a Gmail account and must make sure that their registered first and last name appear in Google Classroom. This helps the teachers and staff recognize the students better and avoid any unnecessary confusion if unfamiliar nicknames are used. If a student is unrecognizable by their name (or if the name used in Google Classroom is deemed as inappropriate), the Curie Learning staff and teachers have the right to prevent the student from accessing their Google Classroom until the issue is resolved. If a student prefers to go by a different name, it is best to inform the teachers and staff ahead of time.
- Unless given a temporary classroom code to join, students must also make sure that their notification settings are on in order to review the invitation into Google Classroom. Invitations are easier to view from a browser on a laptop or desktop computer (please avoid joining from a smartphone or tablet/other electronic device).

Classroom Procedure and Structure

In-person and Online Learning:

Due to the COVID-19 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.

For In-person classes:

- Students will attend one of the centers assigned to them each week and must always come to class prepared with their needed materials, writing instruments (pencil preferred), and assignments to be reviewed and discussed in class.

For online classes:

- Online classes will be held through **Zoom**, and it is mandatory to have access to a device with a working microphone and a camera. **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 are highly encouraged to verbally speak with the teacher to participate.
- 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.

Obtaining copies of lessons:

- In the case of in-person classes, a hard copy of next week's lesson will be provided at our centers during the class it is assigned. In the case of online classes, the student is expected to print a copy of the lesson at home.
- In case of printer issues, one of the parents can come to one of our centers to pick-up a copy of the lessons being taught in the current week (please call 703-798-6808, before you come to make sure the center is open).

Instructional Lesson Videos:

- For both in-person and online learning, video lessons will be provided each week. While watching the video (which will be made available to you for one week only with no exceptions) the student is instructed to take notes and complete homework on a hard copy of the lesson, or a separate sheet of paper if necessary. Students are expected to have the hard copy with him/her when they come to the live discussion session, in which teachers will discuss homework questions and may present additional material.
- 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.

Guidelines on Student Behavior, Preparation, and Expectations

Managing Good Study Habits Outside of the Classroom

Practicing Time Management:

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. Students must also learn how to balance other activities with putting in time and effort into studying and going over their answers. They must also make sure that they know the concepts of each lesson well.

Organization:

Please maintain separate ring binders or folders for all English and Math lessons that the student has obtained. 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.

Before attending any live sessions, students must make sure that they bring in all their needed lessons for the week, and that everything needed is in their backpack before leaving home.

***Use of the Study Log:**

The **study log** is designed to help your child get into the habit of self-monitoring and to instill disciplined approach to learning.

Using one of our provided Study Log Booklet, printing the template from the Student Google Classroom, or simply a notebook, students must log in entries of their study time, as well as the type of Curie Learning lessons being covered with the date of studying included.

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.

The total weekly time spent studying at home on Curie material:

- About 7 hours during first four (September to December) months
- About 10 hours for the next 6 months (from January to June).
- For the third semester (July to January) 2 – 3 hours per day during summer break, 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 understanding of concepts are absolutely required for the student's academic success.**

***Please avoid having your child study for 7 or 10 hours in long stretches (for example 2 sessions of 3.5 or 5 hours). 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.

Level 7 Study Logbook for Students (please print):

<https://drive.google.com/file/d/1zdzOdrEwWABilJV2Do5F4MmbixreWM8x/view?usp=sharing>

Level 7 Study Log Book for Parents

(please fill it out weekly and submit it): <https://forms.gle/xdJRCKosj5m7JaEf6>

Classroom Behavior and Participation

Punctuality and Preparation:

As with all Curie Learning programs and courses, Students are expected to come to class prepared having done the following:

- The due assignment(s) are completed to the best of the student’s ability.
- The due homework assignment has been checked from home (using the provided answer keys) and the student has attempted to correct his/her mistakes.
- Any assigned video was watched and the examples on the packets were filled out along with that video.
- The student is punctual, prepared, and ready for class to begin when the “clock strikes”.

