

# Policies

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## Personalized Education Support for Grades 1-6

Pi Learning Academy offers personalized educational support for grades 1-6, serving both homeschooled students and families seeking a Department of Education–approved private school option. We specialize in supporting students with diverse learning needs, including autism, ADHD, and other learning differences. As homeschooling parents ourselves, we bring extensive knowledge and firsthand experience to creating a nurturing and effective learning environment. Our licensed teachers provide a flexible blend of enrichment curriculum, tutoring, and academic assessments designed to meet the unique needs of each student.

We are committed to offering an alternative to traditional public schools with a focus on individualized learning. Our in-person and online sessions allow for tailored instruction that ensures each child progresses at their own pace. Additionally, our weekly meetups provide valuable social opportunities for students to connect and engage with peers in a supportive setting.

At Pi Learning Academy, we believe that every child deserves a learning environment that recognizes their strengths and supports their growth. Whether your child requires extra academic support or a customized approach to learning, we are here to help them thrive.

We are passionate about providing a comprehensive learning experience that combines academic excellence, creative exploration, and engaging activities. Please review the policies below before registering your student(s).

## General Information & Daily Schedule

Our program caters to students both online and in-person with flexible scheduling to meet the needs of homeschooling families. Each session focuses on core subjects and interactive learning:

- **Subjects Offered:**
  - Math (including advanced problem-solving)
  - Reading (comprehension and fluency), Language (Spanish, Arabic)
  - Science (hands-on experiments and concepts)
  - Vocabulary (expanding language skills)
  - Social Studies & History (stories, events, and global perspectives)
  - STEM Projects (creative, hands-on engineering and science challenges)
- **Wednesday Field Trips:** Weekly outings to educational and recreational locations to enhance learning outside the classroom.
- **Hours:** Academic classes run from Monday – Thursday 10:00 AM - 3:00 PM and Friday 10:00 AM – 1:00 PM. Optional morning drop-off starts at 6:30 AM, and afternoon pick-up runs until 5:30 PM.
- **Student Grouping:** Students are organized by age/grade level with a teacher-to-student



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ratio of 1:10 to ensure personalized attention.

- Safety Measures: All facilities are equipped with video and audio surveillance. The center remains locked during program hours, and access is granted via doorbell entry.

## Enrollment Options

We offer both full-time and part-time enrollment plans to accommodate your family's schedule. Parents may choose the specific days their child will attend. Flexible options allow families to select tailored schedules.

## Tuition & Fees

- Part-Time Enrollment (For Home School Enrichment Program Only):

- 1 Day/Week: \$420/month
- 2 Days/Week: \$700/month
- 3 Days/Week: \$900/month

- Full-Time Enrollment:

- Annual (Monday-Friday): \$11,000/year
- Monthly: \$1,100(August – May)

- Semester: \$5,000/term

- Additional Fees:

- One-Time Enrollment Fee: \$100
- Field Trips: \$75/day (waived for full-time students)

- Fee Schedule

- Tuition is due on the 4th of each month from August to May. If the 4th falls on a weekend, payment is due on the immediately following Monday.

- Field trip fees are due on Wednesday of each week.

## Sibling Enrollment Discount

We offer a 15% discount on tuition for each additional sibling enrolled in our program. This discount applies to both full-time and part-time enrollments.

## Curriculum Options

1. Parent-Provided Curriculum: Students bring their own materials (secular or faith-based) for support during sessions. Teachers will initial completed assignments and provide supplemental standards-based practice as needed.

2. Florida Virtual School (FLVS): Online curriculum supported by our educators. Teachers assist with reteaching concepts, maintaining schedules, and providing practice activities.

3. Customized Curriculum: Prepared by our teachers based on diagnostic assessments aligned with Florida Standards. Progress is monitored throughout the semester.

## Behavior Policy

We strive to maintain a respectful and inclusive environment. Students are expected to:

- Treat peers and staff with kindness.
- Follow classroom rules.
- Avoid disruptive behavior.

To maintain a positive and conducive learning atmosphere:

- Disruptive Behavior: Students exhibiting disruptive behavior will be redirected by staff. If the behavior persists, parents will be contacted. Continued disruptive behavior may lead to dismissal.
- Physical Aggression: We have a zero-tolerance policy for physical aggression (hitting, biting, kicking, etc.). Parents will be contacted immediately to pick up their child.
- Respectful Environment: Foul language, inappropriate jokes, or disrespectful actions will not be tolerated.
- Escalation Policy: A meeting with parents will be scheduled if behavior issues persist. Students who jeopardize the safety or well-being of others may be permanently dismissed. No refunds will be issued for absences due to disciplinary actions.

