



2023 Summer School Policies and Fees

IMPORTANT: Please review this document in its entirety prior to submitting the registration for our 2023 Summer 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: _____

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

2023 Summer School Policies and Fees

Summer session is OPEN
Monday, June 5th - Wednesday, August 9th

NOTE: Lydian is closed on Monday and Tuesday, July 3rd and 4th, and 08/10-08/16
The first day of our Fall 2023 semester is Thursday, 08/17/23

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	3
ENROLLMENT PLANS	4
1:1 Scheduling Options	4
UC-approved Courses on Demand	4
The Art of Storytelling: Creative Writing Seminar	4
Tackling the Formal Essay: Expository Writing Seminar	4
¡Hablemos! Conversational Spanish Boost (Beginner & Intermediate)	4
Executive Functioning Coaching	4
Course Previews	5
Tutoring and Custom Enrichment Requests	5
Start Date	5
End Date	5
Small Group Scheduling Options	6
Summer Camp Sessions 1-4 (STEM, Creative Writing, Executive Functioning, Art)	6
The Wellness Experience: Executive Functioning, Health, & Life Skills	6
COORDINATING WITH YOUR SCHOOL	8
VACATIONS AND ABSENCES	8
OPTION 1. Guaranteed Restart Date	8
OPTION 2. Best Available Restart Date	8
TUITION AND FEES	9
Payment Terms	10
Cancellation Policy	10
Changes to your Enrollment	10
COMMON QUESTIONS	11
ENROLLMENT POLICIES ACKNOWLEDGEMENT	12

1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

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). Our 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 our students.
- Students can take advantage of our 2 to 4-week summer sessions this year to accomplish any of the following:
 - lighten their academic load for AY 23-24 or accelerate learning in a particular course of study by completing college preparatory or Advanced Placement courses in June and July.
 - deepen their love for learning with like-minded peers in a 2-week summer camp session in the areas of STEM, Art, Creative Writing, or Executive Functioning
 - boost their conversational Spanish skills through a beginning or intermediate level one-on-one seminar with one of our core Lydian faculty members
 - take a deep dive into the Art of Storytelling or shore up their essay writing fundamentals with one of our immersive one-on-one writing seminars
 - preview a challenging course they will be taking in the upcoming academic year to boost their confidence, shore up pre-reqs, and get a leg up on new material prior to the start of school
 - acquire tools and practice in bolstering competencies in time management, organization, study skills, and work completion through one-on-one executive functioning coaching sessions
 - remediate a course for credit to re-establish 4-year college eligibility when they've earned marks of D+ or lower
 - dip their toes in the water with a one-on-one class to see if a full-time Lydian program would be the right full-time placement for AY 23-24
- Lydian Academy is 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 general, classes are scheduled between the hours of 8:30am to 5:30pm, Monday through Friday. The schedule remains consistent during this time, as mutually agreed upon by the parent and Lydian Academy before confirming the student's summer enrollment.
- In general, Advanced Placement teachers are provisioned for Lydian's full-time high school students; however, a limited number of slots are reserved for students from other schools on a first-come, first-served basis subject to prior approval by the Principal. Students requesting an AP course must demonstrate sufficient pre-requisites for success as evidenced by their official transcripts, cumulative GPA, and prior foundation in the requested subject area.

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

ENROLLMENT PLANS

1:1 Scheduling Options

UC-approved Courses on Demand (One-on-One) - IN-PERSON or VIRTUAL (BOTH CAMPUSES)

STANDARD PLAN:

- 2 hours per day, Monday - Friday
- Completion estimate for ONE SEMESTER OF CREDIT: 4 weeks

ACCELERATED PLAN:

- 3 hours per day, Monday - Friday
- Completion estimate for ONE SEMESTER OF CREDIT: 2.5 to 3 weeks

Writing Seminars (One-on-One) - IN-PERSON or VIRTUAL (BOTH CAMPUSES)

THE ART OF STORYTELLING: CREATIVE WRITING SEMINAR

- 20 classes total
- 1-hour per day, Monday - Friday for 4 consecutive weeks

TACKLING THE FORMAL ESSAY: EXPOSITORY WRITING SEMINAR

- 20 classes total
- 1-hour per day, Monday - Friday for 4 consecutive weeks

¡Hablemos! Conversational Spanish Boosts (One-on-One) - IN-PERSON or VIRTUAL (BOTH CAMPUSES)

BEGINNER'S LEVEL SEMINAR

- **For students who have completed Spanish Level 1 ONLY**
- 20 classes total
- 1-hour per day, Monday - Friday for 4 consecutive weeks