For online classes, students need to have the assigned packets ready and in front of them, and submitted online via the Google Classroom *before class begins*. Students should sign in at least 10 minutes before the class starts. This will avoid missing any of the class due to unforeseen circumstances (such as the computer restarting due to an update or a camera that is not working right away, etc.).

For in-person classes, students should arrive 10-15 minutes before the class begins. This will give students ample time to organize themselves (with their readied papers, writing utensils, etc.) before class begins.

In the case of a test, students who arrive late will not be granted extra time to accommodate their tardiness. The test must commence as scheduled.

Encouragement of Communication:

We welcome students to ask any questions that they may in order to enhance their learning capabilities. This is the benefit of the class time – to ask questions! By coming prepared and by having a parent check their answers in advance, student then have a set goal for the class knowing exactly what questions they need to ask and what they want to get out of that class period. All types of questions are welcome! Also, the student must raise a hand to get the teacher’s permission to ask questions or present statements.

Discipline in the Classroom from the Students:

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 behaving in a civil manner. 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 repeated warnings. Habitual tardiness is detrimental to student’s learning and for classroom management. These rules apply to an online learning environment, as well.

Student Behavioral Issues:

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:

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 has been 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/she will not be able to re-enter the session on that day.

Preparation of Materials:

Math, critical thinking and science material will be provided in the class. You will be asked to buy more books in future for more practice.

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.

Teachers do not carry 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 the case that a student joins the program late, material covered in the class before joining the program will not be provided.

Semester Schedule/Composition and Class Sections

First Semester

- **Regular Weekly classes** are held once per week for two hours and 15 minutes - **includes the math class** (taught by Dr. Rao or Ms. Herdman) and the **English class** (taught by Ms. Williams, Ms. Price, or one our other English teachers). Students will go over material on their own and will discuss it in class, then will be given the next assignment to go over for a week before joining the next class session. Students will also be given practice tests in or outside of the weekly classes, as well.
- **End-of-Semester Exam:** This will be held in mid to late-December to determine the student's knowledge of the concepts that they have learned so far. An evaluation and recommendation is sent to the parents after this examination to inform them of our opinion on their child's progress up to that point and if we see that the program is benefiting the child. As always, this is only a recommendation, and the final decision is left to the parents to discuss and determine with their child.

Second Semester

- There will be a **continuation of Regular Weekly Math and English Classes** in the second, third, and fourth semester. The lessons will not repeat the beginning of the curriculum but will continue to the new lesson after the previous one for each subject.
- **Alternate Sundays for Science and Writing:** These classes will be held every other Sunday from 5:30pm - 7:45pm. This includes the science/critical thinking class (taught by Dr. Rao) and the writing class (taught by Mr. Fletcher).
- **Monthly "Three-on-One" sessions:** Parents will need to have the student sign up (through the *SignUpGenius* website) for an essay review session each month, in which an English teacher and three students peer review each other's essays. These sessions are managed by Mr. Fletcher, and students will have a separate Google Classroom dedicated to these sessions.
- **Extra Classes:** There will be 8 extra sessions for new students who fully join the program in the Second Semester (January – June), which will review math content covered in the first semester.
- **End-of-Semester Exam:** This will be held in mid to late-June to determine the student's knowledge of the concepts that they have learned so far, and to determine if the student feels ready to continue the program into the third and fourth semester.

Third Semester (The beginning of the Level 8 portion of this course)

- There will be a continuation of the regular weekly math and English classes, Alternate Sunday classes, and Three-on-One sessions.
 - Math will cover geometry and algebra-II lessons, and English will continue to go through similar grammar, writing, and reading comprehension lessons.
- **TJ/AoS/AET Review (optional):** This will be a summer review session for those who are interested in more in-depth preparation for lessons applicable for TJHSST, Loudoun Academies of Science, Loudoun Academies of Engineering or Technology.

