

# Elite Minds Tutorial Learning Center School



2019-2020

Grades 4<sup>th</sup> - 11<sup>th</sup>

## Student/Parent Handbook

320 E. Montgomery Crossroads #15  
Savannah, Georgia 31406  
(912) 509-0889  
(912) 332-2595

The student handbook should remain at home and used as a reference if any questions or concerns about ELITE MINDS policies should occur. The signature page will remain on file at ELITE MINDS. Policies listed in this handbook are subject to change at any time for any reason necessary by ELITE MINDS. Parents and students will be notified of the changes and will receive any updated or additional information in a respectable time frame.

## **WELCOME:**

We are gracious that you have decided to enroll your student with us at Eliteminds Tutorial Learning Center School! It is our desire to provide your student (s) with a college preparatory education to aid in equipping them to achieve academic success!

## **ABOUT US:**

Eliteminds Tutorial Learning Center's Academy is an accredited private school that employs highly-qualified K-12 certified educators. Eliteminds is own and operated by Miss Tracey L. Sapp who serves as the school's administrator. Miss Sapp possesses a wealth of experience in teaching, tutoring, administering high-stakes testing, utilizing the RTI process, and progress monitoring.

## **MISSION STATEMENT:**

Elite Minds' goal is to provide focused, coherent, rigorous quality instruction to aid all learners in achieving academic success. At Elite Minds we encourage all learners to become accountable for their academic success, encourage parents to participate in their learner's learning, and encourage community involvement.

Ultimately, our primary mission at Elite Minds is to education each student according to his or her own unique, individual learning style. It is our goal to educate all based on how they process information. Additionally, it is our desire to aid all learners in obtaining academic success. We accomplish this by incorporating a variety of assessments; collecting and analyzing data to identify your learner's specific needs, and by providing quality instructions, excellent resources, while fostering a learning environment where all learners can grow intellectually.

## **VISION STATEMENT:**

At Elite Minds we envision all learners propelling to academic success by incorporating focused, coherent, rigorous quality instruction; authentic learning experiences that encourage critical thinking development while fostering the necessary skills that will lead to long-term academic success.

## **REQUIREMENTS:**

Elite Minds admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. Student must meet academic, moral, and personal standards as deemed appropriate by the school.

## **PROCEDURES:**

School enrollment applications are available from the school office. Standardized test scores, previous school records, and reports cards must be provided. Students must have an immunization record (**form 3231**), an eye ear and dental record (**form 3300**), and birth certificate on record. The health forms are available from the local Public Health Department or your private physician. To ensure proper placement, students may be asked to take a skills test. Each family may be scheduled for a personal interview with the administrator.

## Tuition/Fees

### ANNUAL REGISTRATION FEE:

A **\$300 non-refundable registration fee** is required per student per year.

### ELITE MINDS SCHOOLING TUITION:

Monthly Rate Full Time Student *IEP learners *Special Needs <small>(Please note there is a 30 day probation to determine if additional fees are needed to provide learners 1-on-1 support or to manage extreme behaviors. In the event a child is in need of outside additional support, the monthly fees will increase to allow Elite Minds to hire someone to aid your learner.)</small>	Monthly Rate Full Time Student	Weekly Rate Full Time Student
\$650 per month	\$600 per month	\$160 per week
<b>CC\$660.00</b>	<b>CC \$610.00</b>	<b>CC \$170.00</b>
\$7800 per year	\$7200 per year	\$7680 per year

\*The basic schooling fees are \$600 per month for learners. However, additional fees are required for all IEP learners that do not work independently as stated above and fees can increase based on learner's individual needs.

\* At any time during services, if a learner requires additional support due to accelerated behavior or academic issues, monthly fees will increase to accommodate.

**\*\*CC (Credit Card Payments)**

\*\*\* Students enrolled under special enrollment guidelines (as agreed upon with Miss Sapp, are expected to pay tuition in full by due date indicated on the invoice)

\*\*\* I do not prorate fees. The full monthly fees and/or weekly fees are expected despite of the day a learner enrolls. For example, if a child enrolls on a Wednesday, the full weekly fees are still expected. Subsequently, if a child enrolls on the 13<sup>th</sup> of the month, the full monthly fees are expected.

\*\*\* Parents choosing the weekly payment options are required to pay fees one week in advance. Therefore, two payments are required during the 1<sup>st</sup> week of school. This means the total amount due upon enrollment is \$320 dollars. This will allow parents to have one week of payment made in advance. At the end of the school year, if parents have maintained a weekly payment schedule, there will be no fees required at the final week of school because of the one payment made in advance.

