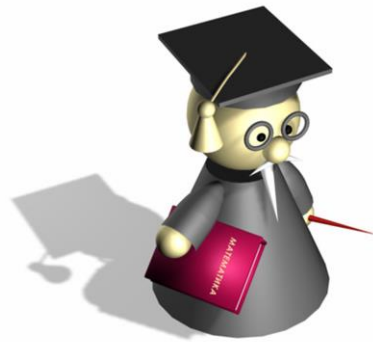


# Studio of Engaging Math



## Parents Handbook

Academic year 2020 – 2021

Revised 8/25/2020

320 Washington street, suite 301, Brighton, MA 02135

617-903-3168 or [admin@engagingmath.com](mailto:admin@engagingmath.com)

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

## About:

Studio of Engaging Math is a K-8 after-school math program. Our small groups and expert teachers provide an ideal environment for developing critical thinking and advanced problem-solving skills.

Our program incorporates the best practices of the advanced math schools in the United States, Russia and Singapore. For more than a decade, our students have consistently posted top scores in international math competitions, on standardized tests and gained admission to the top colleges.

## Our mission

Our mission is to cultivate students' appreciation of mathematics by fostering intellectual curiosity and problem solving skills. We tailor our teaching to small groups of students, in order to provide individualized attention, encourage civil and productive discussion, and create a welcoming environment for exploring big mathematical concepts.

## We believe that:

- The best way to learn is by understanding the material, rather than by memorizing the rules. Our spiraling curriculum helps students understand relationships between mathematical concepts, providing a strong foundation for solving complex problems, instead of simply teaching rote skills.
- Spatial reasoning, and specifically the ability to mentally transform shapes, is a strong predictor of STEM (Science, Technology, Engineering and Mathematics) degrees and careers. We encourage students to develop their spatial reasoning skills through guided play and hands-on assignments with construction sets. Our program includes puzzles, geometric games and building sets aimed at improving both two-dimensional and three-dimensional thinking.
- Students' exposure to complex, non-linear logic problems is key to developing critical thinking skills and increasing their interest in mathematics. Students find intrinsic pleasure in solving puzzles, which motivates them to think creatively. The love of imaginative problem solving we instill in our students leads many of them to great success in national and international math competitions.
- The Socratic Method (learning via collaborative exploration of questions and productive debate, as opposed to lecture) is a powerful teaching method for fostering independent thought. Our teachers facilitate meaningful discussions in small groups (averaging five students). Students learn better when they participate in discovering the answer, rather than hearing the solution from the teacher.

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## Teacher contact information

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## Tuition for 2020 – 2021 academic year

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

Class	Time /week	1st semester	2nd semester	Full year
Grade K	1h 15 min	\$800	\$800	<b>\$1,600</b>
Grade 1 - 3	1h 30 min	\$950	\$950	<b>\$1,900</b>
Grade 4 - 5	1h 45min	\$1,030	\$1,030	<b>\$2,060</b>
Grade 6 – 7	2h	\$1,170	\$1,170	<b>\$2,340</b>
Grade 8 (algebra)	2h	\$1,170	\$1,170	<b>\$2,340</b>
Grade 8 (geometry)	1h 30 min	\$950	\$950	<b>\$1,900</b>

### Due dates

- 1<sup>st</sup> semester tuition (September - January) is due on **September 5, 2020**.
- 2<sup>nd</sup> semester tuition (February - June) is due on **January 15, 2021**.

### 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 September 15<sup>th</sup> for the first semester and after February 1<sup>st</sup> for the second semester. Additional \$30 will be applied if we do not receive the payment two weeks later (by October 1 and/or February 15).
- A **returned check** fee is \$30.

### Discounts

- If you choose to pay by check or cash, please deduct \$30 (\$20 – for grade K) from each semester’s tuition.
- Studio gives a discount of \$50/semester to all 8<sup>th</sup> graders who are concurrently taking separate algebra and geometry classes.

### Home schooling

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

### Payment with credit card

Previously we had a considerable number of requests to offer making payments with credit cards. Now, this option is available through your Parent Portal. Unfortunately, adding this option automatically raises the tuition by the processing fee. Those families who still prefer **paying with checks** will get a discount of \$30.00 (\$20.00 for Kindergarten) per semester. And it gives them the same tuition amount as the last year.

### Payment by PayPal

We are now accepting PayPal as a way to pay the tuition and registration fee.

