



# THE LEARNING CENTER Of RICHMOND

500 ELKS ROAD

PO BOX 1393

RICHMOND, INDIANA 47375

765-935-3215

It shall be the policy of The Learning Center of Richmond, to admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available by The Learning Center of Richmond. The Learning Center of Richmond shall not discriminate on the basis of race, color, national or ethnic origin, in the administration of its educational policies, scholarship, admission policies, and/or other TLC administered programs.

**TLC**  
*THE LEARNING CENTER OF RICHMOND*

500 ELKS ROAD      RICHMOND, IN 47374      (765) 935-3215

**Dear TLC Client Family,**

Welcome and thank you for choosing The Learning Center, or **TLC** of Richmond for your child's educational needs. We believe you will agree that choosing **TLC** for your child's needs will be a worthwhile and life transforming investment.

At the Learning Center, our staff members are passionate about creating a positive, encouraging learning environment for all students. We believe that every student has needs, which are not purely academic. Our tutors enter each session with the realization that a student's spiritual, emotional and physical growth and development play a crucial role in the child's life and learning.

Thus, we work within the specific parameters of each student's need, to assist in the development of each latent gift and/or talent they may possess. We consider it a great privilege and responsibility to pray for our students and encourage them in their struggles as well as their victories.

We hope you will feel free to ask questions about your child's academic growth and development throughout your time with **TLC**.

Looking Forward,

The Learning Center Staff

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(Updated 3/14)

## Steps Toward Enrollment for TLC Services Q/A:

### ***I know my child has a problem. How do I get started at The Learning Center?***

Typically, our initial work with each student involves a parent and teacher questionnaire that is followed by diagnostic testing. (The next step applies to every category of intervention except Homework Helps.)

### ***Schedule Your Pre-Service Testing***

#### ***Why Does My Child Require Pre-Service Testing?***

1. In order to assess client strengths and weaknesses, plan the most appropriate program; provide an objective basis for comparison during and after educational services, an educational evaluation is a prerequisite for entrance into TLC Programs. (A \$25.00 deposit is required to hold the testing time and is applied to the testing fee.) A written report and a consultation to discuss the results are included in our educational assessment.
  
2. We use the data gathered from these tests to tailor an individual learning program for each client. Parents and guardians are then informed of the resulting plans through a conference. During the conferences, test results, and an initial individual instruction plan, with suggested time recommendations are offered.

### ***How long will Remediation Take?***

Time recommendations will be offered at the post-test conference. While we cannot guarantee student success, research has shown that intensive bombardment of the brain produces more rapid change. If an intensive program is not possible or considered necessary, TLC will work with the family and tutor to develop an appropriate schedule. (A minimum of (2) two sessions per week are recommended as a baseline.)

### ***OK, That's Done, Now What?***

If you are ready to enroll after completing the previous steps, here's what you need to do: Complete a TLC Application and Financial Agreements including Emergency Authorization Form, Medical Form and Student Release/Transportation Form

## **Schedule Your Service Times!**

A tutor will be assigned to your student who brings the most beneficial skill set to your student. Requests for a specific tutor are honored when possible.

## **FEES, AGREEMENTS AND POLICIES**

This agreement defines the parent or guardian responsibilities for fees or other services included in The Learning Center (TLC) Programs. The agreement is binding for the fiscal year.

**Initial Assessment Fee:** Testing is billed at a rate of \$50 per hour with a maximum cost of \$250.00 (A \$25.00 deposit is required to hold the testing time and will be applied to the testing fee).

**Session Fee:** \$30.00 per session for the 1<sup>st</sup> hour per week; 10% off for each additional session within the same week.

1<sup>st</sup> Session - \$30.00      2<sup>nd</sup> Session - \$27.00      3<sup>rd</sup> Session - \$24.00  
4<sup>th</sup> Session - \$21.00 5<sup>th</sup> Session - \$18.00 6<sup>th</sup> Session - \$15.00

**Homework Help:** \$30.00 per session, regardless of number of sessions per week.  
(There is no testing fee for homework help.)

### **Payment Information:**

- All checks for educational programs are made payable to The Learning Center.
- There will be a \$35.00 charge for any returned checks.
- A late fee of \$25.00 will be assessed to your account if your payment is not received in 30 days.
- A cancellation charge of \$20.00 will be posted to your account if cancellation is not made 24 hours in advance of scheduled service.
- For all balances over 30-days past due, a late fee of \$25.00 will be charged to your account.
- TLC reserves the right to discontinue services for bills (30-days or more past due).
- If services are terminated before intervention is complete, all fees for past services will be due at that time.
- If the account is not paid in full 90-days after termination, the account may be turned over for collection.