## Health & Safety

- Illness Policy: Students must be fever-free for 24 hours before returning.
- Allergies: We are a peanut-free facility. Please notify staff of any other allergies.
- Emergency Preparedness: Staff are trained in CPR and first aid. Allergy-friendly lunch areas are provided.
- Sick Procedures: In case of illness, students will be separated and must be picked up promptly.

## Accommodations

We support students with diverse learning needs. If your child has an IEP, 504 plan, EP, or other academic plan, we will make reasonable accommodations. Please submit these plans during registration.

Please note that we do not offer sustained 1:1 academic or behavior support for any student. We do welcome students who require additional support, such as Applied Behavior Analysis (ABA) therapy or Registered Behavior Technicians (RBT). These professionals may join students during program hours, with prior notice and documentation.

## Wednesday Field Trips

Every Wednesday, students embark on exciting educational adventures to museums, nature reserves, science centers, and more. Parents need to sign a weekly permission slip. Students should pack lunches in disposable bags and reusable water bottles labeled with their names. Sunscreen and bug spray are recommended for outdoor trips.

- Chaperone Policy: Parents are encouraged to join field trips as chaperones to ensure a safe and enriching experience for all students. Chaperones must register in advance and may be required to cover their own admission costs.

## Late & Early Drop-Off Fees

To ensure smooth operation and respect for all families, we have the following fees:

- Late Pick-Up Fee: A \$30 fee is charged for every 15 minutes or portion thereof for any student picked up after 3:00 PM, unless your student is enrolled in afternoon enrichment.
- Early Drop-Off Fee: A \$30 fee is charged for every 15 minutes or portion thereof for any student dropped off before 9:50 AM.

If you anticipate being late or need early drop-off, please inform our office in advance.

## Notice of Photography/Video Permission

Students may be photographed or recorded during activities and field trips. These images may be used for marketing purposes on our website, social media, or promotional materials. No personal identifiers will be included in public media.

Parents who do not wish for their child to be included in photos or videos must notify the administration in writing at the time of registration.

## Device Policy

To ensure the safety and well-being of our students, the following guidelines apply to the use of personal devices:

- Personal Devices during Free Play: Students are not allowed to use devices for online games, videos, or social media during free play or downtime.
- Cell Phones: Students must leave their phones in their bags/cubbies during instructional hours.
- Educational Use: Devices may be used for educational purposes. If a student uses the device for non-educational purposes, it will be confiscated and given to the parent at pick-up.

## End of Year Evaluations

End-of-year evaluations are available for all enrolled students. Evaluations include a review of the student's portfolio, discussions on academic progress, and completion of a formal evaluation form. These evaluations are conducted by our directors with input from teachers.

- Evaluations can be completed in-person or virtually.
- A signed evaluation form will be provided for submission to the county's Home Education office.
- Evaluations are scheduled in April and May.



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## **Cancellation & Refund Policy**

### **1. Cancellation Notice:**

A written 30-day notice is required for any cancellation of enrollment.

### **2. Tuition Proration:**

For cancellations with proper notice, tuition will be prorated based on the remaining days or months of enrollment.

### **3. Refund for Prepaid Tuition:**

Any prepaid tuition for unused months will be refunded if a student is withdrawn early with the required notice.

### **4. Non-Refundable Fees:**

The following fees are non-refundable under any circumstances:

- One-Time Enrollment Fee
- Field Trip Fees (if applicable)

### **5. No Refunds for Absences or Disciplinary Actions:**

Refunds will not be issued for student absences, missed field trips, or early withdrawal without proper notice. Additionally, no refunds will be provided for disciplinary-related dismissals.

### **6. Exceptional Circumstances:**

Refund requests due to extenuating circumstances (e.g., family emergencies, relocation) will be evaluated on a case-by-case basis. Please contact the administration for further assistance.

## **Contact Information**

For any questions, please contact us at:

Phone: 656-222-0699

Email: info@pilearningacademy.org

We look forward to a fantastic year of learning and growth!