



2024 Summer School Policies and Fees

IMPORTANT: Please review this document in its entirety prior to submitting the registration for our 2024 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

2024 Summer School Policies and Fees

Summer session is OPEN
Wednesday, June 5th - Wednesday, August 7th

NOTE: Lydian is closed on Thursday and Friday, July 4th and 5th, and 08/08-08/13
The first day of our Fall 2024 semester is Wednesday, 08/14/24

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.

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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 Summer session this year to accomplish any of the following:
 - lighten their academic load for AY 24-25 or accelerate learning in a particular course of study by completing college preparatory or Advanced Placement courses in June and July.
 - acquire essential skills to bolster academic readiness, financial literacy, and a successful transition to independent living with an Executive Functioning, Personal Finance, or Life Skills class
 - remediate D's and F's in prior coursework to re-establish 4-year college (A-G) eligibility
 - dip their toes in the water with a one-on-one class to see if a full-time Lydian program would be the right placement for AY 24-25
 - 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
 - deepen their love for learning with like-minded peers in an inter-disciplinary or STEM-oriented summer camp session
 - 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
- Lydian Academy is fully accredited by the Western Association of Schools and Colleges (WASC). All courses are NCAA-approved and UC-approved across subjects, creating a college prep foundation for those students who wish to pursue a 4-year college/university track for their post-secondary endeavors.
- In general, classes are scheduled between the hours of 8:00am to 5:00pm, Monday through Friday. The schedule is 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 Head of School. 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.

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SUMMER OFFERINGS

1:1 Scheduling Options

UC-approved College Prep, Honors, and AP Courses (One-on-One) - IN-PERSON or VIRTUAL

Note that ALL core academic classes for middle schoolers, as well as our UC-approved college prep, Honors, and AP classes for high school students, are taught via a 1:1 student/teacher ratio ONLY. However, students may choose to register for an Executive Functioning, Health, Personal Finance, or Life Skills class with a friend or sibling via a reduced cost, 2:1 student/teacher format.

STANDARD PLAN:

- 2 instructional hours/day per class
- 2, 3, 4, or 5 days/week of instruction
- Completion estimates for ONE SEMESTER OF CREDIT:
 - 5-days/week schedule = 4 weeks
 - 4-days/week schedule = 5 weeks
 - 3-days/week schedule = 6.67 weeks
 - 2-days/week schedule = *10 weeks

*For most students taking a 2-hour/day class only twice per week, there will likely not be enough time in the Summer session to complete a semester course, but they could wrap up and finish in August during after school hours in our Course on Demand program

ACCELERATED PLAN:

- 3 instructional hours/day per class
- 2, 3, 4, or 5 days/week of instruction
- Completion estimates for ONE SEMESTER OF CREDIT:
 - 5-days/week schedule = 2.67 weeks
 - 4-days/week schedule = 3.33 weeks
 - 3-days/week schedule = 4.44 weeks
 - 2-days/week schedule = 6.67 weeks

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

THE ART OF STORYTELLING: CREATIVE WRITING SEMINAR

- 20 hours total
- 1 or 2 instructional hours/day per class
- Minimum of 2 days/week of instruction

TACKLING THE FORMAL ESSAY: EXPOSITORY WRITING SEMINAR

- 20 hours total
- 1 or 2 instructional hours/day per class
- Minimum of 2 days/week of instruction

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¡Hablemos! Conversational Spanish Seminars (One-on-One) - IN-PERSON or VIRTUAL

BEGINNER'S LEVEL SEMINAR

- **For students who have completed Spanish Level 1 ONLY**
- 20 classes total
- 1 or 2 instructional hours/day per class
- Minimum of 2 days/week of instruction

INTERMEDIATE LEVEL SEMINAR

- **For students about to begin Spanish Levels 3, 4, or AP in the Fall**
- 20 classes total
- 1 or 2 instructional hours/day per class
- Minimum of 2 days/week of instruction

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

RECOMMENDED PLAN

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

CUSTOM PLAN

- 1, 2, or 3-hours per day
- Minimum of 2 days/week of instruction
- Minimum of 10 Total instructional hours

Tutoring and/or Custom Enrichment Requests - IN-PERSON or VIRTUAL

CUSTOM PLAN

- 1, 2, or 3-hours per day
- Minimum of 2 days/week of tutoring
- Minimum of 10 Total tutoring hours

Start Date

- **OPTION ONE:** June 5
- **OPTION TWO:** June 10
- **OPTION THREE:** June 17
- **OPTION FOUR:** June 24
- **OPTION FIVE:** July 8
- **OPTION SIX:** July 15

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- **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 individual pace through the course, within reason. **WE CANNOT GUARANTEE EXACT END DATES AHEAD OF TIME, but our 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.