**Financial Assistance:** Financial assistance may be available for families wanting an assessment and educational services for their child. Financial Assistance Forms are available at the front reception desk and are awarded, as monies are available.

**Financial Policy:** Parents are expected to meet their financial obligations to The Learning Center (TLC) in full and on time. Penalties will be assessed for late payments as specified in the fee schedule. Delinquent accounts will be reviewed by the Board of Directors each month and at the end of each semester.

Any account that is three (3) months or more past due, student enrollment at TLC will be terminated at the discretion of the Board of Directors. Re-enrollment will require payment of the past due amount.

Parents who are having difficulty in making payments should contact TLC immediately. TLC will make every effort to seek some arrangement satisfactory to both the parents and TLC.

While we strongly support TLC services and ideally wish to see anyone who desires this service for his or her children to be able to afford it. We also believe that we should encourage parents to be responsible stewards of resources. This involves honest evaluation of whether it is financially feasible for your child to attend TLC in the absence of financial assistance.

### **General Operating Policies and Procedures**

**Enrollment:** Pre-enrollment information must be completed for each child. The information required includes: signed TLC Application and Financial Agreements, Emergency Authorization Form, Medical Form and Student Release/Transportation Form

**Calendar:** The Learning Center will follow the Community Christian School calendar. TLC will not offer sessions during the school year, when Community Christian School is closed or delayed.  
Summer Sessions are by appointment only.

**Staffing:** TLC employs highly trained professionals as teachers for our educational programs.

TLC operates under the (2) two-man rule, which means at least (2) two adult individuals must be present when any interaction between a faculty/staff member and child takes place. When necessary, an adult parent/caregiver may fulfill the (2) man rule.

**Safety Policies:** When arriving, the parent or guardian should bring the child into the designated area and be sure a staff member knows the child is present. A child is not to be released to anyone except the parent or guardian unless previous arrangements have been made. Proper ID will be required. Parents and guardians are required to sign in their child upon arrival and sign-out upon departure from the center.

1. No child should be left unattended. Each staff member will be responsible for the welfare of TLC students.

2. In the event of an accident/injury, a staff member will fill out an accident/injury report immediately. All eyewitnesses will be required to make a statement. A copy will be given to the parent the day of the accident and filed at the Center.
3. If there is any suspicion that a child has been neglected or abused, the local public children's service agency will be notified by a staff member.

**Building Safety Drills:** During school hours there will be monthly fire drills and bi-annual tornado drills. Should you, or your child find yourselves to be on site during a drill your participation is required.

**Behavior Intervention Guidelines:**

1. Ignoring: If a child trying to get attention displays negative behavior, it may be stopped when the child does not get the attention desired. We will use this technique unless a safety issue is involved.
2. Logical Consequences: The staff will help the child comprehend the consequence of his/her actions by taking away the object that is causing the problem or removing him or her from the situation.
3. Praise for Appropriate Behavior: This technique should be used often. In using this technique, we will be giving the child attention for appropriate behavior and deterring them from acting negatively.
4. Timeout: The child may be redirected from the group, to allow him/her to relax, and to allow him/her not to be influenced by peers. If timeout occurs frequently in one day, parents will be notified at the end of the day when the child is picked up. If timeout does not work effectively, the Persistent Inappropriate Behavior Procedure will be enforced.

**Guidelines for Persistent Inappropriate Behavior:** Persistent inappropriate behavior is any behavior that continues after the proper guidance steps have been performed. The following procedure will occur if a student continues to challenge the rules and guidelines of our TLC program.

**Progressive Disciplinary Procedures:**

1. Employee will observe and keep record of the child's behavior and the interventions that have been tried.
2. A parent-staff conference will be called if the child's inappropriate behavior continues. The child will be invited to attend the meeting if s/he is old enough to understand the process. The plan will outline the steps the parents, student, and staff will make in order to remediate the situation.
3. If inappropriate behavior persists, we will request that the parents withdraw the child from the center.

