

# Studio of Engaging Math



## Parents Handbook 2016 - 2017

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[www.engagingmath.com](http://www.engagingmath.com)

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## Tuition for 2016 – 2017 academic year

### Full group tuition (3-7 students)

Class	Min. / week	1st semester	2nd semester	Full year
Grade K	75	\$730	\$730	<b>\$1,460</b>
Grade 1 - 4	90	\$885	\$885	<b>\$1,770</b>
Grade 5	105	\$950	\$950	<b>\$1,900</b>
Grade 6 – 8	120	\$1,000	\$1,000	<b>\$2,000</b>

### Private\* and semi-private tuition (1-2 students)

Class	# students	1st semester	2nd semester	Full year
60 min	1	\$70 per class *		
75 min	1	\$80 per class *		
60 min	2	\$850	\$850	<b>\$1,700</b>
75 min	2	\$950	\$950	<b>\$1,900</b>
90 min	2	\$1,020	\$1,020	<b>\$2,040</b>
105 min	2	\$1,100	\$1,100	<b>\$2,200</b>

\* The studio does not offer private classes on a regular basis

### Due dates

- First semester tuition (September - January) is due on August 15, 2016.
- Second semester tuition (February - June) is due on January 15, 2017.

### Fees

- In addition to regular tuition, there is an annual \$100 **registration fee** per student.
- A **late fee** of \$30 will be applied for all accounts if payment received after August 25<sup>th</sup> for the first semester and after January 25<sup>th</sup> for the second semester.
- A **returned check** fee is \$30.

### Siblings

- Studio gives a discount of \$40 per semester for each younger sibling from the same family.

### Home schooling

- Studio offers home-schooling option (not on the regular basis) for \$15 per packet.

### Payment plans

- Studio offers monthly and 2-3 times per semester payment plans. Check the Studio's Handbook for details.

## Tuition Information

Our school year is divided into **two semesters**:

- Tuition for the 1<sup>st</sup> Semester (September – January) is due on August 15, 2016.
- Tuition for the 2<sup>nd</sup> semester (February – June) is due on January 15, 2017.

Studio gives a **discount** of \$40 per semester for each younger child from the same family.

If you require a scholarship or would prefer to pay the tuition in a few installments, please contact the Studio's administration. Each case will be decided on an individual basis.

Please resolve any financial concerns regarding the 2015-2016 year before August 1<sup>st</sup>, 2016.

After this date, the Studio will no longer be able to address these issues.

Payment can be made **by check or cash only**. With your payment, please include the following information: the student's full name (first and last), teacher's name, the grade, and the day and time of the group. Please make out checks to the "Studio of Engaging Math."

You can either drop off the check in the studio (fill out our tuition envelope and use the tuition drop-off box) or you can mail it to:

Studio of Engaging Math, 320 Washington Street, suite 301, Brighton, MA 02135

## Payment Plans

Studio offers the following payment plans.

### - **Two checks per semester.**

For the first semester: the first check is due on August 15, the second check is due on November 15.

For the second semester: the first check is due on January 15, the second check is due on March 15.

Each check should be made for the amount 50% of the semester tuition.

There is an additional fee for the payment plan - \$10 (per semester) should be added to the first check for the semester.

### - **Three checks per semester.**

For the first semester: the first check is due on August 15, the second check is due on October 15, the third check is due on December 1.

For the second semester: the first check is due on January 15, the second check is due on March 1, the third check is due on April 15. Each check should be made for the amount 1/3 of the semester tuition.

There is an additional fee for the payment plan - \$15 (per semester) should be added to the first check for the semester.

Please note that we do not send invoices or reminders that your payments are due.

If not received by the due dates, the late fee of \$30 will be applied to your account and the student will not be allowed to attend the class.

## Registration and other Fees

A **late payment fee** of \$30 is automatically applied to your account if payment received after August 25<sup>th</sup> (January 15<sup>th</sup> for the second semester). If payment is not received in full the student will not be allowed to attend the class until the payment is received in full. There will not be any makeup classes offered for missed classes.

A **returned check fee** of \$30 will be charged for each returned check.

Please verify the correct amount of tuition and submit the payments on time. We do not send statements. If you receive an email notification after due date, your account is already past due and a late fee has been added to your account.