Fourth Semester

- There will be a continuation of the regular weekly math and English classes, Alternate Sunday classes, and Three-on-One sessions. Curriculum plans for this semester are subject to change.

Communication and Teacher/Parent/Student Roles

Communication with Parents/Guardians

In order to facilitate better communication between teachers, parents and Curie Learning Management, we have initiated multiple channels of electronic communication via email, Facebook posts, WhatsApp, etc. Phone calls are also welcome and returned if missed.

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.

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 on that time in the program.

**You can also request a private meeting with Dr. Rao or the any of the English teachers by communicating in advance.*

Monitoring and Evaluation

Please monitor your child's Google Classroom and Google Calendar for updates, assignments, tests, and other important information.

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).

Communication with Students

Students will receive updates mainly through Google Classroom. Students must be aware of any changes made in each Google Classroom page, especially in the "Stream" page. It is important for students to monitor their Google Classrooms in order to keep up with their work.

Students can speak to the teachers after class, or even by email of questions regarding more assistance over the material. Any general program questions can be asked to Curie Learning staff members by email or by calling the office number with permission/guidance from parents/guardians.

Student/Teacher/Parent Roles

Here at Curie Learning, we believe that, 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 Teacher/Staff

- 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; teachers must show up at least 10 minutes before their first class begins and are expected to stay at least 10 minutes after their 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. Management mandates parent-teacher conferences during the months of December-January.
- Grade/assist in grading all assignments and update scores on Google Classroom within a reasonable time frame.
- Check their Curie Learning email once per week.

Teachers and staff members 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 score.
- Tutor students outside of classroom hours free of charge.
- Conduct lengthy and unplanned meetings with parents.
- Write recommendation letters for students unless the teacher agrees to do so.
- Grade each and every individual problem (when the answers are given to parents).

The Role of the Parent/Guardian

- Monitor the child’s Google Classroom. This includes checking their child’s scores, checking for missing assignments, and reading any announcements posted there.
- Help to monitor their child’s behavior during online sessions.
- Make sure that the student attends class consistently; when a class must be missed, parent must ensure that their child 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 can print the assignment from home through the Google Classroom. The parent may also call and request a pickup from the center.
- If attending in-center, 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 child to attempt to correct any errors.
- Read any teacher emails and email the teacher or center regarding any concerns.

The Role of the Student

- The students have the most important role in the education process. Their attitudes and approach toward learning is the largest factor in their success as students. This is especially true for older students; it is the students’ responsibility to ensure that they understand what is taught to them. To ensure this, students are expected to:
 - Review and study the lessons and examples given in class before they begin the homework or homework section.
 - Students are expected to dedicate at least one hour per day (on average) to the completion of the homework packets and other assignments.
 - Communicate to the teacher and/or parent if they are 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 their 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-page files.
- View the teacher’s comments for each assignment on Google Classroom after it is returned.
- Track their assignments to ensure that all assignments are submitted; this can be easily done as all scores are posted on Google Classroom.

Parent Requests/Feedback

Request to Switch Classes

- We at Curie Learning understand that a student’s activities and availability may change from season to season. Should a scheduling conflict arise within the school year, patrons may request that the student be switched to another section.
 - Please keep in mind that we have capacity sizes for each section and will not surpass these sizes. Patrons are not guaranteed a spot in a class section unless there are openings for that desired section.
- All classes for each level stay on pace with one another in terms of the curriculum; this makes transitioning between classes a smoother process for the student as the lesson taught in any class within a given week is identical to that of another section.
- For any section (online or in-person), grades and reports are recorded in the students’ Google Classrooms. When a student is switched out of a class, the student’s grades from the previously enrolled section will still be accessible as our administrative staff will transfer the grades over to the new Google Classroom. *However, for online classes, submitted assignments that were once viewable in the Google Classroom for the previous section will no longer be available in the Google Classroom of the new section.*
 - **Patrons are encouraged to download and save these documents before requesting the switch so that the student’s work and teacher’s comments are reserved.**

Google Classroom allows students to remove themselves from the class. When students/patrons remove themselves during the process of switching classes, the grades of the students will no longer be accessible to the admin staff and, therefore, the admin staff will not be able to transfer students’ grades. ***Please allow the administrative staff to transfer the student between classes without this interference. The admin staff should be the ones to remove the student from any section.***

To request a class switch, please

Please note that it may take up to two weeks for this transition to be made. Patrons will be notified by a staff member once the transition is complete.

