

# **General Policies and Procedures**

## **Priddy Learning Academy**

(REVISED JULY 1, 2016)

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## Contact Information

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## I. Schedule and Hours

Semester:	Dates:
Fall.....	Friday, September 7, 2016 - January 31, 2017
Spring.....	February 1, 2017 - June 22, 2017
Summer .....	June 26, 2017 - August 3, 2017

## **Standard Programs:**

Monday through Thursday.....2:30 p.m. - 7:30 p.m.  
Friday.....2:30 p.m. - 6:00 p.m.  
Saturday.....8:30 a.m. - 12 noon

## Private Tutorials:

Monday through Thursday.....2:30 p.m. - 8:30 p.m. (based on availability)

Saturday.....8:30 a.m. - 4:30 p.m. (based on availability)

## **II. Enrollment Policy**

Acceptance at Priddy Learning Academy is based on an interview with parents and students. Our purpose is to make sure that the students' motivations align with the learning philosophy of the Academy.

Enrollment at the Academy is for a semester at a time as determined by the calendar dates described in Section I of this document, with the EXCEPTION of individual Private Tutorials.

If you are unsure whether or not you can commit your child to a full semester, you are advised to register for Private Tutorials.

## **III. Payment**

Accepted forms of payment: check, cash, credit/ debit cards.

### **Payment Options**

- A. "Payment in Full" at time of enrollment
- B. Deferred Payment Plan - **This plan allows parents to spread the semester tuition into five (5) equal payments. This payment plan is based on the semester tuition -- not on the number of sessions in any given month.** A Deferred Payment Fee of \$50 is charged once per semester per family. Parents whose child is enrolled in the Standard Program are contractually obligated to pay tuition and fees until the end of the semester whether or not their child attends sessions. For exceptions, see Withdrawal and Refund Policy below.
  - 1. Automatic Credit Card Payment - Parents submit credit card number at time of registration to be automatically charged each month by Priddy Learning Academy.
  - 2. Payment by check - Parents are billed each month until balance is paid off. **Parents must register a credit card number on the enrollment form as a guarantee of payment. Payments that are not received by the invoiced due date will have the payment**

**automatically charged to the parent's credit card. Enrollment will be denied without a valid credit card on file.**

**IMPORTANT NOTICE: THE "DEFERRED PAYMENT PLAN" IS NOT A PAY-AS-YOU-GO PLAN. ENROLLMENT IN A PRIDDY LEARNING ACADEMY PROGRAM IS A CONTRACTUAL FINANCIAL OBLIGATION TO THE FULL SEMESTER'S TUITION.**

3. Overdue Accounts/Invalid Credit Card - In the case in which a parent's credit card is no longer valid and no payment is received, account will be referred to a collection agency and all collection costs and fees will be added to the parent's account.
- C. Extra Sessions/Time - Payment is due prior to extra sessions outside the student's regular program of study.

#### **IV. Withdrawal and Refund Policy**

Fall and Spring Semester:

Our refund policy is specifically designed to protect all students in our programs, which contain limited openings, by ensuring that last-minute cancellations do not put at risk the resources available for the remaining students and safeguarding that all openings are available to children seeking help with their education.

To withdraw from the program, the parent must submit written notification at least 2 weeks prior to withdrawal, to the Academy Director.

A tuition refund will be calculated **from the the last date the student attends after the two (2) week notification is received, using the following table:**

<b>Days into Enrollment</b>	<b>Amount of Refund</b>
1 to 14 days:	80% of total semester's tuition charge
15 to 29 days:	60% of total semester's tuition charge
30-44 days:	50% of total semester's tuition charge
45-64 days:	30% of total semester's tuition charge
65 days and beyond:	0% of total semester's tuition charge

**The Registration Fee is nonrefundable.**

## **Summer Session Refund Policy:**

A full tuition refund will be issued up to and including day 30 before the summer session begins. A student who cancels within 30 days will not be granted a refund.

## **V. Attendance**

Attendance is the parent's responsibility. Students are expected to be punctual to their appointments. In case of illness or unavoidable circumstances, parents may pick up assignments during academy hours. Anticipated lateness or absence must be called in. Priddy Learning Academy will prepare daily homework for students who are absent.

### **A. Late Students**

If a student shows up late to an appointment, scheduled students will be given the priority. The late student will have to wait until there is available space. Priddy Learning Academy is not responsible for the supervision or safety of late students who are waiting.