\*\*\* A final report will be provided upon withdrawing from Elite Minds. Please note, your child's next grade-level determination will be based upon whether your child has met the attendance requirements and have completed the required work to obtain promotion.

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## Additional Fees and Information

### Optional Technology Fee- \$100 annually or \$15.00 monthly per student

- ❖ Technology fees are waived if a student brings his or her own laptop/mobile device

### Discounts

- ❖ Families enrolling more than one student will receive a 10% discount off the total tuition. Families enrolling a third student will receive 20% discount.

### Transportation

- ❖ Elite Minds will provide transportation for all learners that need dropping off to home after the school day ends. Please note there is a \$3 a day cost, \$15 a week for all learners living 5 to 15 miles from the Elite Minds Learning Center. Transportation is not available for learners living more than 20 miles for the school.

### Early Arrival

- ❖ Elite Minds will allow early arrival for all learners need to be dropped off before the school arrival time. The school arrival time is 7:55. Please note there is a \$3 a day cost, \$15 a week if a full week of early arrival is required.

### Field Trips

- ❖ Elite Minds will incorporate several field trips to enhance learning. Some trips will require additional funds not included in regular tuition. Parents will receive ample notification of these trips to make appropriate arrangements.

### Special Programs

- ❖ Elite Minds offers a variety of programs during the school year and the summer. These programs are not included with tuition unless specially noted.

### Other Costs

- ❖ Additional fess may be required during the school year for specific supplies, fine art programs, or other extracurricular activities

### Late Fees

- ❖ All school tuition fees are due on the **1<sup>st</sup> of each month**. Any tuition **received after the 3<sup>rd</sup> of each** month will incur a daily late fee in the amount of **1 %** of tuition costs. If payment has not been received by the **5<sup>th</sup>**, the student may not be allowed to return until the account is current. **Weekly payments are due on Mondays and will be considered late on Wednesdays.** All weekly pay will receive a **10% late fee** if payment is not received by the **Friday** of each week.

### Disclaimer:

Please sign and return this portion (both pages) of the Tuition/Fees agreement indicating your understanding of Elite Minds fees and expectations. Please note, all fees, registration, and/or tuition are due at the time of service.

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(Parent Signature)

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(Date)

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# Elite Minds Learning Center School

2019-2020

## School Year-Round Calendar

### (Tentative Schedule)

August 18 <sup>th</sup> , 2019	Open House
August 19 <sup>th</sup> , 2018	School Begins
August 19 <sup>th</sup> – October 21 <sup>st</sup> , 2019	1 <sup>st</sup> Nine Week Period
September 2 <sup>nd</sup> , 2019	Labor Day (School closed)
October 14 <sup>th</sup> , 2018	Columbus Day (School closed)
October 22 <sup>nd</sup> – January 13 <sup>th</sup> , 2019	2 <sup>nd</sup> Nine Week Period
October 31 <sup>st</sup> , 2019	Report Card Issued
November 11 <sup>th</sup> , 2019	Veteran's Day
November 25 <sup>th</sup> – 29 <sup>th</sup> , 2019	Thanksgiving Break
December 23 <sup>rd</sup> – January 6 <sup>th</sup> , 2020	Christmas Break/ Winter Holiday
January 20 <sup>th</sup> , 2020	Martin Luther King Day (School closed)
January 14 <sup>th</sup> – March 24 <sup>th</sup> , 2020	3 <sup>rd</sup> Nine Week Period
January 11 <sup>th</sup> , 2020	Report Card Issued

March 9 <sup>th</sup> - March 13 <sup>th</sup> , 2020	Iowa and CogAT Testing Time
March 16 <sup>th</sup> - March 20 <sup>th</sup> , 2020	Spring Break (School closed)
March 25 <sup>th</sup> - June 5 <sup>th</sup> , 2020	4 <sup>th</sup> Nine Week Period
March 15 <sup>th</sup> , 2019	Report Card Issued
April 10 <sup>th</sup> , 2020	Spring Holiday (School closed)
May 24 <sup>th</sup> , 2020	Report Card Issued
May 25 <sup>th</sup> , 2020	Memorial Day (School closed)
June 5 <sup>th</sup> , 2020	Last Day of School
June 5 <sup>th</sup> - August 18 <sup>th</sup> , 2020	Summer Break!!!
August 19 <sup>th</sup> , 2020	New School Year Begin

#### \*DESIGNATED MAKE UP DAYS

In the event conditions lead to school closures, Eliteminds may require make-up-days to recover lost instructional time. The 2019-2020 Designated Make up days are as follows:

FIRST SEMESTER (2018): October 8, November 19, 20

SECOND SEMESTER (2019): March 8, 18, 19

\*Please note, the teacher is allowed 4 personal days per calendar year. If a teacher personal day or sick day is required, parents will receive ample notification via email and texting to allow for optimal communication.