**Immediate Dis-enrollment:** TLC will dis-enroll any child whose behavior creates risk of harm to the health and safety of other children or staff. A few examples of harmful

behavior are: a physical assault which results in injury, setting or attempting to set fires, and bringing weapons to the TLC sessions.

**Attendance Policy:** In order to receive optimum results, your full cooperation and dedication is needed. Among other things, consistent attendance is essential. To facilitate this, appointments are scheduled and billed in advance. Professional time is reserved for each individual, and teachers are compensated whether or not the student attends. Thus, regular attendance is your responsibility and you are charged the above fee regardless of missed appointments. (Unless sessions are cancelled 24 hours in advance.) In the case of medical emergency, an excused absence will be permitted with a doctor's excuse.

For absences of fewer than five days, make-up sessions are always available. For extended planned absences of one week or more, arrangements need to be made two weeks in advance in order to receive a full adjustment on your bill.

**Progress Reports and Conferences:** There are no charges for telephone consultations, telephone contact with classroom teachers or school personnel, and for up to two school conferences. The regular hourly rate applies after two school conferences. Progress notes and/or formal or informal conferences are provided approximately every forty-to-sixty hours and as needed. Please feel free to request a parent consultation during your session hours at any time. We will work to keep you informed on a daily or weekly basis about your child's performance at the Center. We may also request that you work on some things at home. Your cooperation is appreciated and very helpful in increasing your student's rate of learning.

During the course of remediation at TLC, there may be times when observers will be present. These observers may be trainees, parents or prospective students, or other authorized professional. NO observers will be allowed without permission of the program coordinator.

**Memorandum of Understanding:**

The Learning Center reserves the right to refuse or terminate services without prior notice for any student who engages in behavior that is disruptive, or incompatible with the learning environment at TLC. If TLC terminates services pursuant of this paragraph, TLC will only refund fees for pre-paid sessions scheduled after the date of termination.

Results of the TLC remediation services cannot be guaranteed to improve student performance. Behavior, health, participation, and individual differences impact progress; therefore, results are not predictable. You will, however, be kept up to date on progress. TLC will not refund tuition because a student's post-test scores fail to show improvement over the initial diagnostic evaluation or because a student's performance in school fails to show improvement following treatment.

**Illness/Injury/Medication:** If your child becomes ill during one of the TLC sessions, s/he will be taken to the office for evaluation. Unless the student is running a fever or exhibiting severe symptoms such as diarrhea or vomiting, they will return to the session. If, it is the opinion of the staff, the child should be sent home due to illness, the parents will be notified.

Should a student receive an injury while in a session, s/he will be treated in the office. In the event that a serious injury or severe illness should arise, TLC personnel may seek emergency medical transportation and care. TLC will have at least one faculty or staff member certified in Red Cross First Aid and CPR at all times.

#### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 (AHERA)**

Community Christian School, 500 Elks Road, Richmond, Indiana has complied with the EPA School Rule (1982) and AHERA (1986). The management plan for meeting the requirements of AHERA is available upon request in the school office.

The initial required inspection of this school was completed on August 9, 2011 by an accredited inspector/planner. The asbestos-containing building materials identified, if left undisturbed, do not present an immediate danger to building occupants. The following response actions and preventive measures have been taken or are planned in accordance with the Management Plan.

1. (3) Three year Full Inspections by licensed management agency. (Due next Fall of 2014)
2. (6) Six month surveillance activities to assure asbestos containing building materials are undisturbed and in good condition.
3. Update Management Plans to include change in LEA Designated Person(s)
4. Make periodic repair and maintain current asbestos containing materials in the building.

This notification, which is required under AHERA, is being made to all CCS employees, and the Community Christian School board of directors, through this handbook communication.

#### **PESTICIDE APPLICATION NOTICE**

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the school office. You will be given a form to complete and return to the office if you wish to be notified of pesticide applications that may occur during school hours or school activities. You will be notified at least 48 hours prior to any application of pesticide that is scheduled during school hours or activities. Every effort will be made to apply pesticides when students, staff members, or any other individuals are not present in the area that is to be sprayed.

## THE LEARNING CENTER of RICHMOND

### Acknowledgement Statement

I have read, understand and agree to the above policies, including the Fee Agreement, Operational and other policies. I understand that I am financially responsible for sessions I schedule regardless of actual attendance

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Signature

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Date

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Printed Name of above Signee

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Relationship to Child

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Signature

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Date

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Printed Name of above Signee

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Relationship to Child