2:1 Scheduling Options

Executive Functioning, Personal Finance, Health, and Life Skills (1:1 or 2:1 ratio) - IN-PERSON or VIRTUAL

Although it is not required, students may choose to register for an Executive Functioning, Health, Personal Finance, or Life Skills class with a friend or sibling via a reduced cost, 2:1 student/teacher format.

STANDARD PLAN:

- 2 instructional hours/day per class
- 2, 3, 4, or 5 days/week of instruction
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*For most students taking a 2-hour/day class only twice per week, there will likely not be enough time in the Summer session to complete a semester course, but they could wrap up and finish in August during after school hours in our Course on Demand program

ACCELERATED PLAN:

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Small Group Scheduling Options

Design Thinking, Engineering, & Computer Science STEM / STEAM Camps (Small Group)

BURLINGAME CAMPUS ONLY (IN-PERSON)

STEM CAMP

STEM Campers will learn how to use a variety of tools and mediums to design and create hands-on projects such as animated halloween displays, Rube Goldberg machines, computer driven lego marble runs, animated art, and simple robots. The tools and mediums at their disposal will include Legos, glue guns, cardboard, robots, 3D printing, micro bits, makecode, Tinkercad, introductory block based coding (and text based for those with experience or the desire to learn) and basic electronics. The scope and scale of student projects will be tailored to each individual camper in this small group setting, with a primary goal of empowering students to not only create a cool project by the end, but more importantly a lot of great memories along the way.

Pre-Reqs: NONE. The STEM Camp is open to all rising 6th-12th graders of ALL Skill levels

Camp Dates / Times → 2-hours/day, M-F (20 Hours per Session)

SESSION 1 - June 17th - June 28th - 10:00am-12:00pm (Monday-Friday)

SESSION 2 - July 8th - July 19th - 12:30pm-2:30pm (Monday-Friday)

SESSION 3 - July 22nd - August 2nd - 12:30pm-2:30pm (Monday-Friday)

STEAM SHOWCASE CAMP

The STEAM SHOWCASE camp combines STEM with students' inter-disciplinary passions. Students will explore STEM related fields in order to design and create a prototype of their own making. Students will be able to use their creations as Showcase capstones to demonstrate their ideas and projects on future college applications.

Pre-Reqs: The STEAM SHOWCASE Camp is open to rising 9th-12th grade students who have some prior experience with coding and technology, demonstrate good standing in all math and science courses, and possess the ability to work independently with guidance from a faculty advisor.

Camp Dates / Times → 3-hours/day, M-F (45 Hours per Session)

SESSION 1 - June 10th - June 28th - 12:30pm-3:30pm (Monday-Friday)

SESSION 2 - July 8th - July 26th - 9:00am-12:00pm (Monday-Friday)

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Middle School Day Camps (Small Group)

BOTH MENLO PARK & BURLINGAME CAMPUSES (IN-PERSON)

BURLINGAME CAMPUS DAY CAMPS (10-14 year-olds)

Burlingame Middle School campers will explore a variety of activities both on campus and in the local community. Activities will vary throughout the week and across the various camp sessions, but will include arts and crafts, STEM and STEAM activities, outdoor activities, and local field trips.

Camp Dates / Times → 9:00am-3:00pm, M-F (30 Hours per Session)

SESSION 1 - June 24th - June 28th

SESSION 2 - July 8th - July 12th

SESSION 3 - July 15th - July 19th

SESSION 4 - July 22nd - July 26th

Please bring your own lunch and water bottle. One daily snack plus Camper T-Shirts are included with your registration.

*NOTE: Students who enroll in a semester course for credit during the summer will receive 50% off a weekly camp session

MENLO PARK CAMPUS DAY CAMPS (10-14 year-olds)

Menlo Park Middle School campers will engage in fun, creative, and academic activities that are centered around a weekly theme. The program will help students exercise their creativity through project-based activities in STEM, creative writing, life skills expeditions, cooking, arts & crafts, and outdoor athletic activities that include trips to local parks.