**Registration fee** is \$100 per year per student (non-refundable).

## Enrollment

Studio offers free private evaluation sessions for each prospective student. Studio will try to find the appropriate group for each child. Studio cannot guarantee the availability of such group for every student. Studio enrolls all students for the current school year. Enrollment for this year does not guarantee the enrollment for the next year.

The following is required prior to attending the classes at the studio: completed registration form, submitted registration fee and tuition.

## For students who start in the middle of the year

1. If a student joins the Studio between September and December 1<sup>st</sup>, the registration fee is \$100. Between December 1<sup>st</sup> and February 1<sup>st</sup> the registration fee is \$75, between February 1<sup>st</sup> and April 1<sup>st</sup>, the fee is \$50; after April 1<sup>st</sup> the fee is \$25.

2. The tuition for students starting in the middle of the year is prorated. After you let us know the date of the first class your child will attend, we will calculate the number of classes remaining and the amount due. Tuition and material fee must be paid before the first class.

3. If the student needs to catch up with a group, we offer one-on-one tutoring. On average, one class is needed for every 2-3 classes missed from the start of the year.

## Cancellations and make ups

1. If your child misses a class it is usually possible to schedule a **free make-up session**. There is a limit of two free make-up sessions per semester.

Please pick up the student's packet in the studio's lobby before the make-up lesson.

**For students in grades K – 5:** to sign up for a make-up session, please email [admin@engagingmath.com](mailto:admin@engagingmath.com). We cannot guarantee that make-up sessions are private; there may be more than one student present at the session. Each make up session is 30 minutes long.

**For students in grades 6 – 8:** to sign up for a make-up session, please email your teacher directly. Each make-up session is 45 minutes long.

If there is a similar group, we might schedule a make-up lesson for your child in that group. The Studio does not guarantee the availability of a make-up class in all circumstances.

2. If a lesson is cancelled by the studio, there will be a make-up class scheduled in June (June 13-19) and/or during April vacation.
3. In the event of inclement weather, you will be notified of the cancellation **via email**. Our cancellations do not necessarily coincide with Brookline Public School cancellations.
4. If you need to cancel an individual lesson, please call or email your teacher ahead of time. If you don't cancel the lesson at least 24 hours prior, there is a \$30 fee.
5. If your child misses a class, please **pick up his homework** in the Studio's lobby **before** the next class.
6. If your child attends a semi-private group (2 students) you can cancel one class per semester for your personal reason (in this case the class will be cancelled for both students). You will not be charged for this class.

## Homework packets

- 1 Students are required to complete the home work packet and bring it back on time. If a student fails to return a completed homework packet repeatedly (more than 3 times), he/she may fall behind the class. In this case, it may be difficult for the student to stay in the same group. In this case the Studio reserves the right to transfer the student to a different group or to expel the student.
2. Please notify your teacher and the studio's administration, if a student is struggling to complete his/her homework. We will then suggest ways to help the student, such as scheduling a make-up or a private lesson or finding another group.
3. If a student misses a class, we ask that parents:
  - (a) bring the student's completed homework packet to the studio at least 24 hours before the next class
  - (b) pick up the new homework packet that was handed out during the missed class (you can also request your teacher to email you a copy of a packet)
  - (c) arrange for a make-up class if the student has difficulty completing his/her homework
4. No part of the home work packet or word problems book or any other studio material can be reproduced in any form (including photocopying and scanning) without the prior written permission from the Studio of Engaging Math.

## Manipulatives

1. Unless specified otherwise, please return manipulatives two weeks after receiving them. If a manipulative is not returned on time, we will not be able to give another manipulative.
2. If a manipulative is broken, lost or missing pieces, there is a \$20 fee.

## **Expulsion/Dismissal**

1. A teacher may dismiss a student for part (or the entirety) of a class if a student's behavior is disruptive for the educational process or in any way harmful to other, as well as for violations of the studio rules.
2. The Studio reserves the right to expel a student from the Studio for repetitive incidences of disruptive or harmful behavior, as well as for repeated violations of the Studio rules.
3. The Studio also reserves the right to expel a student for repetitive not finishing the homework.
4. In the case of expulsion, the Studio will refund the unused portion of the tuition.