The link to the Paypal is available on Studio’s website. If your payment amount is different, please email [admin@engagingmath.com](mailto:admin@engagingmath.com) to request an invoice. Please include your child’s name and grade in your email.

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

<b>Class</b>	<b># students</b>	<b>1st semester</b>	<b>2nd semester</b>	<b>Full year</b>
1 hour	1	\$70 per class *		
1 hour 15 min.	1	\$80 per class *		
1 hour 30 min.	1	\$90 per class *		
1 hour	2	\$1000	\$1000	<b>\$2,000</b>
1 hour 15 min.	2	\$1,085	\$1,085	<b>\$2,170</b>
1 hour 30 min.	2	\$1,165	\$1,165	<b>\$2,330</b>
1 hour 45 min.	2	\$1,255	\$1,255	<b>\$2,510</b>
2 hours	2	\$1,340	\$1,340	<b>\$2,680</b>
2 hours 30 min.	2	\$1,515	\$1,515	<b>\$3,030</b>

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

## Tuition Information

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

- Tuition for the 1<sup>st</sup> Semester (September – January) is due on **September 5, 2020**
- Tuition for the 2<sup>nd</sup> semester (February – June) is due on **January 15, 2021**

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 2019-2020 year before September 1, 2020. After this date, the Studio will no longer be able to address these issues.

Payment can be made **by check, cash, credit card or Paypal**.

If you are paying by check, please deduct \$30 (\$20 for Kindergartener) from each semester's payment. 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.

You can pay by credit card through the Parents Portal.

You can pay by Paypal, the link is on the Studio's website. If your payment amount is different, please email [admin@engagingmath.com](mailto:admin@engagingmath.com) to request an invoice. Please include your child's name and grade in your email.

## Payment Plans

Studio offers the following payment plans.

### Two checks per semester

For the first semester: both checks are due on September 1, the second check should be postdated November 1.

For the second semester: both checks are due on January 15, the second check should be postdated March 1. Each check should be made for the amount 50% of the semester tuition.

### Three checks per semester

For the first semester: all three checks are due on September 1, the second check should be postdated November 1, the third check should be postdated December 1.

For the second semester: all three checks are due on January 15, the second check should be postdated March 1, and the third check should be postdated April 15. Each check should be made for the amount 1/3 of the semester tuition.

**There is an additional fee for either of the payment plans - \$20 (per year) should be added to the first check of the year.**

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 September 15<sup>th</sup> (February 1<sup>st</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 and Registration

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;
- tuition.

The student can NOT attend any classes until all of the above is completed.

## 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.

## Copyright Notice

No part of the home work packet or word problems book or any other studio material (printed or online) can be reproduced in any form (including photocopying and scanning) without the prior written permission from the Studio of Engaging Math.



## 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. It's also available on the Studio's website. All parents need to submit the registration form before the start of the academic year. We ask parents to login to their Parent Portal (the link is also on the website) to update any information (address, emails, phone numbers, medical information, emergency contact information, etc.).

## Cancellations

In the event of inclement weather, you will be notified of the cancellation **via email**. We will also post it on our Facebook page. Our cancellations do not necessarily coincide with Brookline Public School cancellations.

If a lesson is cancelled by the studio, there will be a make-up class scheduled in June and/or during the April vacation.

## Missed classes

If your child is going to miss a group lesson, please send an email to your teacher ahead of time. This helps the teacher to plan the class accordingly.

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. We only allow 4 cancellations of private classes per year. If you need to cancel more classes, you will be charged 75% of the tuition for the missed classes.

If your child attends a semi-private group (two students) you are allowed to 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.

If your child misses a class, please **pick up his homework** in the Studio's lobby **before** the next class or make-up session.

## Make ups

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.

## Homework packets

### 1. Students are required to complete the home work packet and bring it back on time.

If 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. 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. Students should write legibly, so that others can read their work comfortably:

- Student should use scrap paper for draft work.
- There should be space left between lines.
- Student should use sharp pencils (please have a pencil sharpener at home)
- There should not be any doodling in the packet

## 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/per manipulative.

## Online classes (NEW for 2020-2021 school year)

### Getting ready for the online class.

During the class, students should watch, listen and actively participate in the class. Students will be expected to respond to questions, complete the teacher's assignments, and discuss their answers! We ask students to take the online classes as seriously as they do in the studio.