INTERMEDIATE LEVEL SEMINAR

- **For students about to begin Spanish Levels 3, 4, or AP in the Fall**
- 20 classes total
- 1-hour per day, Monday - Friday for 4 consecutive weeks

Executive Functioning Coaching (One-on-One) - IN-PERSON or VIRTUAL (BURLINGAME CAMPUS)

- 1 hour per day, Monday - Friday
- Minimum of 2 consecutive weeks

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

Course Previews (One-on-One) - IN-PERSON or VIRTUAL (BOTH CAMPUSES)

RECOMMENDED PLAN

- 1 hour per day, Monday - Friday
- 3 consecutive weeks
- Consists of one week of review, two weeks of preview.

CUSTOM PLAN

- 1 or more hours per day, Monday-Friday
- Minimum of 2 consecutive weeks

Tutoring and/or Custom Enrichment Requests - IN-PERSON or VIRTUAL (BOTH CAMPUSES)

We will always do our best to accommodate custom requests. Additional charges may apply.

Start Date

- **OPTION ONE:** June 5
- **OPTION TWO:** June 12
- **OPTION THREE:** June 19
- **OPTION FOUR:** June 26
- **OPTION FIVE:** July 10
- **OPTION SIX:** July 17
- **CUSTOM START DATE:** We will always do our best to accommodate your CUSTOM start date. However, due to unpredictability with summer scheduling, actual start dates may vary. When you choose a CUSTOM start date, you are agreeing to the enrollment terms, regardless of start date fluctuations.

End Date

Lydian offers customized education, so your last day of school will depend on your student's pace through the course, within reason. **WE DO NOT KNOW EXACT END DATES AHEAD OF TIME, but estimates are close - often with time to spare, for students who have consistent attendance, full effort, and the required foundational skills.**

IF YOU NEED MORE TIME

Your teacher has been reserved according to the Completion Estimates for each plan. If you need more time, we will do our best to schedule you later in the summer, but we cannot guarantee that you will have the same schedule or teacher. We have the most flexibility in the last 2 weeks of the summer, which is where you will be scheduled if there are no earlier openings. You may also pause your course and pick up where you left off by enrolling in our Course on Demand (CoD) program in the fall.

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

Small Group Scheduling Options

Summer Camp Sessions (Small Group) - IN PERSON ONLY (BURLINGAME CAMPUS)

SESSION 1 - June 5th - June 16th

- 4 hours per day, Monday - Friday
- Choose from one of the following:
 - 8am-12pm - STEM & Creative Writing
 - 12pm-4pm - Art & Executive Functioning

SESSION 2 - June 19th - June 30th

- 4 hours per day, Monday - Friday
- Choose from one of the following:
 - 8am-12pm - STEM & Creative Writing
 - 12pm-4pm - Art & Executive Functioning

SESSION 3 - July 10th - July 21st

- 4 hours per day, Monday - Friday
- Choose from one of the following:
 - 8am-12pm - STEM & Executive Functioning
 - 12pm-4pm - Art & Creative Writing

SESSION 4 - July 24th - August 4th

- 4 hours per day, Monday - Friday
- Choose from one of the following:
 - 8am-12pm - STEM & Executive Functioning
 - 12pm-4pm - Art & Creative Writing

The Wellness Experience (Small Group) - ON CAMPUS, VIRTUAL, & COMMUNITY-BASED

Description

Our teens are more disconnected from their peers, nature, and themselves than ever. The Wellness Experience will place your child on a path of lifelong wellness via one-on-one coaching and participating in real-world, authentic experiences.

Done in partnership with Mosaic Minds Consulting, students ages 14 and up will receive 1:1 coaching, and participate in group workshops and community-based activities to reach personal wellness goals. Wellness plans are created based on the student's individual needs and goals. For example, if a student's goal is to increase connection with peers, they might choose to attend a social skills workshop, a group nature walk, and a game night. Students practice using executive functioning skills (e.g., time management, planning, organization) to create and manage a schedule of activities and workshops. During 1:1 coaching sessions, students also identify and overcome mental blocks preventing academic and social engagement.

Activities:

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

- Nature Walks & Hiking
- Art Activities (e.g., sculpture, painting, clay, etc.)
- Game Nights
- Park Meetups
- Breathwork and Mindfulness
- Service Learning
- Yoga
- Swimming
- Life Skills (cooking, cleaning, laundry)
- Field Trips (e.g., local museums, zoos, farms, etc.).
- Indoor Cycling

Workshops:

- Executive Functioning Skills
- Social Skills
- Mental Health (Anxiety, Depression, Overwhelm, Perfectionism, etc.)
- Neurodiversity
- Sexual Health
- Transition skills (Resume building, Mock interviews, etc.)
- Life Skills (Friendships & Dating)

How do students earn units/credits?