### **B. Make-up Policy**

Students who are sick are allowed to have make-up sessions. Parents must notify Priddy Learning Academy **prior to** student's appointment time to be granted a make-up session. Parents should call 973-564-7712 and leave a message with the receptionist or on the answering device. **If there is no phone call, there is no make-up session.** Make-up appointments will be rescheduled on a space-available basis at the Director's discretion. **There are no make-up sessions for scheduled closings.** Priddy Learning Academy will prepare homework packets for students who are planning to be away during their appointment times. **Make-ups must be completed within two (2) weeks of the missed session. Make-up sessions do not extend beyond the semester in which the student is enrolled.**

### **C. Private Tutorials** require 24-hour notice of cancellation. Appointments canceled less than 24 hours in advance will be charged for one (1) hour with the instructor. Those registering for Private Tutorials must have a credit card on file prior to appointment.

- D. **Scheduled Closings** (see calendar) If a student's appointment is when Priddy Learning Academy is closed due to a national holiday or other scheduled closing (see calendar), the student will be given an assignment for that day, instead of doing a make-up session.
- E. **Inclement Weather** - Priddy Learning Academy follows the Millburn School District's decisions for weather-related closings.

## VI. Assignments

The philosophy of assigning homework at Priddy Learning Academy is based on *the discipline of daily study*. We believe that short concentrated effort on a daily basis is far more productive and effective than doing longer assignments 48- or 72-hours later. The frequency of completion is as important as completion itself, as this practice instills learning discipline, which in turn leads to greater achievement. Students who follow Priddy's prescriptive assignments will make faster progress, spend less effort, and have more free time for other activities. In addition, the student will develop a superior habit of disciplined learning that he or she will benefit from for a lifetime.

*Students are encouraged to take advantage of Priddy Learning Academy's Learning Diaries. Students record assignments by time and level of difficulty, allowing the instructor to more effectively address areas for improvement. Students who have used this tool have demonstrated greater rates of improvement than those who have not.*

## VII. Parent Waiting Area

Parents or guardians are required to wait for their child if he or she is in the second grade or lower. Parents with small children are to keep them quiet. Parents with children who are making excessive noise will be asked to wait outside the building.

## VIII. Student/Parent Conduct

**INSIDE THE CLASSROOM** - Priddy Learning Academy is a place of quiet study. Students are expected to behave in an orderly and respectful manner. There will be no loud talking or any other behavior considered to be rude or distracting to other students.

**SMART PHONES** - Students entering the classroom must have their "smart" phones on SILENT mode. This means NOT on VIBRATE mode. Students who are observed

**being distracted by their phone will have it confiscated until that student's session is concluded. Anything that detracts from learning is the enemy.**

**PARENT TEXTING** - If a parent must get in touch with their child, please call Priddy Learning Academy's main telephone number: 973-564-7712. Parents are requested not to call or text to check if their child is "ready." Please plan accordingly.

**PARKING/DROPPING OFF/PICK UP** - Please use parking spaces while dropping off and picking up. Do not double park or wait beside the building as you will be blocking traffic as it flows both ways. **This is a safety violation and those who engage in this behavior will be reported to the police.**

**FOOD** - Drinks, snacks, refreshments, etc., are not allowed in classrooms, **EXCEPT BOTTLED WATER**. Students wishing to consume drinks must do so in the waiting room.

**OUTSIDE THE CLASSROOM** - Student are to respect the property. This means no littering, no writing on the tables, walls, and books. Priddy Learning Academy and the property owner are not responsible for the supervision or safety of students outside the immediate classroom and appointment times.

**DISMISSAL** - Priddy Learning Academy reserves the right to require withdrawal of any student at any time, for any reason deemed to be detrimental to the health, safety, and best interests of the client, other students, or the program. There is **no refund** for a dismissed student. Dismissal does not negate any outstanding balance.

## **IX. Parent Conferences**

Priddy Learning Academy encourages parents to meet with instructors to discuss your child's progress. To arrange a parent conference, you may schedule an appointment by calling the office during non-teaching hours.

## **X. Miscellaneous**

**Medications** - The taking of medications by students on Priddy Learning Academy premises is prohibited, unless given by the parent. Priddy Learning Academy will not be responsible for administering or overseeing the consumption of medicine.