## Instructional Periods - (180 days)

### First Semester

First Nine-Week Period.....08/19/19 - 10/21/2019

Second Nine-Week Period .....10/22/19 - 01/13/2020

\*\*\*\*\*

### Second Semester

Third Nine-Week Period .....01/14/2020 - 03/24/2020

Fourth Nine-Week Period ..... 03/25/2020 - 06/05/2020

## Progress & Report Cards

Progress Report ..... September 13, 2019

Report Card Issued ..... October 25, 2019

Progress Report ..... November 15, 2019

Report Card Issued ..... January 17, 2020

Progress Report ..... February 14, 2020

Report Card Issued ..... March 27, 2020

Progress Report ..... May 15, 2020

Report Card Issued ..... June 10<sup>th</sup>, 2020

# Standardized Testing Calendar & Information

Assessment	Grades	Description	Dates
DORA Reading Diagnostic Test	4-11	Readiness Check Data End of Year Check Data	August 19 <sup>th</sup> - 23 <sup>rd</sup> May 26 <sup>th</sup> -May 29 <sup>th</sup>
ADAM Math Diagnostic Test	4-11	Readiness Check Data End of Year Check Data	August 19 <sup>th</sup> - 23 <sup>rd</sup> May 26 <sup>th</sup> -May 29 <sup>th</sup>
IOWA Test	4-11	Language Arts/ Vocabulary Reading Math Social Studies Science Make Ups	Tentative Schedule March 10 <sup>th</sup> , 2020 March 10 <sup>th</sup> , 2020 March 11 <sup>th</sup> , 2020 March 11 <sup>th</sup> , 2020 March 12 <sup>th</sup> , 2020 March 13 <sup>th</sup> , 2020
CogAT	4-11	Cognitive Abilities Test	March 13 <sup>th</sup> , 2019

This year all learners will take the IOWA and/or CogAT Standardized Testing.

*\*CogAT®* (Cognitive Abilities Test™) for Homeschools consists of three batteries that provide separate scores for the following reasoning/learning abilities: verbal, quantitative (numerical), and nonverbal.

## *Test Features*

- Assesses developed reasoning and problem-solving abilities important for learning
- Combination testing (recommended every 2-3 years) allows comparisons between student's ability and his actual achievement
- Approximate testing time of 2 1/2 hours (1 1/2 hours of actual working time)

## *Areas tested*

- Verbal classification, sentence completion, and verbal analogies
- Quantitative relations, number series, and equation building
- Figure classification, figure analogies, and figure analysis



## *The Iowa Tests®*

The Iowa Tests are nationally standardized tests and meet most state requirements. This assessment is available year-round, and either the complete battery or only certain parts of the test may be administered.

### *Overview*

#### **Subtests**

- Word analysis
- Reading comprehension
- Vocabulary
- Mathematics
- Language
- Spelling
- Social studies/science
- Listening

### *Testing Times*

K5-Grade 3

3-5 hours over 3 days

Grades 4-8

5.5 hours over 3 days

Grades 9-12

3.5 hours over 2 days

### *Results*

- Norm-referenced scores: standard, grade equivalent, stanine, and percentile rank
- Graphed achievement percentiles
- Content cluster skills evaluations
- Skills performance ratings
- Score interpretation brochure

## Attendance

The school day is from Monday – Thursday **8:00 AM until 3:00 PM**. Students may begin arriving at **7:45 AM**. Pick-up time is between **3:00-3:15**. **Students picked up after 3:15 will receive a late fee charge on their next invoice.**

**Half-Day Friday is 8:00 – 12:00 pm. Students picked up after 12:15 will receive a late fee charge on their next invoice.**

### Absences

When possible, please call **912-509-0889 or 912-332-2595** to notify school of absences. A written note must be provided to verify an excuse for the absence. Any student that misses two or more days of school must have written plan of action before returning to school to complete make-up work. Parents must be involved in the make-up process.