Camp Dates / Times → 9:00am-3:00pm, M-F (30 Hours per Session)

SESSION 1 - June 24th - June 28th → Undersea World Camp - ocean themed

SESSION 2 - July 8th - July 12th → Out of This World Camp - space themed

SESSION 3 - July 15th - July 19th → Around the World Camp - multicultural/people themed

SESSION 4 - July 22nd - July 26th → Digital World Camp - focuses on exploring social media, gaming, and the internet as an educational resource in healthy ways.

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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 that you will continue working with 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 once 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 a 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. Regrettably, 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.

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TUITION AND FEES

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

MS & HS Courses on Demand (for grades / credits) and Course Previews

Non-AP Course Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$195/class
Course Preview Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$195/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 instructional hours/day per class)	
5-day/week schedule	\$1125/class/week
4-day/week schedule	\$900/class/week
3-day/week schedule	\$675/class/week
2-day/week schedule	\$450/class/week
Accelerated Plan Tuition (3 instructional hours/day per class)	
5-day/week schedule	\$1687.50/class/week
4-day/week schedule	\$1350/class/week
3-day/week schedule	\$1012.50/class/week
2-day/week schedule	\$675/class/week
2:1 Discount for Executive Functioning, Personal Finance, Health, & Life Skills *20% off Weekly Tuition	
Course Preview - Recommended Plan	\$562.50/class/week
Course Preview - Custom Plan (10-hour minimum)	\$112.50/hour

* The 2:1 Discount is applied when you register with a friend or a sibling for the Executive functioning, Personal Finance, Health, or Life Skills classes In other words, each student receives 20% off the corresponding Standard or Accelerated Plan pricing listed above

1:1 Summer Seminars and Tutoring

Tutoring Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$195/teacher
Seminar Enrollment Fee: due when the schedule is confirmed. Not refundable.	\$195/seminar
The Art of Storytelling: Creative Writing Seminar (20-Hours Total)	\$112.50/hour
Tackling the Formal Essay: Expository Writing Seminar (20-Hours Total)	\$112.50/hour
¡Hablemos! Conversational Spanish Boost: Beginner’s Level Seminar (20-Hours Total)	\$112.50/hour
¡Hablemos! Conversational Spanish Boost: Intermediate Level Seminar (20-Hours)	\$112.50/hour

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Tutoring - Custom Plan (10-hour minimum)		\$105/hour
<u>Summer Camp Sessions (small group)</u>		
Summer Camp Enrollment Fee: due when the registration is confirmed. Not refundable.		\$195/session
STEM Camp (2 hrs per day)	\$2250 TOTAL	\$1125/week
STEAM SHOWCASE Camp (3 hrs per day)	\$4999 TOTAL	\$1666.33/week
Middle School Day Camp (6 hrs per day)		\$1000/week
Course for Credit Discount (Middle School Day Camps)		*\$500 off

***The Course for Credit Discount - Lydian will take \$500 off your Middle School Day Camp tuition when you also register for a semester course during the summer term.**

Payment Terms

You will be asked to provide ACH or credit card information when you register. This information will be stored securely and used for both initial and ongoing tuition and fee payments. Payments are taken automatically from the payment method on file.

Payment schedule: We will first take a \$185 scheduling fee to review and process your registration. The main office will then send you a proposed summer schedule, and once you have approved it, **a subsequent payment will be required to confirm your enrollment. This payment includes an initial deposit of your first week of Summer tuition, plus course enrollment and lab fees (if applicable). Tuition is subsequently billed weekly on Fridays for the previous Monday-Friday (in arrears).**

Credit Card Convenience Fees: Please note that a 3.5% credit card convenience fee will be added to your payment transactions if you choose to store a credit card on file; whereas there is no cost associated with entering ACH information or paying by check.

Check Payments: We do not accept weekly check payments, so if you choose to pay by check in the summer, we will allow you to make a check payment for all of June, followed by a 2nd check payment for July + August (if applicable). Note that if a check payment is declined due to insufficient funds and/or the check is returned for any other reason, Lydian will require that payments be made via credit card, ACH, or Cashier's Check moving forward.

Late payments: **If your payment method 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 \$185 / day until payment is received.**

Here is a recap of the payment terms specific to Summer:

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- 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.
- The following payments are subsequently required to confirm your summer enrollment:
 - A deposit of your first week of tuition
 - Payment of all applicable fees
- The tuition deposit is applied to your first week of summer services.
- Tuition is subsequently billed weekly on Fridays for the previous Monday-Friday (in arrears).
- If you finish a Course 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 23-24, and it turns out that you unexpectedly finish the course(s) prior to the start of summer, the Cancellation Policy is waived.

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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 Course 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 Course 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 Course 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.

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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.

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