Students decide the number and type(s) of credits they want to earn. They may earn General Elective, Health, and/or PE credits. Students track engagement hours with the support of 1:1 coaching. Fifteen hours of engagement earns 1 unit of credit.

- Health Credit requires a sexual education workshop
- PE Credit requires that 10 out of the 15 hours are physical activity

When is it?

The Wellness Experience runs from **June 12th through August 4th**. The experience is designed for flexibility to go on vacations and continue with other commitments. With coaching and support from a facilitator, the student practices flexible thinking, time management, and planning skills. For example, if a student is working towards PE units while on vacation, they may earn hours by completing and logging exercises or plan ahead to take time off and get back on track when they return.

Where is it?

The activities, workshops, and 1:1 sessions occur online, at the Burlingame and Menlo Park Lydian Campuses, and in the community. Our facilitators offer activities all over the Bay Area, from San Francisco to the South Bay. Facilitators teach students to access public transportation, especially the train, building their independence and giving parents a little break.

- 1) **Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com**
- 2) **Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com**

COORDINATING WITH YOUR SCHOOL

It is your responsibility to communicate with your school and know your school's policies about taking summer school courses at other schools. Your signature below indicates that you know your school's policies and understand that it is your responsibility to comply with them.

VACATIONS AND ABSENCES

We understand that summer is a time for families, and we aim to be as flexible as possible. Although our small group Summer Camp session dates are fixed, we do offer two options for planning all 1:1 summer offerings around your vacation:

OPTION 1. Guaranteed Restart Date

- Pay the weekly tuition to keep your course on Active Status. Instruction continues when you return and your class schedule is adjusted to accommodate your time away from school. **Although we always do our best, we cannot guarantee to give you the same teacher when you return.**
- Guaranteed Restart is required for vacations of 5 consecutive school days or fewer.
- The Cancellation Policy applies to all confirmed Guaranteed Restart Dates.

OPTION 2. Best Available Restart Date

- Go on Inactive Status and let us know your requested return date, which we will do our best to accommodate.
- We will notify you later in the summer when an opening becomes available.
- Summer scheduling is very tight, so we will try to restart your class according to your requested restart date, but we cannot guarantee to do so. Your class will resume in the last 2 weeks of the summer session if no prior openings are available.
- **Although we do our best, we cannot guarantee to give you the same teacher(s) or schedule when you resume your course.**
- Best Available Restart is only available for vacations of 6 consecutive school days or more. Discontinuous absences may not be combined for the purposes of requesting Best Available Restart Date.
- The Cancellation Policy applies to all confirmed Best Available Restart Dates.

ABSENCES

Absences are highly discouraged in the fast pace of summer. However, in the event of a student absence, your teacher will be available during your normal session to prepare and send assignments home so that you can stay on track. We regret, but no refunds are given for absences. In the event of a teacher absence, we will schedule a substitute for you so you can stay on track. No refunds will be given if you choose not to work with the substitute.

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

TUITION AND FEES

Scheduling Fee: due at the time of registration, and applied to your Summer Tuition & Fees \$185/total

UC-approved Courses on Demand (for credit) and Course Previews

Non-AP Course Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$185/class
Course Preview Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$185/preview
AP-Course Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$525/class
Lab Fee (science classes only)	\$175/class
Standard Plan Tuition (2-hour class / day)	\$1075/class/week
Accelerated Plan Tuition (3-hour class / day)	\$1590/class/week
Course Preview - Recommended Plan	\$625/class/week
Course Preview - Custom Plan (10-hour minimum)	\$125/hour

1:1 Summer Seminars, Tutoring, and EF Coaching

Tutoring / Coaching Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$185/teacher
Seminar Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$185/seminar
The Art of Storytelling: Creative Writing Seminar	\$625/week
Tackling the Formal Essay: Expository Writing Seminar	\$625/week
¡Hablemos! Conversational Spanish Boost: Beginner’s Level Seminar	\$625/week
¡Hablemos! Conversational Spanish Boost: Intermediate Level Seminar	\$625/week
Tutoring, EF Coaching, and/or Custom Requests (10-hour minimum).....	\$125/hour

Summer Camp Sessions (small group)