## **Withdrawal policy**

1. New students can cancel their enrollment during the first 6 classes of their first semester. Your unused portion of the tuition will be returned to you. The registration fee is not refundable.
2. If you decide to withdraw your child in the middle of the school year, a written notice of termination is required 4 weeks in advance for complete refund of unused tuition. The registration fee is not refundable.

## **Change of class size**

If, in the middle of the school year, the class size is reduced to two students (not by the parents request), the length of the class will be cut 15 min. shorter without recalculating the tuition.

If the class is reduced to one student (the group class becomes private), the Studio will offer the private class (60 min.) for this student without recalculating the tuition until the end of the current semester.

## **Transfer to a different group**

1. Group classes in the Studio take priority over individual tutoring. The Studio reserves the right to change the time/day and/or teacher for individual tutoring if the time slot is needed for a new group.
2. If during a school year a student progresses far ahead or falls behind the rest of the class, we will try to transfer him/her to an appropriate group if one is available. Other options may include private lessons or home-schooling using Studio's materials. During the summer, all groups go through the reassessment process, and may be re-shuffled in order to ensure that students are the same level within a group.
3. If student cannot attend his/her group for some period of time (due to soccer, orchestra, etc.) the Studio cannot guarantee the availability of a space in a different group of the same level or individual classes. The studio will try to offer individual classes for this period of time, in this case the tuition will be recalculated according the Studio's Tuition. If scheduling problem can't be resolved, the Studio refunds all unused tuition for the rest of the semester.

## Getting the most out of each class

- Please make sure that the child submits his/her homework on time. This helps the teacher perform a timely analysis of current homework mistakes and facilitates with the preparation of the next class.
- We ask that you make the best effort to come to class on time.
- Please allow your child to rest and eat before the class. Tired and hungry children struggle to concentrate during the class.
- Explain to your child the importance of good behavior during class and appropriate respectful attitude towards his/her classmates.

## Helping with homework

Please help your child to complete the homework packets:

- We recommend that your child works on Studio homework at least **2 to 3 times** over the course of the week. Our homework packets take some time to complete, and leaving all the work for one day is not recommended.
- Please encourage your child to use **scrap paper** and to keep their work in the packets neat and easy to read. Being able to neatly present their work will be an invaluable skill in school. We often use scrap paper in class in an effort to discourage the bad habit of messy and careless work – a habit that is difficult to break if not dealt with at an early age.
- As your child works on the packet, and especially once they are done with it, please check it to make sure that he/she understands the material. If your child has made some mistakes, please ask him/her to **correct their work**.
- If the child did not understand the material, please let the teacher know under “Parents’ Comments” on the homework’s cover sheet.
- Every week, please spend some time together with your child analyzing the mistakes found and marked by your teacher in the returned homework.
- If your **child misses a class**, please come by the Studio to pick up the homework packet so your child can still work on it.

## Contact the teacher if...

- If your child does not understand the material or is having any kind of difficulty in class, please let the teacher know as soon as possible. Send your teacher an email describing the problem and/or write about it on the homework cover sheet.
- If the homework is too easy or too difficult, too small or too big, please let your teacher know.



- Please address all questions (for example, if you lost your homework, or you will miss the next class) directly to the teacher. If you cannot resolve the issues with your teacher, please contact the administration.
- If you are planning to miss one or more classes for personal reasons (such as a planned vacation, or a scheduling conflict) and would like to get the homework packet(s) ahead of time, please let the teacher know as soon as possible to give them plenty of time to prepare the material. We do not guarantee that the teacher will be able to make the packet(s) for you because we follow an individually tailored program for each group, and create homework packets on a weekly basis only after checking last week's homework.

## Sickness

If your child is sick and may be contagious, please keep them at home to prevent contamination.

## Noise level

1. We ask that you keep your voices down in the waiting area and in the hallway. Please do not use cellphones in the waiting area as it disrupts the surrounding classrooms.

2. No running, yelling or screaming inside the studio or the building. No pets allowed inside the studio.

## Pictures

The studio has a right to use pictures and work of its students for advertising purposes (web, print, etc.). If you'd like us to remove a particular picture of your child, please write us an email.

## Registration Form

A link to the studio's registration form will be e-mailed to you in the beginning of an academic year or when you join the studio. All parents need to submit the registration form before the start of the academic year.