Requesting Homework Packets and Other Assignments

All assignments are accessible (through the Google Classroom or in-person) from the date they are assigned to their due dates. After their due date, lessons will be no longer be provided neither hard copy nor virtually from any center, even upon request.

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, if that request is made *before or within the allotted time frame*. These lessons can be picked up from any center upon the request of the patron. *

For online or in-person sections alike, we will provide lessons hard-copy to any patron who is willing to come to the center and request the lessons, but only within the allotted time frame described above. Curie learning will no longer be providing our curriculum in bulk, especially outside of the allotted time.

*Please note that this service is not mandatory for the company to provide. It is a gift to patrons from management in order to ensure that students do not fall behind with their lessons.

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.**

Requesting Letters of Recommendations

Parents may request letters of recommendations for their child's admittance into other academic programs or extracurricular activities. However, Curie Learning 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 a letter without having to give a reason.
- All requests must be made at least two weeks before the letter is expected to be provided. 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.
- Teachers are the only Curie Learning employees who can give recommendation letters as they are the ones who have been monitoring the child's progress. Curie Learning administration does not provide these letters.

Providing Feedback on the Program

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 speak to the Curie Learning administrative staff members 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. All feedback is considered in order to provide the best program possible.

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. Since a portion of the program runs through the summer, we ask patrons to be mindful of arranging summer plans that will not conflict with any classes. In case classes are to be missed, please abide by the class attendance policies.
3. Please view the calendar and dates below to determine which days class will not be held.
4. **In Case of Cancellations:** If the classes are cancelled, you will be notified through Google Classroom and emails, and a make-up will be conducted.

Calendar 2023

| August | | | | | | | September | | | | | | | October | | | | | | | November | | | | | | | December | | | | | | | | |
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Calendar 2024

| January | | | | | | | February | | | | | | | March | | | | | | |
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| April | | | | | | | May | | | | | | | June | | | | | | |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | | | | | | | 1 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 28 | 29 | 30 | 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | |
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LIST OF BREAKS:
 START DATE: Friday, 8/25
 DIWALI: Sunday, 11/12 – Monday, 11/13
 THANKSGIVING BREAK: Wednesday, 11/22 – Sunday, 11/26
 WINTER BREAK: Tuesday, 12/19 – Monday, 1/1
 SPRING BREAK: Monday, 3/25 – Sunday, 3/31
 MEMORIAL WEEKEND: Friday, 5/24 – Monday, 5/27
Last Date for Level 7 second semester is: Sunday, June 23rd
Level 7 Summer Break: Monday, June 24th – Sunday, July 7th

Program Enrollment and Payment/Refund Policies

Please see the “**2023-2024 Academic Year Schedule**” for admission and fees for registration.

Placement Test

To enroll into one of our academic year programs (Levels 1-8), a student will need to take the placement test for the *current* school year if:

- The student is new to the program.
- The student has not been enrolled in our *academic year* program for the previous school year.
- The student had not completed the previous school year’s academic year program.
- The student has taken the placement test but had not enrolled right away. (This depends on the time lapse between the time the student first took the test and the enrollment date).

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 their child into another level; however, it needs to be understood by the parent that, should the parent choose a higher level than what is recommended, Curie Learning will not be held responsible if the child does not improve throughout the course.

Teachers are not required to offer extra help to a student, especially if that student is placed in a higher level than recommended.