### Technical requirements:

- Good and stable internet connection.
- A computer, no tablet or phone is allowed.
- A web camera. The camera and sound should be on during the whole class.
- Headset is recommended, but not required.
- Please have Zoom installed on your computer.
- We recommend that our youngest students have a large monitor (17" or more) to work on. This will help them see the teacher's materials better.

**Workspace** - please make sure that your child is working at a table, in a quiet room. Children must use computers and no phones or iPads allowed. Students will need a several sharpened pencil, an eraser, a clear ruler, along with the packet and the word problems booklet (for grades 3-8). Please make sure to have some scrap paper and additional Studio materials upon request from the teacher.

Please make sure that your child always has the camera and sound ON.

**Homework** - please make sure that the previous week's homework is uploaded to the Google Classroom or sent to the teacher at least a day before class. Please make sure to write legibly and scan the homework as one document, this will greatly help us.

**Packets** - please print the packet before the class, but ask your child not to complete it just yet. We'll work on the packet together in class.

**Parent's involvement.** End of the last school year taught us, through the feedback we received from parents, that online classes are difficult for many students. With that, your children might need more of your help throughout the week than when their classes were in person.

### **Conduct during online classes:**

- **Limit noise in the room.** Microphones pick up all conversations and noises in the room. If there is a lot of background noise, the teacher may need to mute a student. (Students cannot mute themselves.)
- **Use of cell phones** - the student should not be using a cell phone during the class.
- **Responsible and mature use of webcam** - making silly faces is a great way to relax, but it can be very distracting during the class.
- **No eating during class.** Please make sure to finish your meal before the beginning of class. Longer classes will have a break in the middle.
- **Use real names.** it's very easy to change one's zoom name to something funny or inappropriate. We are asking all of my students to use their actual names.
- **Focus on math.** Students sometimes like to use the chat option to discuss things unrelated to the class. We'll provide some hang out time, so students can catch up, but we want to make sure to focus on math during most of the class.
- **Virtual backgrounds.** These are super fun, but really distracting during the class. Let's reserve them for breaks!
- **No browsing** - please try to make sure that you child is not browsing the internet during class.

We reserve the right to record classes and use them for training purposes only or as makeup for students who have missed the class.

## **Studio's lobby**

Parents are welcome to wait for students in the lobby. We ask that students and parents keep their 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. Please do not bring your pets inside the studio, because some kids in the studio do have allergies

## **Students' rules**

Students are expected to exhibit honesty, integrity, and respectfulness when dealing with teachers, staff, administrators, and other students. Students are expected to conduct themselves with consideration for others at all times.

- Students should **pay attention** during the class and follow teacher's instructions;
- Students should submit their homework **on time**;
- Students should write **legibly** and **write out the solutions** according to the studio's requirements;
- Students should use personal supplies, studio supplies, class space, and common space **with care** and **respect**;
- Acts of violence, vandalism, theft, harassments, threats by word or deed, bullying or dishonesty in any form, will not be tolerated and may result in dismissal from the studio.

- Running, yelling or screaming inside the studio or the building is not allowed.
- Studio expects all students to work assiduously to rise to their potential.

## Dropping off and picking up students

**Please bring and pick up your children on time.**

After the class, students will leave the classroom, and wait for parents in the studio's lobby. **The lobby is not a supervised area.** If you do not want your child to be in the studio's lobby by him/herself, please be sure to arrive before the class ends. We are not able to accompany children downstairs, and we cannot supervise students after they leave the classroom. If, in parent's or guardian's determination, the child is not old enough to go to and from the class location on his/her own, the parent/guardian is responsible for assuring the child's arrival and departure. **Studio of Engaging Math is not responsible for ensuring that any child stays on the premises.**

For parents of students in grade K and 1, please pick the students up directly from the classroom at the end of the class. That way the teacher can discuss any issues that come up during class like class behavior, progress, homework assignments, etc.

## 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 others, 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 repetitively incomplete 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.

## 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.
- Please make sure that your child has good quality pencils, pencils sharpener, and a ruler.
- Studio sends feedback forms twice a year. Please fill it out. Your feedback helps us to improve the program and we appreciate your time.

## Helping with homework

Please help your child complete the homework packets:

- We recommend that your child works on Studio homework at least **2 or 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 all pages have been completed.
- Please encourage your child to use legible handwriting, so that the teacher is able to read and understand the homework.
- 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, or your child lost the packet.
- If your child is going to miss a class. 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.

## Pictures

The studio reserved 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 send us an email.



