

Mrs. Ripps Friday School Science Classes

Parent Information

Parent Last Name: _____ Home Ph: _____
 Mother First Name: _____ Cell Ph: _____
 Father First Name: _____ Cell Ph: _____

Address: _____
 City, State, Zip: _____

REQUIRED: A parent email so I may communicate with you (that is the main way I communicate) _____

First Student Information

Student Full Name: _____
 Student Cell Phone: _____
 Student Email: _____
 Student grade level: _____
 Please list any and all medical or learning issues:

Check the class(es) you are registering for

- Physics
 Chemistry
 Adv. Chemistry/AP Chem

Second Student Information

Student Full Name: _____
 Student Cell Phone: _____
 Student Email: _____
 Student grade level: _____
 Please list any and all medical or learning issues:

Check the class(es) you are registering for

- Physics
 Chemistry
 Adv Chemistry/AP Chem

Payment Information: Circle the payment option. You can pick the pay in full option up until the first day of class

Class	Physics	Chemistry	Adv Chemistry/AP Chem	Amt paying today
Pay year in full	\$560	\$560	\$560	Tuition#1\$ _____
Pay By Semester (payment in May/Aug and Jan.)	\$315/payment	\$315/payment	\$315/payment	Tuition #2\$ _____
Pay Monthly	Ask	Ask	Ask	Disc. (if any)\$ _____
Supply Fee	\$80	\$65	\$65	Supply Fees\$ _____
				Total Paying today
				\$ _____

Note:

I do have a sibling discount, if 2 or more siblings are registering for the same class and multiple class discount, if one student registers for more than one class. This discount only applies IF YOU PAY FOR THE FULL YEAR UPFRONT. Ask me if you are interested. Supply fees are non refundable. Once classes start, any and all tuitions paid will not be refunded.

Parent-Teacher Contract for _____ (enter school year)

Marla P Ripps Chemistry and Physics Teacher AACE, Inc. I am excited to be working with you and your child this year. Please review and **initial** the following. Let me know of any questions you may have regarding my policies. This must be returned to me initialed and signed by the first day of class.

____ Students must be registered with AACE, Inc. prior to enrolling in my class.

____ You are arranging for tutoring sessions on a weekly basis. The sessions are in addition to your home schooling, not a substitute for parent-led instruction. It is your responsibility as the home school parent to oversee your child's education and ensure that the work is completed prior to class on Friday. If your child is having difficulty, it is their responsibility to contact me by email to ask questions. Many times the questions your child has are very similar to others in the class. I am available by appointment only during **3rd period on Fridays** for occasional tutoring. If tutoring is required on a weekly basis, there will be a \$35/hour/week charge for tutoring.

____ Homework is the responsibility of the student. Parents will not be notified of missing work unless it becomes a chronic problem. Homework is due online on Wednesday by midnight before the next Friday School class day, unless otherwise stated differently by me. I will email each student and parent the website address and their user name and password.

____ Tardiness will not be tolerated. Late students will be marked as such and parents will be notified. Students must be in their seats before class starts. This year, we will be taking role and turning it in each week to the admin staff of Friday School.

____ A student's failure to complete assigned work, failing grades, or lack of class participation may result in termination of our contract.

____ Due to our limited classroom time, missed classes impact your student significantly and impact others in the class, if the classes are small. When your child must miss class, it is your responsibility to notify me in advance by email (at least one week in advance for planned absences and the morning of class at the latest for unplanned absences, when possible). The missed assignments can be found on the website. Three or more missed classes, without special arrangement, may result in dis-enrollment.

____ Dis-enrollment by either parent or teacher requires notification in writing and **a filling out of the official Friday School (AACE) unenrollment form. There are no refunds after classes begin.**

____ Classroom size is limited to 12 students for this class.

____ Each teacher at AACE is paid privately. I will email you in December to remind you of the due date of tuition if you are paying by the semester. The individual agreement for tutoring is between you and me. To meet my family obligations, **I must be paid on time when you register and on the first class day we return in January.** A \$10 per week, per student late fee will be assessed, unless prior arrangements have been discussed.

____ NSF checks will incur a \$35 fee and future payments must be made by money order or cash only.

____ Should I become ill, have a planned engagement or an emergency, I will provide instruction with an Emergency Lesson Plan or by way of a substitute teacher. If I have to cancel class, I will notify you by email no later than the Thursday prior to class. Cancelled classes will be not be refunded, as the material will be covered in a future session. There are 2-3 Police Training days that we have no physical classes at Friday School. However, there will be lessons, tests, assignments that will be assigned and due the following week.

____ Grade are available online and accessible 24/7 by parents and students. I will provide an official final grade to parents by email by the first week in June. *There are no formal grades or transcripts issued from AACE, Inc.*

Parent: _____ Date: _____ Email: _____

Student: _____ Date: _____ Email: _____

I may be contacted by email at msrippsclasses@gmail.com anytime you have questions or need to notify me of a student's absence. I check my email regularly and I expect students to do the same. **This is the best way to reach me. This is also the best way for students to contact me for questions on the homework**

I am not available at all on Thursdays. Please do not wait until the last minute to complete and turn in your homework as I may not be available to answer your questions.