



2022-23 Tutoring: Policies and Fees

IMPORTANT: Please review this document in its entirety prior to submitting the registration for our Tutoring program, but do not print and sign this version. You will sign this document in the DocuSign enrollment packet after submitting the registration form on the website.

Legal Parent/Guardian Acknowledgement

I represent and warrant to Lydian Academy that I am the parent, custodian, or legal guardian of the student whose name is listed on the final page of this document, that I will be financially responsible for their Lydian Education program, and that I am authorized to make educational decisions on their behalf.

Name of financially responsible parent: _____

Signature of financially responsible parent: _____

E-mail Address: _____

Date: _____

2022-23 Tutoring: Policies and Fees

These policies apply to all students enrolled in Lydian Academy's Tutoring program for academic tutoring services, course previews, test preparation, and/or skill-based enrichment or remediation not resulting in units or grades on the transcript. Please read all sections carefully. Your signature, which is required to confirm your enrollment, indicates that you have read and agree to the provisions of this agreement.

Program Overview

- Lydian Academy is a personalized middle and high school with campus locations in Menlo Park and Burlingame, California, focusing on college preparatory education and fully accredited by the Western Association of Schools and Colleges (WASC). All courses are NCAA-approved and UC/CSU-approved across subjects, creating a college prep foundation for those students who wish to establish their A-G eligibility in pursuing a 4-year college/university track for their post-secondary endeavors. In addition to our full-time middle and high school programs and Courses On Demand, Lydian Academy offers tutoring services to middle and high school students who wish to supplement their core educational programs in their primary schools of record.
- Every student at Lydian has his or her own individual educational program. Specifically, we offer courses of study for advanced students, students in need of credit remediation, neurodiverse learners with diagnosed learning differences or health challenges, gifted and twice-exceptional students, as well as athletes and performers in need of flexible scheduling while simultaneously pursuing a college preparatory education.
- Each tutoring session is 55 minutes long, and instruction is delivered in a real-time, 1:1 format for the duration of the session. This is true for both in-person tutoring and remote instruction delivered through Lydian's Google Meet platform.
- In general, sessions are scheduled between the hours of 3:30 to 6:30pm, Monday through Friday. Students attend for a minimum of 2 sessions per week until reasonable notification is given to conclude tutoring services. The schedule remains consistent during this time, as mutually agreed upon by the parent and Lydian Academy before confirming the student's enrollment.

- **NOTE: Lydian tutoring students have the option of signing up for in-person sessions at both our Menlo Park and Burlingame campuses. This option may change and evolve over time, as Lydian will continuously re-appraise its safety, sanitation, and health protocols in consultation with the County Office of Education and Department of Public Health to continue providing in person educational services. As changes and updates become available, families will be notified of these developments through “Lydian Announcements” on our Canvas platform as well as email. Families should understand that online learning may be required through Lydian’s Google Meet platform in the event that in-person instruction is not a safe or viable option. For students who ONLY wish to attend remotely, this will be an option regardless.**
- Although Lydian Academy allocates its 8am to 3:30pm time slots for full-time Lydian middle and high school students, a limited number of daytime slots are reserved for students in the tutoring program. **NOTE: Students who sign up for these daytime sections agree to attend on a daily basis (i.e., 5 days/week), as opposed to the 2 session minimum per week required in the 3:30-6:30pm window.**

Mission and Philosophy

Lydian Academy’s mission is to develop young people with active and creative minds by nurturing their innate joys of learning through authentic academic success. We aim to engender a sense of confidence, self-reflection, awareness of learning style, and a dedication to learning and improvement in ALL of our students.

At Lydian Academy, we believe that school should be a daily reminder of how much fun it is to learn. In 2006, Lydian was founded with the goal of creating a vibrant learning community that accounts for individual differences without compromising academics. Since then, Lydian has matured into the academically sound, joyful learning environment first envisioned by its founder, where students of all abilities report renewed excitement and engagement with learning again. Our goal for ALL Lydian students is that they may extend their learning beyond the classroom in order to experience long-term success.

Diversity, Equity, & Inclusion

Lydian Academy is committed to making the school a welcoming place for all students, optimizing access to education by taking into account each student’s unique learning needs. Every member of the Lydian community works towards maintaining a warm, safe, and engaging school environment where students, teachers, and staff behave in a mutually respectful manner.

At Lydian, we believe that the work surrounding diversity, equity, and inclusion never ends. It involves an ongoing effort to provide affirming spaces for everyone in the school community, both in and out of the classroom. A diverse student body is one that thrives!

