



Welcome Letter – Grade 7

## **The Curie Learning Parent Guide for Students**

### **For Level 7 & Level 8: Curie’s Signature Advanced Academic Preparation Program: Policies and Procedures for 2025-2026**

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 students with the right tools to further their academic pursuits.

Curie Learning Programs are designed to keep in mind the different learning needs of students. The focus is to help students perform consistently well by creating the right learning habits. Having successfully trained students 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 stakeholders work with the same intensity and dedication.

We assure you that we will work closely with your student and provide all the necessary assistance to help your student 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 students to adhere to the guidelines set by Curie Learning.

We welcome you and your student to the world of Curie Learning and thank you once again for your decision to have your student 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 via email 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 student “Happy Learning”!

Sincerely,

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

## Getting to Know the Classroom

### **Subject Matter**

- Students will be taught 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' 8<sup>th</sup> grade year, students will continue all lessons and will be given the option 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 for, students will be assigned to look over one lesson per subject each week, which will not differ between each section. For Math, students will be asked to complete one packet per lesson. For English, students may have separate packets for Reading, Grammar, and Vocabulary. Please check Google Classroom to see which packets are due each week.
- The weekly lesson schedule will start on Mondays and end on the 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. A weekly 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.

### **Class Preparation and Resources**

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.

Students will be able to access their weekly lesson packet(s) on Google Classroom. Click on the "Coursework " Tab to find links to the packets for any given week. Beneath the lesson links, instructional video links are posted. The videos will contain the full Math lesson and the Grammar portion of the English lesson. For English classes, the videos are considered an extra resource and are to be used if students need review of something covered in class. Watching the instructional videos is not required for English classes.

Curie Learning Math students are required to watch instructional videos. This allows students the flexibility to take their time in learning new concepts and teaches them skills in independent learning.. The Math teacher will verbally let the students know if watching videos beforehand is required. If

watching beforehand is not required, students should watch the videos after the class for help in completing their packet.

Homework is given in both Math and English every class.

## **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—day school accounts are not 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 available to print from home).

### **Google Classroom Components:**

#### **Stream:**

- This tab in Google Classroom includes a feed of updates, which may include but is not limited to upcoming dates for certain class sessions or exams. Most posts are provided from Curie Learning staff members and may be provided by teachers, as well.

#### **Classwork:**

- Students will find separate topics categorized by necessary information. This information includes Zoom links, weekly class materials, the Parent Guide link with helpful tips, and more.
- Weekly class materials will, of course, be available each week. These assignment posts will contain links to the printable lessons as well as the instructional lesson videos that go along with them.  
**\*\*\*Please note that weekly lesson videos are only available for one week for Math. For English, they will remain open for the duration of the unit.\*\*\***
- There is a “View Your Work” link to review the student’s assigned lessons that have been returned by the teacher; this link can also be used to determine whether an assignment was turned in. Any work returned will contain comments that 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 the first and last name that they used to register for class 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 the 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, so that they may receive 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:**

Since the COVID-19 pandemic, we have been 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 students.

**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**. It is mandatory for all students 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 for 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 that is free from distractions to attend class meetings, 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 (lessons will be available on Google Classroom for a week prior to class).
- In case of printer issues, one of the parents can come to one of our centers during office hours 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, 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
- For English classes, the videos are considered an extra resource and are to be used if students need review of something covered in class. Watching the instructional videos is not required for English classes.
- Curie Learning Math students are required to watch instructional videos. This allows students the flexibility to take their time in learning new concepts and teaches them skills in independent learning.. The Math teacher will verbally let the students know if watching videos beforehand is required. If

**NEXT:**

## Guidelines on Student Behavior, Preparation, and Expectations

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#### **Managing Good Study Habits Outside of the Classroom**

##### **Practicing Time Management:**

Kindly ensure that your student completes his/her homework on time. Tardiness in completing the homework/essays is not an acceptable practice 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.

##### **\*Using the Study Log:**

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

Using one of our provided Study Log Booklets, printing the template from the Student Google Classroom, or using a simple 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 should be:

- About 7 hours during first 4 months (September to December)
- About 10 hours for the next 6 months (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
- For the fourth semester, 7 hrs/week

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, instead, students should do 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/1zdz0drEwWABiJv2Do5F4MmbixreWM8x/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 at the class start time.

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 have 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, students 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 to ask 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 may be asked to buy more books in the 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.

**NEXT:**  
**Semester Schedule/Composition and Class Sections**

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**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 one of the Math Directors) and the **English class** (taught by Ms. Williams or one of 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 unit 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 and English content covered in the first semester.
- **End-of-Semester Exam:** This will be held in mid to late-July 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 and for an extra fee): 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 (wrapping up algebra II and also covering trigonometry) 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 or one of the Math Directors will 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 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 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 canceled, you will be notified through Google Classroom and emails, and a make-up will be conducted.