# Calendar 2020 - 2021

## Studio of Engaging Math - Calendar 2020-2021

SEPTEMBER						
S	M	Tu	W	Th	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			

OCTOBER						
S	M	Tu	W	Th	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

NOVEMBER						
S	M	Tu	W	Th	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					

DECEMBER						
S	M	Tu	W	Th	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		

JANUARY						
S	M	Tu	W	Th	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

FEBRUARY						
S	M	Tu	W	Th	F	S
31	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						

MARCH						
S	M	Tu	W	Th	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			

APRIL						
S	M	Tu	W	Th	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

MAY						
S	M	Tu	W	Th	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					

JUNE						
S	M	Tu	W	Th	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			

### Holidays:

- October 12 - Columbus Day
  - November 24 - 29 - Thanksgiving Recess
  - December 22 - January 3 - Winter vacation
  - February 13 - 19 - February vacation
  - April 17 - 23 - April vacation
  - May 29 - 31 - Memorial Day weekend
- Make up classes for snow cancellations:  
during April vacation**

# Parking Information

## Drop off and pick up location

Directions: enter between 308 and 320 Washington St.

Park at the designated spots for the studio.

You can also park at the daycare parking spots ONLY after 6pm on weekdays and anytime on weekends

Please do not leave your car for more than 10 minutes.

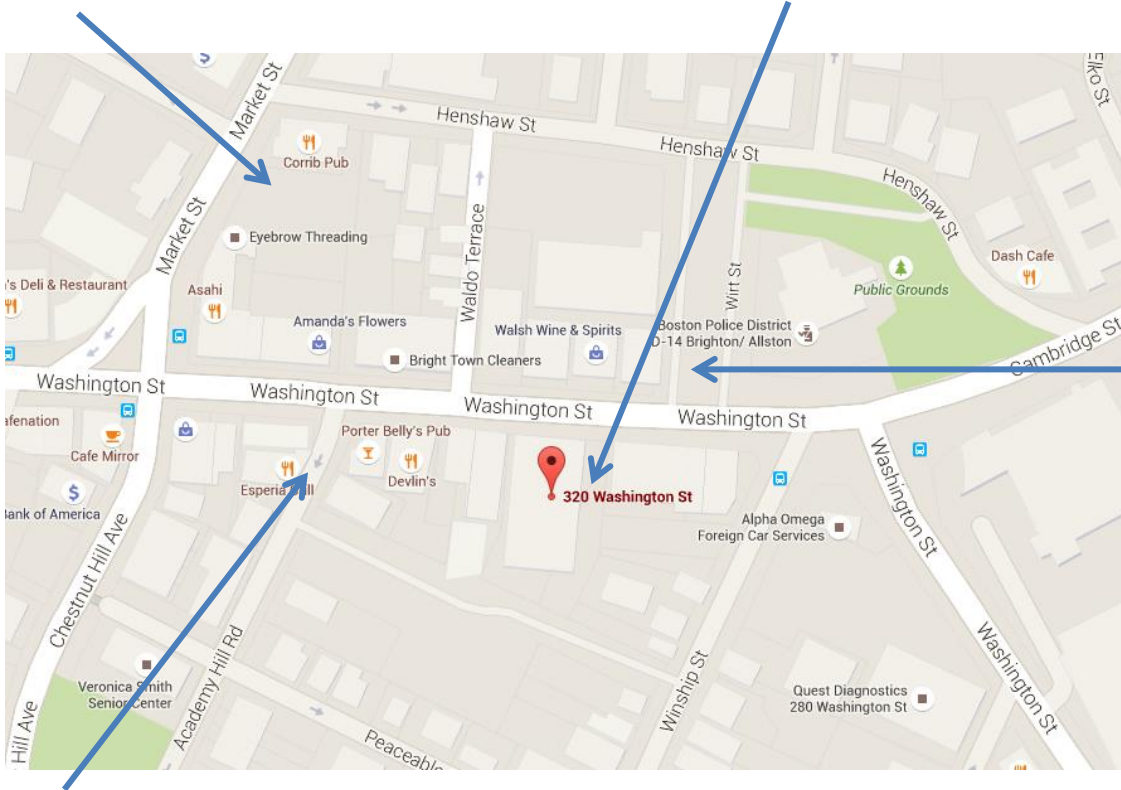
The code to enter the building is 3535\*

## Municipal parking lot

Entrance on Market Street,  
~406 Market Street

## Police parking lot

~307 Washington St.



## Street parking

on Washington St. and Academy Hill Rd.