Students with planned absences from school must make arrangements prior to being absent for completing assignments. For all planned absences, parents must ensure students complete assignments and stay on track with the class. Please speak with the staff regarding planned absences in advance to see if make-up time is available. We may or may not be able to provide make-up time or dates.

### Tardiness

Students who are not present by **8:15** will be counted as tardy. Three tardies will constitute one absence. The parent or guardian must sign in any student arriving late. GCA students that are continually tardy (10 or more) in a 90-day period are at risk of being dropped from our program. We hope that parents understand the importance of promptness in a classroom setting.

### Early Dismissal

Students leaving early for an appointment, etc., must provide a note stating this upon arrival. Parents/guardian must sign students out for early dismissal.

## Student Code of Conduct

Students are required to treat our campus like their home. Damaging Elite Minds' property will result in a fee in which parents will be held responsible.

### ATTITUDE:

Students are expected to maintain positive attitudes. Bad attitudes, dishonesty, complaining, rebelliousness, and insubordination are unacceptable. Students must show respect for the authority of administration, faculty, staff, and fellow students. **Student who consistently refusing to display acceptable behaviors can and will be subject to dismissal from the program if the behavior is irate and a danger to other students, teachers, and staff.**

### **BODILY CONTACT:**

**Unnecessary bodily contact, whether playful or hostile, is not acceptable while at school.**

Horseplay is not tolerated. Examples of horseplay would include: pushing, hitting, taunting, bullying, or any other act that could be deemed unsafe.

### **CLASSROOM BEHAVIOR:**

Students are expected to follow the teacher's classroom rules and should always be respectful of his/her fellow students and teachers. Food, drink, and gum are not allowed in the classroom. Water is allowed at the discretion of the teacher. A teacher has the authority to maintain his/her classroom, discipline students, and refer a student to the Administrator in order to maintain an atmosphere of learning in the classroom. A teacher has the authority to remove a student from the class who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the student's in the class, or any other action that impedes the ability of the student's classmates to learn.

### **CONFLICT RESOLUTION:**

If a student and/or parent has a concern regarding a specific teacher or administrator, communication must first be established with that teacher or administrator. If a parent has a concern with another student at the school, it is essential that the comments be directed to a teacher or administrator. **Elite Minds'** staff will follow the necessary steps to resolve the conflict. Under no circumstances should a parent talk to someone else's student about a problem at the center.

### **DISCIPLINE:**

Each classroom teacher will have his/her own classroom discipline plan. Classroom teachers will inform parent(s)/guardians of their specific discipline plan and the consequences which will follow for a student who disregards these plans. A Student Discipline Report form will be completed on any student who chooses to disregard the student conduct code. Students must take the form home to obtain a signature from his/her parent(s)/guardians(s) and returned to the school on the next available school day.

### **SERIOUS DISCIPLINE ISSUES:**

Serious discipline issues will result in **suspension or expulsion**. Parents will be contacted the event of any serious disciplinary issue. **Students with repeated serious discipline issues must have parents attend all field trips/fun days with him or her.** Additionally, students that have a behavior contract and do not adhere to the contract or the modification plan the teacher has developed will not be allowed to attend field trips. Field trips/fun days are considered an incentive and students that cannot behave in house will not be given the privilege to participate in outside fieldtrips. Field trip/fun day participation is earned and is designed for learners that can manage themselves. The following offenses are considered serious enough to warrant immediate disciplinary action:

- 1.) Defiance or insubordination to a staff member, volunteer, or parent to include hitting, talking-back, and yelling at the teachers or staff and lying about happenings concerning the teacher. Ex. A student claiming she was hit, pulled, scratched, etc. by the teacher.
- 2.) Leaving the school without permission.
- 3.) Dishonesty or honor violation: lying, cheating, and stealing.
- 4.) Fighting
- 5.) Profanity or bullying
- 6.) Willful or careless destruction of school property.
- 7.) Dangerous horseplay
- 8.) Grabbing at the teacher or attempting to discipline the teacher in any manner.
- 9.) **Guns, knives, matches, lighters, or anything that could be considered as a weapon by faculty.**

### **BEHAVIOR CONTRACTS:**

A behavior contract will be derived for all learners that continuously demonstrate unwarranted behaviors. Unwarranted behaviors are classified as the following: back talking, fighting, cursing, yelling, bullying, refusing to work, horse-playing, back-talking, fussing with the teacher, attempting to fight the teacher, grabbing from the teacher, refusing to follow directions, and choosing to be oppositional defiant. These behaviors are those that are classified above and/or any unwanted behaviors that have been addressed and documented by the teacher on numerous occasions with the learner's parent(s).