# Calendar 2016 - 2017

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
3	3	3	3	3	3	4

OCTOBER						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
4	4	4	4	4	4	5

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
7	7	8	8	9	9	10

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
12	12	12	12	12	12	13

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
15	15	15	15	15	15	16

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
18	18	18	18	18	19	19

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
22	22	22	22	22	22	23

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
26	26	26	26	26	26	27

MAY						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
29	29	29	29	29	29	30

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
33	33	34	34	34	34	34

 Vacation day

11
19

 Top number: calendar date  
Bottom number: lesson number

## Holidays:

- October 10 – 12 Columbus Day Recess
- November 24 – November 27 Thanksgiving Recess
- December 20 – January 2 Winter vacation
- February 18 – February 24 February vacation
- April 15 – April 21 April vacation
- May 27 – May 29 Memorial Day weekend

## Make up classes:

During April vacation and/or June 13 – 19.

# Parking Information

## Free parking in the Elk's parking lot on the following days ONLY:

- Monday, Tuesday, Thursday and Friday after 4:30 p.m.
- Wednesday after 3 p.m.

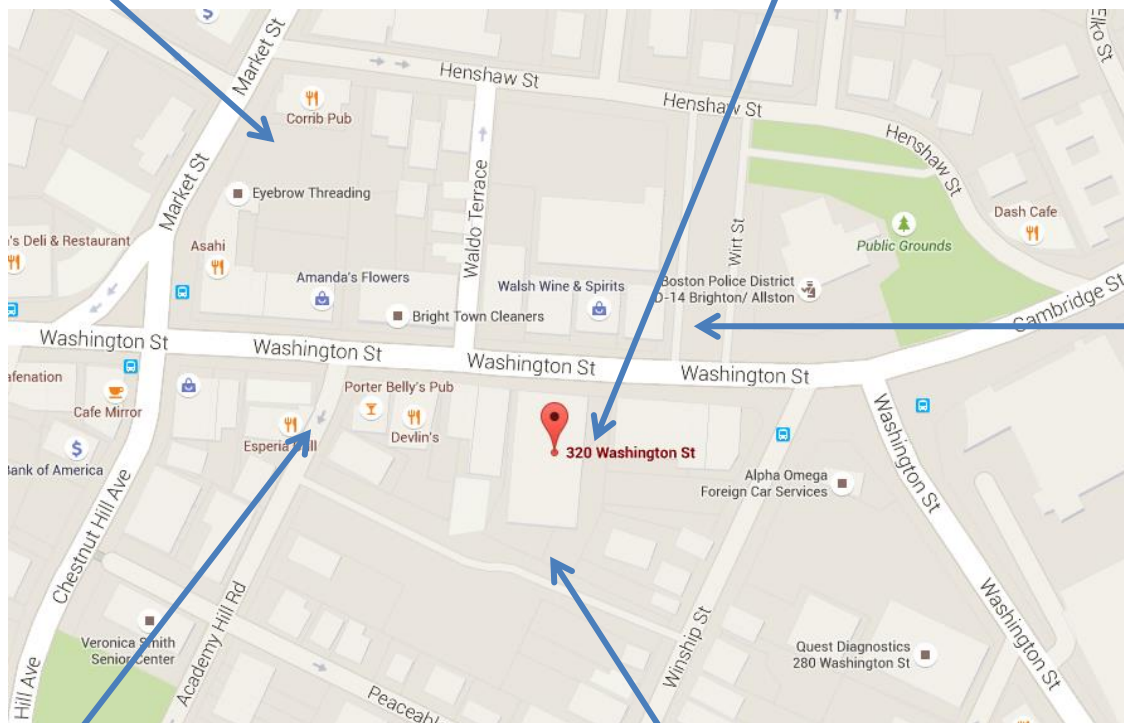
There is convenient drop off / pick up location at the back of the building.

### Municipal parking lot

Entrance on Market Street,  
~406 Market Street

### Drop off and pick up location

Enter between 308 and 320 Washington St.  
The code to enter the building is 3535\*  
Please do NOT leave your car here – it will be towed.



Police parking lot  
~307 Washington St.

### Street parking

on Washington St. and Academy Hill Rd.

### Elks parking lot

Entrance on Winship St. ~ 13 Winship Street  
Available only on Monday, Tuesday, Thursday and Friday  
after 4:30pm and on Wednesday after 3pm.