Registration Form

An online registration form will need to be completed before any payment is made. Parents can fill out this online form from the comfort of their homes. The link to the form can be found on the **2022-2023 Academic Year Schedule**. It can also be provided via email through our admin staff per request. *Please note that a student’s spot in the class is not reserved until the registration process has been completed in full. This includes the payment and processing.*

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 found next to the entrance door of our South Riding location. (Please drop off the check payment in the gray dropbox).
- Mail the check to **Curie Learning at 43250 Stonewall Pond Street, Chantilly, VA, 20152**. Please be aware that it may take 3-5 business days for us to receive the check; students will not be enrolled into a class until the payment has been *received* and *processed*, so mailed payments must be sent well in advance.

2) **Make an online payment.** Please note that an additional 3% will be charged for any online payment. To make an online payment, please follow these steps:

- Ensure that the enrollment form has already been filled out and submitted.

- Request an invoice. To do this, email us at curielearning@gmail.com. (You may also text us *through WhatsApp* at 703-798-6808 to request the invoice.) Be sure to include your child's first and last name as well as the course name. You will receive the invoice via email within 3-4 business days. You can pay the invoice through PayPal, credit card, or debit card. Please note that an additional (nonrefundable) 3% will be charged.

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

Refund Period:

Any patron who wishes to withdraw from the program must do so in writing (via email) to 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). This period depends upon the duration of the course.

For Long-Term Courses: Two-Month Refund Period

For courses that run longer than 6 months, patrons have two months *from their corresponding registration date* to decide whether 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.

For Short Term Courses: Two-Week Refund Period

For courses that run 6 months or shorter, the request must be made before the third class is held since the date of the child's registration. Students should not attend the class for a third time. In other words, a patron has two classes to decide whether to continue with the program and make the request to withdraw. 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 the child attended those classes.

Any registration fee will not be refunded.

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

- 1.) Send an email at curielearning@gmail.com and make the request (Include your child's first and last name, course being withdrawn from), and submit a request to withdraw from the program by using [the Withdrawal Request Form](#).

(Once the request is sent, your child should no longer attend any classes, regardless of whether we had confirmed your withdrawal). If your child attended any classes from the date the email was timestamped, 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 online, the additional 3% that was made to use the online services will not be refunded.

- 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.

Rules Governing the Centers

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

Patrons may not park and leave their vehicles directly in front of other facilities, neighboring homes, or spaces where parking is restricted; 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 if the driver always stays in the car. Cars that are parked inappropriately may be towed.

***For the South Riding center, please view the parking map on the last page.*

Students Health and Neighborhood Safety

We want everyone to prioritize the following crucial points:

Children's Health

Masks are now optional, but still highly encouraged. Students are still highly encouraged to at least bring a mask with them in their backpacks in case the student starts feeling ill in the middle of class. If your child seems extremely physically ill, please refrain from bringing them into class.

Children's Safety

When dropping off kids to **any of the Curie centers**, please make sure you can **see your child enter the building**. Since we cannot stop the cars from moving, it makes it more difficult for staff members to prevent your child from potential endangerment, so we ask you to come to the front door of the building during pick-up time to bring your child back home. We will not be sending them out to try to find you outside.

HOA/Neighborhood Courtesy

Park closest to the center as best as possible, and not in front of private property. Please be mindful of the neighboring facilities. Patrons may park on the side of the road next to the Curie Learning building, or in any parking spaces directly in front of the center where it is not restricted.

Safe and Mindful Driving



Please make sure that you are following proper speed limits and driving procedures, and please be mindful of others around you.

Contact Curie Learning

Our current office hours for each center is provided on the website (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 VISIT THE OFFICE FOR CURIE LEARNING-RELATED BUSINESS DURING OFFICE HOURS ONLY!

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 assist you (and you are interrupting them from their duties).

Head of Math:

Kristen Herdman
kristen.herdman.curiellc@gmail.com

Head of English:

Erin Price
erin.price.curiellc@gmail.com

Administrative Director:

Kyrillos Masry
WhatsApp Text:
703-798-6808
curielearning@gmail.com

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