**Please note, once a behavior contract has been established, the learner will be subject to removal (suspension/expulsion) if the behavior(s) is not curtailed. All learners are subject to the same behavior expectations whether they have an IEP or not. It is the desire of Elite Minds to maintain a positive learning environment for ALL learners. Learners that insist on disrupting the learning environment will be removed from the program.**

### **DRESS CODE:**

- Any wording on clothing should be appropriate
- Shirts must be long enough to cover the skin of the torso at all times.
- Necklines must reflect modesty and good taste; Spaghetti strap tops are not permitted.
- Skirts should be in modest length, even with leggings.
- Pajamas/slippers should not be worn to school (except for PJ Day).
- Students should wear athletic wear and tennis shoes on physical activity days. We will let student know a day in advance of physical activity days.

### **LUNCH AND BREAKS**

Lunches are to be brought from home. A microwave is provided for student use. Students must bring all needed drinks, utensils, and condiments from home. Any food that needs to be cooked in the microwave must be sent ready in a microwaveable container. All students are **REQUIRED** to bring a lunch or a snack (equivalent to lunch) each day. Any student not eating for a period of 8 hours has difficulty focusing and can become sluggish. We also don't want any student feeling uncomfortable during lunch hour. **Parents are welcome to bring in a lunch at**

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**any time if a student forgets his or her lunch. Any student without lunch will be served a light snack by our staff if it's available.** This meal will be billed to parents at the end of the week. We will order complimentary lunch for students periodically. Notice will be given in advance.

### **BREAKFAST AND LUNCH**

Please make sure that your child has had a good and healthy breakfast before coming to the center. Please no pancakes on school days ☺ (NO SUGAR)

Lunches: We ask that you please pack a lunch for your child that is healthy. Some examples are: white milk, fruits, vegetables, and sandwiches.

Again, please **NO SUGAR**. For example: Oreo cookies, juices, chocolate milk. These items do not help in keeping your children ready to learn. The sugar actually has one or two effects on them. The first of them being, that they are very hyper and can't focus the rest of the day. Or they get very sleepy and fall asleep.

We want the best in helping your child get the education that they deserve in the time that we have. We do need your help in this.

### **PERSONAL ITEMS**

Unless granted permission ahead of time, students must refrain from bringing to school **all audio devices, electronic games, cameras and other such digital devices**. All cell phones must be turned off and put away during school hours. Any emergency calls can be made from the administrator's office or personal cell. Phones may be allowed on extracurricular field trips for the sole and singular purpose of allowing the student to notify a parent or guardian of any emergency or to inform them of arrival times and places. Failure to comply with these regulations will lead to confiscation of phone(s).

### **Report Cards/Progress Reports**

Teacher/Administrator will schedule conferences with parents every 9 weeks. If parents want to meet sooner, please contact our office for an appointment. In addition, teachers may request a conference to discuss specific concerns. Please refer to the tentative schedule to determine report card and progress reports dates

### **Homework/Tests**

Homework is assigned at the teacher's discretion. Homework may be given and/or due any day of the week. Each teacher will enforce certain consequences upon failure to complete homework assigned. A continual failure to turn in homework could lead to failure of a class. In some classes, homework is part of the daily grades. Students and parents will be notified far in advance should this be necessary. Students with planned absences from school must make arrangements for completing assignments prior to leaving. Students with unplanned absences must follow-up with the teacher as soon as possible to ensure that all assignments are made up appropriately. We do request parent's full cooperation in seeing that the assignments are completed. Repeated delinquent homework can result in student being removed from our program.

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### **CLASSROOM MATERIALS:**

All students are required to keep up with their own books and materials. It is preferred that each student has access to a computer. Elite Minds has a limited amount of computers for students to use during the school; however, a signed form stating that parents are responsible for any damages must be on file. Although Elite Minds prefers that students do not allow others to use their device(s), students are responsible for whom they allow to access their computers. Students from the family can share a computer. This prevents computers from being damaged.