Summer Camp Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$185/session
Camp Sessions 1, 2, 3 & 4 (20-hours/week)	\$1500/week

The Wellness Experience

1 semester unit (15-hours) of P.E., Health, or General Elective Credits (up to 4 units)	\$1,000/unit
5 semester units (75-hours) of P.E., Health, or General Elective Credits	\$4,800/total
File review & Wellness plan Intake: not required, but recommended to personalize the Summer experience for the student	\$400

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

Payment Terms

- The non-refundable Scheduling Fee is due with your registration and required to create your class schedule. We will return this fee if we are full or otherwise unable to give you a class schedule.
- The scheduling fee is applied to your Summer Tuition and Fees.
- A deposit of your first week of tuition and all applicable fees are required to confirm your enrollment.
- The tuition deposit is applied to your first week of classes.
- Tuition is subsequently billed weekly on Fridays for the previous Monday-Friday (in arrears).
- If you finish a Course on Demand mid-week, you will be billed for the partial week + one day for grading.

Cancellation Policy

When you approve your class schedule, your payment method on file will be charged, your enrollment will be considered confirmed, and the following cancellation policy applies:

- Written notice (via email) is required for all cancellation and change requests.
- If cancellation notice is received on or before May 1, 50% of your tuition deposit will be refunded.
- Cancellation notifications are accepted on school days until 4:00pm.
- If cancellation notice is received after May 1, no refunds will be issued.
- Prior written notice of at least 5 school days is required for any cancellations or changes on or after your class start date(s). Tuition payments for cancellations/changes will be terminated as of the 6th school day after notice has been received.
- Fees are not refundable.

Changes to your Enrollment

For any changes requested after your enrollment has been confirmed - including but not limited to change in vacation dates, start date, or class time, we will do our best to accommodate you on a space-available basis. However, due to unavoidable scheduling complexities as we get closer to the start of summer, we cannot guarantee the accommodation of change requests once your enrollment has been confirmed. If we are unable to accommodate your change request, you have the option of keeping the class as scheduled, or cancelling your class(es), in which case the Cancellation Policy will apply.

If you are a continuing Lydian Academy middle or high school student enrolling in summer school to complete a course(s) that you started in AY 22-23, and it turns out that you unexpectedly finish the course(s) prior to the start of summer, the Cancellation Policy is waived.

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

COMMON QUESTIONS

Q: I need to be done by a specific date. Can you guarantee my completion date?

Families choose Lydian because they want instruction to be customized and student-centric. At Lydian we offer customized instruction with one-on-one teaching, which allows students to progress at their own pace within reason. Since we do not know your child's pacing ahead of time, we cannot give you an exact end date.

Students with consistent attendance, full effort, and strong prerequisite skills usually complete their courses according to the tuition plan estimates. If you do not finish in summer, you can enroll in our Courses on Demand program in the fall to pick up where you left off and complete the course.

Q: What if I take longer than the estimates? If you do not finish within the estimated scheduled hours, you will be scheduled to finish later in the summer, with the most flexibility in the last 2 weeks of summer. If there is not time to complete the course in the summer, you may enroll in our Courses on Demand program to continue the course during the school year.

Q: If I am requesting a Custom Start Date, why can't you tell me exactly when I will start?

Students who started earlier in the summer may need a few extra days to finish their courses, so your custom start date may fluctuate by a few days.

Q: What if I have to be absent?

Absences are highly discouraged in the fast pace of summer. However, in the event of a student absence, your teacher will be available during your normal session time to prepare and send assignments home so that you can stay on schedule to complete your course(s). We regret, but no refunds are given for absences.

Q: What if my teacher is absent?

In the event of a teacher absence, we will schedule a substitute for you so you can stay on track.

Q: When will my class resume if I choose Best Available Restart for my vacation?

You may request a restart date, but summer scheduling is very tight. If we cannot meet your first choice request, you will be scheduled in the last 2 weeks of the summer session. If your vacation schedule does not allow enough time to complete the course, you may enroll in our Courses on Demand program to continue the course during the school year.

UPDATES AND CHANGES TO ENROLLMENT POLICIES

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

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com

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 Summer School Policies and Fees.

Name of financially responsible parent (please print): _____

Signature of financially responsible parent: _____

Student name: _____

Date: _____

REMINDER: Please 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 first.

- 1) Lydian Burlingame - (650) 437-2633; 205 Park Road, Burlingame; burlingameadmin@lydianlink.com
- 2) Lydian Menlo Park - (650) 321-0550; 815 El Camino Real, Menlo Park; staff@lydianlink.com