**IMPORTANT DATES/HOLIDAYS For Level 7 / 8 Program****Start Date of Classes: Friday, 08/21/2026****LABOR DAY: Friday, 09/04/2026 to Monday, 09/07/2026****DIWALI: Sunday, 11/08/2026 (Online make-up class TBA)****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 SEMESTER 2 End Date of Classes: Sunday,****06/20/2027 Summer Break (2027): Monday, 06/21/2027 –****Sunday, 07/04/2027****Enrollment and Payment/Refund Policies**

Please see the “**2025-2026 Academic Year Schedule**” for admission and fees for registration.

**Placement Test**

To enroll into one of our academic year programs (Levels 3-8), 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.

**\*Level 1 and 2 students do not need to take a placement test and can simply enroll\***

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 **2026-2027**



**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 **black** 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 4% 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](mailto: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](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). 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](mailto: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**



Welcome Letter – Grade 7

**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](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 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).

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<b>Head of Math:</b> Dr. Rao Mulpuri <a href="mailto:venkatamulpuri@gmail.com">venkatamulpuri@gmail.com</a>	<b>Head of English:</b> Kylie Smith <a href="mailto:kylie.smith.curiellc@gmail.com">kylie.smith.curiellc@gmail.com</a>	<b>Administrative Director:</b> Kyrillos Masry WhatsApp Text: (703) 798-6808 <a href="mailto:curielearning@gmail.com">curielearning@gmail.com</a>
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<b><u>SOUTH RIDING CENTER</u></b>  CALL or TEXT:  (703) 798-6808	<b><u>HERNDON CENTER</u></b>  CALL or TEXT:  (703) 798-6808	<b><u>ASHBURN CENTER</u></b>  CALL or TEXT  (703) 798-6808
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<p><b>EMAIL:</b></p> <p><a href="mailto:curielearning@gmail.com">curielearning@gmail.com</a></p> <p><b>MAIL:</b></p> <p>43250 Stonewall Pond St. South Riding, VA 20152</p>	<p><b>EMAIL:</b></p> <p><a href="mailto:curielearning@gmail.com">curielearning@gmail.com</a></p> <p><b>MAIL:</b></p> <p>13505 Dulles Technology Dr., Suite 1 Herndon, VA 20171</p>	<p>Welcome Letter – Grade 7</p> <p><b>EMAIL:</b></p> <p><a href="mailto:curielearning@gmail.com">curielearning@gmail.com</a></p> <p><b>MAIL:</b></p> <p>20604 Gordon Park Sq. #150 Ashburn, VA 20147</p>
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## **SOUTH-RIDING REMINDER OF RULES AND PROCEDURES FOR PARKING, PICK-UP, AND DROP-OFF**

This is a friendly reminder of information that has been communicated by the time of your child's enrollment, which has been agreed upon when enrolling your child, and is also stated in the parent guide.

**1) \*\*\*Children's Safety:**

When dropping off kids to **any of the Curie centers**, please make sure you are able to **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 and find you in the street.

**2) HOA and Neighborhood Courtesy:**

**Please do not park right in front of the neighbor's homes**, even if it is on the side of the road. This is considered to be private property of the homeowners, as stated by the HOA, and Curie Learning patrons are prohibited from parking there. Patrons may park on the side of the road next to the Curie Learning building.

\*We have already got many complaints from the neighbors, please follow the instructions.

**For details on where parking is allowed, please read details in the Parent**

**Guide** on <https://curielearning.com/parent%2Fstudent-guide> ( - click on "Download PDF" to review the entire Parent Guide).

**3) Driving through the streets:**

**Please do not BLOCK the main street (Stonewall Pond St. and South Riding Boulevard), if the DRIVE THROUGH is already complete you MUST park somewhere in the parking spots shown below in the picture.**

Please make sure that you are not making any **U-turns** in the middle of the road, and that you are following proper speed limits.

\*We have already got many complaints from the neighbors and the HOA and they are addressing it to Loudoun County, please follow the instructions.

Please review the image of the parking map of South Riding center below.

(**Red zones** = parking not permitted; **Zones with car images** = parking is permitted).

**Curie Learning Parking:**

- Please don't come in the ORANGE zone more than 2 minutes before your child's pick up time.
- Patrons may NOT park in front of the homes of residents in the neighborhood.
- In front of each facility is a fire lane and patrons may NOT park there.
- 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.

**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.
- Level 1 & 2 students must always have a parent/guardian/adult pick him/her from the Classroom.
- Students who are under the age of 11 must always have a parent/guardian/adult 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.
- Enforcement of this rule will be under the discretion of the center's admin.

\*\*\*If these rules pose a problem, please feel free to contact the following below:

- **Kyrillos Masry** (Administrative Director) via **WHATSAPP only** at **(703) 798-6808**
- **Dr. Rao Mulpuri** (Curie Learning business owner) via phone call at **(703) 582-0436**