School-Wide Learning Outcomes (SLOs)

At Lydian Academy, we are committed to building an empowered community of students who are invested in their education. Students not only acquire subject-specific content knowledge during their time with us, but they also develop valuable skill-sets for life in the process. Infused into the fabric of Lydian are the following school-wide learning outcomes.

Students will become life-long learners who:

- use reflection to evaluate their academic progress and develop internal motivation to sustain continuous learning.
- develop an understanding of their strengths, set goals, and adapt to an ever-changing world.
- make the connection between education and career possibilities.
- engage critically with the digital and physical world beyond the classroom, becoming responsible, global citizens.

Students will become academic achievers who:

- are well-prepared to continue their education and pursue the post-secondary path of their choice.
- work diligently in their courses, develop a growth mindset, and are confident in their academic abilities.
- produce quality work to their full potential, understanding how to collaborate and communicate effectively, while also becoming independent learners.
- use feedback to assess, monitor, and improve progress.

Students will become self-directed learners who:

- actively set and work towards attainable and specific goals, both academic and otherwise.
- are aware of learning strategies that work best for them.
- develop self-advocacy skills in order to proactively seek help when they need it, build resilience, and use both to succeed in and out of the classroom.

Calendar Semesters

- Semester ONE: Aug 18 - Dec 23
- Semester TWO: Jan 11 - May 26

- **LYDIAN ACADEMY TUTORING SESSIONS ARE SCHEDULED ACCORDING TO THE LYDIAN INSTRUCTIONAL CALENDAR ON OUR WEBSITE.**
- **THE LYDIAN INSTRUCTIONAL CALENDAR MAY BE DIFFERENT THAN YOUR SCHOOL'S CALENDAR.**

➤ **YOU AGREE TO NOTE ANY DIFFERENCES AND PLAN ACCORDINGLY.**

Scheduling Plans

PLAN A: STANDARD TUTORING PLAN

- **Schedule:** Three sessions per week. May be scheduled as: 3 days/week, 1 session per day OR 2 days/week, 1.5 sessions per day.

PLAN B: FORMATIVE TUTORING PLAN

- **Schedule:** Two sessions per week. MUST be scheduled as: 2 days/week, 1 session per day.

PLAN C: ACCELERATED TUTORING PLAN

- **Schedule:** Four to Five sessions per week.

Tutoring Rates and Fees

Tutoring Instructional Rate: \$125 per 55-minute session, regardless of whether or not your student is meeting with their instructor remotely or on campus.

Scheduling Fee: \$185. Due with your registration. We will refund this fee if we are full or otherwise unable to give you a tutoring schedule.

One-Time Deposit: ½ of your monthly payment amount, according to your Scheduling Plan.

- Required to confirm your enrollment.
- Returned to you when you leave Lydian. If you have an outstanding balance on your last bill, your deposit will first be applied to your balance.

Payment Terms

You will be asked to provide ACH, e-check, or credit card information when you register. This information will be stored securely and used for both initial and ongoing monthly payments.

Payment schedule: We will first take a \$185 scheduling fee to process your registration. Shortly thereafter, we will contact you with a proposed schedule and enrollment agreement. Once approved by you, a subsequent payment will be required to confirm your enrollment. This amount includes payment for the month in which instruction starts (prorated if applicable), and a deposit of 50% of your monthly payment amount, according to your Scheduling Plan. Thereafter, monthly payments are charged at the beginning of each month automatically from the payment method on file (i.e., September's tutoring payment is charged on September 1st).

Late payments: **If your e-check/credit card is declined (i.e., card has expired; insufficient funds) and we're not able to take payment, we will send you an invoice with a link for you to make the payment. Please click on "Pay Now," enter your bank/credit card information and make a payment. If we do not receive a**

payment within 24 hours, we will re-send the invoice with the payment link a second time. You will have another 24 hours to make payment, after which you will be charged a late fee of \$50 / day until payment is received.

We reserve the right to discontinue service for delinquent accounts.

Absences

We realize that from time to time students need to be absent. If you notify us at least 24-hours in advance, we will cancel the tutoring session free of charge. Absences reported less than 24-hours in advance will be billed at the standard tutoring rate of \$125/hour. **The Absence Form is found on our website by clicking on “Report an Absence” at the bottom of our home page for the Menlo Park and Burlingame campuses, respectively.**

We do not accept absence reports by phone or email.

We reserve the right to discontinue tutoring services for excessive absences.

Schedule Changes, Enrollment Cancellations, Withdrawals

We hire, provision teachers, and create schedules based on your commitment to regularly attend your tutoring sessions as outlined in the approved enrollment agreement. However, we do recognize that unforeseen circumstances sometimes warrant changes. To communicate your needs with our team, notification requirements are expressed in “school days” according to the Lydian Instructional Calendar, and Change requests must be received in writing.

