

The Literacy Academy, LLC 1051 Post Rd. Suite 1, Darien, CT 06820
Phone: 203-656-3932 Fax: 203-662-0818 email: mnperch@theliteracyacademy.com

Student Pre-registration Information (Please include all students in the family on this sheet.)

Please Note: Completion of this form does not guarantee a place with The Literacy Academy, LLC, as we are often booked well in advance. However, it does guarantee a place on our waiting list and/or a response from a literacy specialist.

Sudent's last Name _____ First Name _____

Date of Birth (mm/dd/yy) _____

Permanent Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Fax _____ Name of current school attending _____

Last grade completed _____ Email _____

Guardian Information. Please fill in all that apply.

Mother's Name _____ Father's Name _____

Or

Legal Guardian _____ Legal Guardian _____

Relationship to Student: _____ Relationship to Student: _____

Mailing Address (if different from above) _____

City _____ State _____ Zip _____

Email _____ Cell/Emergency Phone _____

Please select one area of interest. More information is included below.

- Enrichment Emphasis
- Homework Emphasis
- Test-Preparation Emphasis (SAT Reading and Writing, SAT II Literature, AP Literature, AP Language)
- College Essay Writing

Please include any notes that you would like us to consider about your child and his or her needs.

Please become familiar with our policies below.

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Course Descriptions and Tuition Agreement

Please choose one of the concentrations for your child (two are allowable if your child is coming for two sessions weekly).

Enrichment Emphasis:

Students on the Enrichment track will receive emersion in accelerated Reading & Writing techniques. Assignments in this course will be done exclusively at the Academy and will be designed by the instructor. Students should expect to read and write frequently and to complete original writing pieces. Homework will not be done during this course with the exception of major reading or writing assignments, term papers, etc. only. The goal of this course is that students leave with a portfolio of professional quality written pieces, both expository and creative, and that students have read a large variety of literary genres. Students are taught privately, though groups of two can also be arranged.

Homework Emphasis:

Students on the Homework track will receive direct support with English and History related homework assignments. Major written pieces will be emphasized, as well as major reading assignments and exams. Students should expect to complete homework assignments at a higher level than required by their school instructor. They should also expect to receive practice in test-taking skills and reading comprehension when they have no homework assignments to work on at the Academy. Additional topics covered in this course include, but are not limited to the following: time-management, reading comprehension, active reading strategies, outlining and creating graphic organizers, memory aides, textbook navigation, etc. Groups are not recommended for this course unless students are in the same English AND History classes.

Test Preparation Emphasis:

Students on the Test-Preparation track work on the verbal portion of the ISEE, SSAT, PSAT, SAT 1, SAT 2 Literature, and AP English Language/Literature exams. Vocabulary development, advanced reading comprehension, and timed writing samples are emphasized in this course. Students study Latin/Greek based root words as part of an intensive vocabulary-based program. All instruction is done privately unless otherwise requested by a parent.

Private School/College Essay Course:

Students on the Essay-writing track will receive emersion in the writing process as it pertains to the school/college to which they are applying. If students follow attendance requirements and instructions closely, they will often not need to work on their essays at home. The goal of this course is that students produce their best possible essays—pieces that will sway the odds of acceptance in their favor. They will receive complete personal support, frequent editing help, and a final comprehensive edit before their deadline.

The Literacy Academy, LLC

Policies

Attendance Policy & Commitment:

Because of the very high standards that The Literacy Academy maintains for its students, we can only exercise limited flexibility with our attendance policy. During the fall and spring semesters (approximately 14 & 18 weeks respectively), students will only receive one offer to make up a missed session. During the summer semester, students are not permitted to miss any sessions if they are taking a four-week program, and will only receive one make up session offer if they are participating in an eight-week program. Generally, make-up lessons are offered at the end of the student's semester or on a Friday afternoon. Students are expected to be on time for their lessons and to stay for the duration of the entire lesson in order to receive the maximum benefit from it. While we understand that students who come here are typically very high achieving individuals and are therefore very committed to a variety of activities, we specifically look for students who will prioritize academics and intellectual pursuits. We try to exercise some flexibility in the attendance policy if we can, but we also must ask parents and students to honor the commitment they've made to the Academy. Thank you for your understanding.

Tuition & Fees:

The Literacy Academy's tuition is subject to change from semester to semester depending on average student expenditure, materials, etc. However, once a tuition agreement is signed for the duration of a semester, that tuition is locked in for the agreed upon period. We prefer tuition to be paid in full at the time of registration. We do offer a monthly flexible payment option only for families who demonstrate need for financial assistance. Tuition for the semester is payable in full (or by the first of every month if you are on the flexible payment option) regardless of attendance. You are entitled to a one-time \$100 credit for the subsequent semester or a certificate good for one free future lesson/paper edit in the rare case that we are unable to offer you a make up lesson. Because we have already taken the time to purchase materials and prepare for lessons, we cannot reimburse tuition for current semesters. If the absence is the instructor's, a make-up lesson will be scheduled. Likewise, snow days or other weather-related closures are not reimbursable; rather they will be made up at the end of the semester at a designated time.

Student Safety

The Literacy Academy maintains a study room specifically geared to the work needs of students. Should students need to be dropped off early or picked up late, they are expected to work on related assignments or other homework in the study room. Students are not permitted to wait outside of the building for safety reasons. While we supervise students very closely during their time here, The Literacy Academy and its instructors will not be held responsible for students' welfare or whereabouts outside of their scheduled session time. This clause applies also to students of driving age who may wish to arrive and leave on their own, without parent supervision.

Student Behavior & Technology Agreement

The Literacy Academy maintains reasonably high content restrictions on its Internet browser. Students who are using the equipment here must agree to do so for educational purposes only. Willful misuse of technological equipment and/or purposeful search of inappropriate content are considered grounds for dismissal without a tuition reimbursement. Likewise, while instances of students misbehavior are extremely rare, any behavior deemed inappropriate by the student's instructor will also need to be evaluated and, in extreme cases, may be considered grounds for dismissal without tuition reimbursement.

Switching Lessons with Other Clients/TLA Directory

Of course, we are aware that the students who come to us are often very high achievers and enjoy engaging in other extra curricular activities. We want to appreciate and respect this fact. In the past, when parents have asked that we make arrangements to switch lessons for their children, we have found that doing so greatly decreases the time that we have to create quality lesson plans for our students. Likewise, hiring additional personnel to do administrative tasks such as schedule and reschedule lessons would drive up the cost of tuition for all our clients. Therefore, we are asking that all our clients participate in a client telephone directory and reschedule their own lessons by networking with other clients. Participation in the directory is optional. If you decline to be in our directory, we will honor your request. However, we will be unable to reschedule your lessons for you. Thank you for understanding.

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