### **FIELD TRIPS/ACTIVITIES:**

We will take several trips to enhance instruction during the school day. Parent/guardian will be notified in advance. A Medical Release Form and authorization form must be on file prior to leaving on each trip. Personal vehicles and rental vans are the primary mode of transportation. Students who are not permitted by parent to attend trip(s) must stay home. This will be considered an excused absence. Unfortunately, we do not have enough staff to attend trips while some remain at the center.

Parents chosen to drive on a trip must provide the following information:

- 1.) A copy of driver's license (parent must have a good driving record)
- 2.) A copy of insurance card
- 3.) Parent acknowledgement that their insurance is the primary insurance for their vehicle.

## **EMERGENCIES**

### **School Closings Due to Severe Weather**

In the event of severe, information will be provided via text messaging and Facebook. We will follow standard severe weather closings for our area.

### **Student Illness/Accident**

Should a student become ill at school, a parent/guardian will be contacted immediately. All students must be free of fever, vomiting and/or diarrhea for 24 hours before returning to school. Sick students are not permitted to attend school. Students with any type of infectious illness or condition, such as childhood communicable disease, infections of the skin, pink eye, or head lice, must receive proper treatment from a physician before returning to class. Please notify the school in the event of these illnesses, so that we may take appropriate measures. In some cases, a doctor's permission will be necessary to return to classes.

### **MEDICATIONS:**

Elite Minds does not dispense prescription medication to students. If a student requires frequent use of over the counter medication, parent may provide Elite Minds with medicine, instructions for use, written consent to administer.

**EMERGENCY DRILLS:**

Fire, tornado drills, and evacuations are held regularly according to state and local regulations to prepare students for an emergency situation.

**Arrival and Dismissal Procedures****ARRIVAL:**

Students will be admitted to the building beginning at 7:45 AM. Parents must sign students in at the front desk. Classes begin promptly at 8:00 AM. Please refer to tardy policy for additional information regarding arrival time.

**DISMISSAL:**

Parents must sign students out daily. If someone other than parent/guardian is picking a student up, Elite Minds must have written approval and the individual will be asked to show picture ID for verification. The latest possible pickup time is 3:00 pm. Please contact the school in advance if your student will not be picked up by 3:00 pm. **There is an additional fee of \$5 per 15 minutes late if student is still at school after 3:15. Please note because Fridays are half-days, there will be a \$5 per 15 minutes' late fee for all learners picked up after 12:05.**  
**Thanks**



# Elite Minds Handbook Verification

Hi parents, I have provided you a hard copy of this year's Elite Minds Handbook. You can too find the handbook on my website at [www.elitemindslearningcenter.com](http://www.elitemindslearningcenter.com). The handbook provides information of the procedures and expectations at Elite Minds.

Please review the handbook with your learner and have you and your learner return this signature page by Friday August 26, 2019 indicating you have done so.

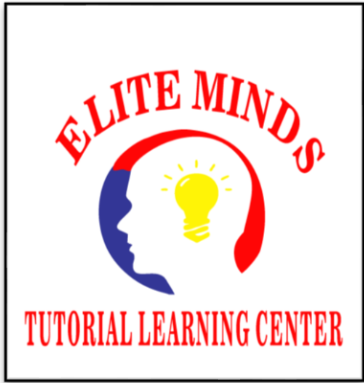
If you have any questions or concerns, please do not hesitate to give me a call at 912-332-2595 or 912-509-0889. Thanks

X \_\_\_\_\_  
Parent's Signature

X \_\_\_\_\_  
Student's Signature

X \_\_\_\_\_  
Date





Student's Name \_\_\_\_\_

Sex: M F Age: \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B. ( \_ / \_ / \_ \_ \_ )

Is student enrolled in a K12 school? \_\_\_\_\_ Homeschooled? \_\_\_\_\_

Entrance Date: \_\_\_\_\_ **Student ID#** \_\_\_\_\_

Registration Fee Paid on \_\_\_\_\_

### **GENERAL INFORMATION**

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address/Phone (if different from student) \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address/Phone (if different from student) \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Lives with: ( ) Both Parents ( ) Mother ( ) Father ( ) Other \_\_\_\_\_

Legal Guardian(s): ( ) Both Parents ( ) Mother ( ) Father ( ) Other \_\_\_\_\_

### **EMERGENCY CONTACT INFORMATION**

The student may be released to the person(s) signing this agreement or to the following:

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Name	Phone Number	Relationship to Student

Persons to contact in case of emergency when parents cannot be reached:

Name	Phone Number	Relationship to Student

**HEALTH INFORMATION**

Student's Primary Physician: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list any current health concerns that Elite Minds should be aware of: \_\_\_\_\_

\_\_\_\_\_

Please list any long-term or continuous prescription medications that your child is taking:

\_\_\_\_\_

**Please list any additional information regarding pre-existing illness, allergies, or other health concerns:**

\_\_\_\_\_

\_\_\_\_\_

Does your child have extreme allergies that require an Epi-Pen \_\_\_\_\_?