Once your enrollment is confirmed, the following policies apply:

Change Fee: 50% of your monthly payment amount, according to your Scheduling Plan. This applies when changing your schedule, changing the start date of a confirmed enrollment, cancelling a confirmed enrollment, or withdrawing from Lydian. **The Change Fee is waived if notification is received at least 10 school days in advance of the requested change.**

- We always do our best, but due to scheduling complexities, we cannot guarantee to meet all change requests.
- If you choose to withdraw early because we cannot accommodate your change request, the Change Fee will apply.
- During the ten-day notification window, which is the ten school days including and following the date of notification, you may not use discounted or no-fee absences. Your teacher will be at the sessions as scheduled, and you will be billed at the full tutoring rate for sessions that were previously scheduled during the ten-day notification window.
- In the rare event that the teacher selection is not a fit, we will make the teacher change as soon as possible, and waive the Change Fee.
- The Scheduling Fee is not refundable.

Unforeseen School Closures

In the event of unforeseen school closures due to natural disasters, health outbreaks, shelter-in-place directives and other unscheduled ordinances, Lydian will follow the recommendations of the San Mateo County Office of Education and Department of Public Health. **If your child is receiving tutoring services on campus and school closure becomes necessary, sessions will transition to our real-time, online format utilizing the Google Meet platform so that students can continue to meet with their teachers remotely and make progress in their sessions during the closure. No billing adjustments will be made.**

Teacher Absences and Substitutes

Our teachers need to be absent from time to time for illness and other unforeseen circumstances. On your Registration Form, you will be asked to indicate your preference for substitute teachers as follows:

- Assign a substitute to keep the tutoring moving forward.
- No substitutes.

No billing adjustments will be made for families who decline substitutes.

Supervision

Lydian is an open campus. Students are not supervised when they are not in session, and students are responsible for their own conduct and decisions. If you wish to restrict your student from leaving campus, accepting rides from other students, or if you wish to impose any other restrictions, such arrangements must be made by and between you and your student. Lydian accepts no responsibility for your student's adherence with respect to any such restrictions.

Code of Conduct

Every member of the Lydian community must be committed to maintaining a warm, safe, and engaging school environment. Students, teachers, and staff are expected to behave in a mutually respectful manner. If you or your child experience anything other than mutual respect, including but not limited to bullying, harassment, or discrimination of any kind, it is your responsibility to contact the Principal immediately. Your reports, student reports, or behaviors we observe that violate our Code of Conduct will be investigated with depth, seriousness, and haste to achieve a timely resolution.

Lydian Academy is a drug and alcohol free campus as well as a weapons free zone, with a zero tolerance policy for both. If your child violates the Lydian Code of Conduct, s/he may be put on leave or asked to withdraw from Lydian, at Lydian's sole discretion. If your child is put on leave of any duration, your tuition obligations will continue during the leave. If you are asked to withdraw your child from enrollment at Lydian, the 10-school day notice required for early withdrawal will apply, unless otherwise determined by Lydian in its sole

discretion based on your child's actions or conduct, in which case the 10-school day notice required for early withdrawal shall not apply.

Lydian may request that you engage the services of a psychologist or other professional to assist us in determining your child's readiness for re-entering the Lydian Community. We may require ongoing treatment and/or a positive report from a third party professional as a condition of returning to Lydian. Determining if/when a student is ready to enroll or return to Lydian is at the sole discretion of Lydian Academy.

Student Relationships - California Law AB 500

Lydian Academy is committed to ensuring a safe environment. This includes healthy boundaries and relationships between faculty-staff-students. Verbal, physical or other sexual expressions between faculty/staff and students are prohibited. School employees have an obligation to report to the Principal any behavior they deem inappropriate between any adult employee and any student.

We have included a separate document entitled "Student Relationships California Law AB 500" in the enrollment documents file on the website. Your signature below indicates that you are aware of and have read the "Student Relationships California Law AB 500" document.

Updates and Changes to Enrollment Policies

Any changes to these policies will be communicated to you electronically, and become effective immediately.

Legal parent/guardian

By signing below, I represent and warrant to Lydian Academy that I am the parent, custodian, or legal guardian of the student whose name is listed below, that I will be financially responsible for their Lydian Education program, and that I am authorized to make educational decisions on their behalf.

Enrollment Policies Acknowledgment

I have reviewed, understand, and agree to the Courses on Demand (CoD) Policies and Fees.

Name of financially responsible parent (please print): _____

Signature of financially responsible parent: _____

Student name: _____

Date: _____

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