If so, please provide an Epi-Pen for the school in case of an emergency. I have been trained to use the pen. If you do not wish to provide an Epi-Pen, please sign the attached waiver, which relieves Elite Minds for any liability.

Signature (Parent/Guardian): \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

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Date: \_\_\_\_\_

## Parent Survey

Elite Minds staff wants to be able to provide as much educational support necessary to assist your student in academic success. The following survey will provide us with useful information to make certain that we have tools to individual instruction for your student.

Student's Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Please list all the **adults** living in your home:

Name	Relationship
_____	_____
_____	_____

Please list all the **children** in the family, along with their ages, grade, and gender.

Name	Age	Grade	Gender
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What language(s) does your child speak? \_\_\_\_\_

What are your student's strengths and weakness? \_\_\_\_\_

What is your student's favorite subject in school and why? \_\_\_\_\_

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What is your student's least favorite subject in school and why? \_\_\_\_\_

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What are your student's interests and after-school activities? \_\_\_\_\_

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Describe your Student's feelings/attitude toward school. \_\_\_\_\_

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How does your student get along with other children? \_\_\_\_\_

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Please describe any recent family events or changes (death, divorce, marriage, new sibling, moving): \_\_\_\_\_

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Is there anything else that you think your student would like for you to share about him or her? \_\_\_\_\_

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Please provide any additionally information that you believe will be beneficial to Elite Minds:

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These questions were answered by \_\_\_\_\_ Date \_\_\_\_\_



## ANNUAL FIELD TRIP & ACTIVITY PERMISSION FORM

Student's Name \_\_\_\_\_

Sex: M F Age: \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B. ( \_ / \_ / \_ \_ \_ )

Entrance Date \_\_\_\_\_ Student ID# \_\_\_\_\_

I hereby grant permission for my child to take part in educational field trips, including physical education. I understand that prior notice will be made before each trip by memo or note from Elite Minds Tutorial Learning Center (EMT).

I understand that my child will be chaperoned by a responsible adult at all times while away from the learning center and that the adult will take all necessary precautions to protect my child from harm and injury. I further understand that my child may be transported via Privately Owned Vehicle (POV) and, under certain circumstances, the vehicle my child is transported in may or may not be driven by an EMT employee (e.g. parent volunteer, public charter).

In the event that my child is injured or becomes ill while away from the learning center on the field trip, I understand that the chaperone will immediately seek medical attention for my child and contact me as soon as possible.

- I hereby consent to my child \_\_\_\_\_ being taken on field/activity trips during the school year, and I hereby expressly relieve, indemnify, save and hold harmless Elite Minds Tutorial Learning Center (EMT) and all agents or employees thereof from and against any and all liability or claims arising from injury or damage to person or property or both caused by or resulting from said child's acts, omissions or conduct while on said trips. I also release and relieve the aforementioned organization and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said child as a result of the acts, omissions, or conduct of any person, other than the negligence of Elite Minds Tutorial Learning Center (EMT) and personnel.
- It is further understood that I shall have the responsibility of advising said child of the risks, which are known or should be known, of such trips.
- I further agree to assume the responsibility of seeing that my child cooperates and conforms to the fullest extent with the Learning Center's directions and instructions of the officials in charge.

Student's Name: \_\_\_\_\_

Signature (Parent/Guardian): \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_



## MEDIA RECORDING RELEASE FORM

Student's Name \_\_\_\_\_

Sex: M F Age: \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B. ( \_ / \_ / \_ \_ \_ )

Entrance Date \_\_\_\_\_ Student ID# \_\_\_\_\_

Dear Parent or Guardian:

We would like your permission to use photos/videos of the children taken while attending Elite Minds Tutorial. Only first names will be used to identify the student(s).

I, the undersigned, do hereby consent and agree that Elite Minds School, its employees, or agents have the right to take photographs, videotape, or digital recordings of my child with the use of a cell phone, iPad, tablet video camera etc. and to use these in any and all media, now or hereafter known, and for the purpose advertising or educational enhancements.

I do hereby release to Elite Minds, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately. I waive any rights, claims, or interest I may have to control the use of my child's likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

Student (s): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Witness for the undersigned: \_\_\_\_\_

Signature (Parent/Guardian): \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

# Epi-Pen Waiver

This form verifies that my child \_\_\_\_\_ has been prescribed an EpiPen however;  
Parent Signature

I (\_\_\_\_\_) have not provided her/him with one for use at the  
Parent Signature

*Elite Minds Tutorial Learning Center*. I am signing this waiver verifying that if any medical issues arises that requires the use of an EpiPen and I have **not provided** the *Elite Minds Tutorial Learning Center* with an EpiPen or any other forms of prescribed medicine to aid in my child's recovery, I note the *Elite Minds Tutorial Learning Center* cannot be held liable or responsible for my child's medical outcome.

Additionally, I note, I am completing this form because I  
(\_\_\_\_\_) have chosen to not provide the center with an Epi-pen.  
Parent Signature

Additionally, this form verifies that according to my child's medical doctor, my child does not need to bring an EpiPen to school for use.

Finally, I (\_\_\_\_\_) understand that if I provide an  
Parent Signature

Epi-pen for use at *Elite Minds Tutorial Learning Center*, the center will immediately notify me of use and will contact Medical Emergency (call 911) after each use. I too understand a copy of this form, an EpiPen Administration form, and EpiPen log will be kept in *Elite Minds Learning Center* records for my (\_\_\_\_\_) verification.  
Parent Signature

The student handbook should remain at home and used as a reference if any questions or concerns about ELITE MINDS policies should occur. The signature page will remain on file at ELITE MINDS. Policies listed in this handbook are subject to change at any time for any reason necessary by ELITE MINDS. Parents and students will be notified of the changes and will receive any updated or additional information in a respectable time frame.

## **Eliteminds Tutorial Learning School Payment Agreement 2019-2020**

The undersigned parent has chosen for his/her learner to attend Eliteminds Learning Center School for the 2019-2020 school year. Accordingly, he/she commits to pay the required fees, as indicated below, at the specified times contained in this contract and in accordance with all other conditions herein.

**Tuition and Registration Fees:** Tuition and registration fees shall be paid in accordance with the following rate unless discounted is noted

Regular Monthly Ed Student Tuition of (\$7200 + \$300 registration fees)

Regular Weekly Student Tuition of (\$7680 + \$300 registration fees)

IEP Ed Student Tuition of (\$7800 + \$300 registration fees)

### **Payment Schedule:**

**Option 1:** Full Payment on or before September 1<sup>st</sup> to receive discount of 2% tuition.

**Option 2:** Monthly Payment due on the 1<sup>st</sup> of each month and will be late if to received after the 3<sup>rd</sup> of month. All late payments will occur a 1% late fee daily until pay is received. Please note any family failing to make monthly fee within the said month, learner will be removed from school until payment is received.

**Option 3:** Weekly Payment due on the Monday at the beginning of each week. If weekly fees are chosen, parents are required to pay fees one week in advance. Therefore, two payments are required during the 1<sup>st</sup> week of school. This means the total amount due upon enrollment is \$320 dollars. This will allow parents to have one week of payment made in advance. At the end of the school year, if parents have maintained a weekly payment schedule, there will be no fees required at the final week of school because of the one payment made in advance.

### **Additional Considerations:**

- A signed contract is required of all parents and school administration for student's attendance to proceed annually.



- Tuition and Registration fees are unconditional and must be paid regardless of the actual period of student's enrollment or attendance. Any unpaid balance of the total due according to the application rates herein shall become due and payable (upon parent and administration's agreed upon time line) upon termination of student's enrollment, regardless of the reason for termination. I accept the school's fair judgment of reimbursement or suspension of payment.
- Any tuition payment later than 30 days from the scheduled payment could result in a letter to the parent. Eliteminds School reserves the right to suspend the student (s) from school classes and activities. In addition, Eliteminds may contact a collection agency and will uphold reports of grades and transcripts. Additionally, the School will refuse re-enrollment until fees are paid in full.
- Elitemind requires at least a 6 months committal. This is important because Elitemind's goal is to ensure student receive a certain amount of instruction for learners to obtain academic growth. If a student is withdrawn after the 6 months, the parent/guardian agrees to pay the pro-rated tuition amount based on the number of days enrolled plus any additional fees already established.