



Student Name: \_\_\_\_\_

Date of registration: \_\_\_\_\_

## 2018-2019 Instruction Selection Form

Please circle **each week** your child will be attending ALC. Then provide us with your preferred **day(s) and session time(s)** for each week selected. Instruction may be scheduled in **1 hour, 1.5 hour or 2 hour sessions**, however it must be a time **within** the designated instructional hours offered.

PLEASE SELECT SESSIONS FROM **WITHIN** DESIGNATED INSTRUCTIONAL HOURS BELOW

### Grades K-5<sup>th</sup> Instructional Hours

<u>Monday</u> 3:30-6	<u>Tuesday</u> 3:30 -6:30	<u>*Wednesday</u> 3:30 – 6:00 <b>*5<sup>th</sup> and 6<sup>th</sup> only.</b>	<u>Thursday</u> 3:30 – 6:30	<u>Saturday</u> 9 – 1:00
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### Grades 6<sup>th</sup> -12<sup>th</sup> Instructional Hours

<u>Monday</u> 4:00-8:00	<u>Tuesday</u> 4:00 -7:00	<u>Wednesday</u> 4:00 –8:00	<u>Thursday</u> 4:00 –7:00	<u>*Saturday</u> 9 –11:00 11 – 1:00	<u>*Sunday</u> 9-11:00 11-1:00
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\* (only for those booking a 2 hr. block of time)

	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
Week 1 (9/3-9/9) <b>*9/3 - CLOSED</b>	Labor Day CLOSED	(9/4)	(9/5)	(9/6)	(9/8) <b>ACT EXAM</b>	(9/9)
Week 2 (9/10-9/16)	(9/10)	(9/11)	(9/12)	(9/13)	(9/15)	(9/16)
Week 3 (9/17-9/23)	(9/17)	(9/18)	(9/19)	(9/20)	(9/22)	(9/23)
Week 4 (9/24-9/30)	(9/24)	(9/25)	(9/26)	(9/27)	(9/29)	(9/30)
Week 5 (10/1-10/7)	(10/1)	(10/2)	(10/3)	(10/4)	(10/6) <b>SAT EXAM</b>	(10/7)
Week 6 (10/8-10/14) <b>*10/8 CLOSED</b>	Columbus Day CLOSED	(10/9)	(10/10)	(10/11)	(10/13)	(10/14)
Week 7 (10/15-10/21)	(10/15)	(10/16)	(10/17)	(10/18)	(10/20)	(10/21)
Week 8 (10/22-10/28)	(10/22)	(10/23)	(10/24)	(10/25)	(10/27) <b>ACT EXAM</b>	(10/28)
Week 9 (10/29-11/4)	(10/29)	(10/30)	(10/31) Closed by 6 p.m.	(11/1) <b>*TACHS 11/2</b>	(11/3) <b>HSPT/SAT EXAM</b>	(11/4)
Week 10 (11/5-11/11)	(11/5)	(11/6)	(11/7)	(11/8)	(11/10)	(11/11)
Week 11 (11/12-11/18)	(11/12)	(11/13)	(11/14)	(11/15)	(11/17)	(11/18)
Week 12 (11/19-11/25) <b>*11/22-11/25 CLOSED</b>	(11/19)	(11/20)	(11/21) Closed by 6 p.m.	<b>Closed for Thanksgiving Break from 11/22 – 11/25</b>		
Week 13 (11/26-12/2)	(11/26)	(11/27)	(11/28)	(11/29)	(12/1) <b>SAT EXAM</b>	(12/2)
Week 14 (12/3-12/9)	(12/3)	(12/4)	(12/5)	(12/6)	(12/8) <b>ACT EXAM</b>	(12/9)
Week 15 (12/10-12/16)	(12/10)	(12/11)	(12/12)	(12/13)	(12/15)	(12/16)

	Monday	Tuesday	Wednesday	Thursday	Saturday	Sunday
Week 16 (12/17-12/23)	(12/17)	(12/18)	(12/19)	(12/20)		
Week 17 (12/24-12/30) *Closed for Winter Break	Closed for Winter Break From 12/21 – 1/1					
Week 18 (12/31-1/6)			(1/2)	(1/3)	(1/5)	(1/6)
Week 19 (1/7-1/13)	(1/7)	(1/8)	(1/9)	(1/10)	(1/12)	(1/13)
Week 20 (1/14-1/20)	(1/14)	(1/15)	(1/16)	(1/17)	(1/19)	(1/20)
Week 21 (1/21-1/27) *1/21 - CLOSED	M.L. King Day CLOSED	(1/22)	(1/23)	(1/24)	(1/26)	(1/27)
Week 22 (1/28-2/3)	(1/28)	(1/29)	(1/30)	(1/31)	(2/2)	(2/3)
Week 23 (2/4-2/10)	(2/4)	(2/5)	(2/6)	(2/7)	(2/9) ACT EXAM (not in NY)	(2/10)
Week 24 (2/11-2/17)	(2/11)	(2/12)	(2/13)	(2/14)	(2/16)	(2/17)
Week 25 (2/18-2/24) *Closed for Mid-Winter Recess	Closed for Mid-Winter Recess From 2/18-2/24					
Week 26 (2/25-3/3)	(2/25)	(2/26)	(2/27)	(2/28)	(3/2)	(3/3)
Week 27 (3/4-3/10)	(3/4)	(3/5)	(3/6)	(3/7)	(3/9) SAT EXAM	(3/10)
Week 28 (3/11-3/17)	(3/11)	(3/12)	(3/13)	(3/14)	(3/16)	(3/17)
Week 29 (3/18-3/24)	(3/18)	(3/19)	(3/20)	(3/21)	(3/23)	(3/24)
Week 30 (3/25-3/31)	(3/25)	(3/26)	(3/27)	(3/28)	(3/30)	(3/31)
Week 31 (4/1-4/7)	(4/1)	(4/2)	(4/3)	(4/4)	(4/6)	(4/7)
Week 31 (4/8-4/14)	(4/8)	(4/9)	(4/10)	(4/11)	(4/13) ACT EXAM	(4/14)

Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Grade: (2018-19) \_\_\_\_\_ Tel. Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

For text reminders: (only 1 number per family)

Name: \_\_\_\_\_ Cell#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Academic area(s) of focus: \_\_\_\_\_

After reviewing the Rate Card I have registered for the \_\_\_\_\_ hour instructional package for \$ \_\_\_\_\_.

Additional charges include:

\$ \_\_\_\_\_ for the Diagnostic Assessment

\$ \_\_\_\_\_ for materials

Total amount due prior to the first day of instruction \$ \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## ACT/SAT Practice Exam Sign-up

**48-Hour Package** requires 4 scheduled practice exams

**36-Hour Package** requires 4 scheduled practice exams

**24-Hour Package** requires 3 scheduled practice exams

**18-Hour Package** requires 2 scheduled practice exams

\*Students are always welcome to sit for additional practice exams/sections

Practice exams are typically scheduled on Saturday's and Sunday's at 9:15am as well as special dates (Columbus Day; Veterans Day; MLK Day -- testing begins 10:00 am on these dates)

Selected Dates

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

All cancelled assessments must be made-up by the following week to avoid unnecessary charges. (1 hour will be deducted from your package).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Policies

We are delighted to be a part of your child's educational life. Please be aware of our policies in order to help your child get the most out of his or her experience at Achievement Learning Center.

- **Conferecing:** We encourage parents to meet with us regularly for conferences at ALC. This helps parents to make informed educational decisions concerning their child. Conference appointments are available only between the hours of 10:00 – 3:00 Monday thru Thursday. If this time frame presents a hardship, please notify us and we will try to make alternate arrangements.
- **Cancellations and make-up lessons:** 24-hour notice of any **cancellation** is required in order to receive a make-up session. If a cancellation is made without 24-hour notice, parents will be charged and no make-up will be given, except in cases of sudden illness or emergency.
- **Payment:** In order for your child to be considered registered a package must be chosen and paid in full **before** the first session. A 10-day grace period will be given to those who do not have payment the day of registration. If payment is not received within 10 days of the initial registration or before the first session, whichever comes first, your child will no longer be considered registered and your preferred day(s) and time(s) will no longer be held. No refunds or credits will be given.
- **Refunds:** Refunds are given only if the child withdraws **before** the first session. There are no refunds or credits given after the first session.
- **Registration Form:** Any changes made to the initial registration form must be done before the first session in order not to get penalized. Though not recommended, parents are held accountable for registration forms filled out by the director over the phone. It is the parent's responsibility to review days and times registered for and make any necessary changes prior to the first session.
- **Reserved Sessions:** If a student misses/cancels 3 consecutive sessions, the weekly timeslot may be considered forfeited and you may be asked to schedule sessions on a weekly basis, which does not guarantee availability. ALC will make this decision at its discretion and it will take effect only after a discussion with the student and parents.
- As a courtesy, ALC will not turn away students who attend sessions beyond their purchased hours. If you do not wish to pay for additional hours attended, please contact us for an update on remaining hours or refer to the registration form provided. ALC does not assume responsibility for sessions attended beyond a purchased package.

*I understand and accept the above policies.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## PERMISSION SLIP FOR PHOTOGRAPHING YOUR CHILD

We would like your permission to take pictures of your child for our new website. We will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures; we will use them exclusively for Achievement Learning Center's purposes.

Please take a moment to let us know your preferences regarding our use of photos of your child(ren):

\_\_\_\_\_ YES. I grant you permission to use photos of my child on Achievement Learning Center's website.

-OR-

\_\_\_\_\_ NO. Please do NOT take or use any photos of my child.

Child(ren)'s Name(s) (PLEASE PRINT):

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Parent/Guardian's Name (PLEASE PRINT):

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Parent/Guardian's Signature:

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Date: \_\_\_\_\_

For updates and closures please  
refer to our website:  
**[achievementlearningcenter.com](https://achievementlearningcenter.com)**

**A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER**

**Effective July 25<sup>th</sup>, 2018**

**Rates for Grades 6 - 12**

Packages	Rates	
General Instruction (Math, Reading, Writing)  SAT I & II, PSAT, ACT (plus material charge)	<b>Cash or Check</b>	<b>Credit</b>
	<u>\$ 3,696.00</u>	<u>\$3,770.00 - 48 Hours of Instruction (\$77.00 per hour)</u>
	<u>\$ 2,844.00</u>	<u>\$2,901.00 - 36 Hours of Instruction (\$79.00 per hour)</u>
	<u>\$ 1,920.00</u>	<u>\$1,958.00 - 24 Hours of Instruction (\$80.00 per hour)</u>
	<u>\$ 1,458.00</u>	<u>\$1,487.00 - 18 Hours of Instruction (\$81.00 per hour)</u>
ISEE/SSAT, TACHS, HSPT  (plus material charge)	<b>Cash or Check</b>	<b>Credit</b>
	<u>\$ 2,880.00</u>	<u>\$2,938.00 - 36 Hours of Instruction (\$80.00 per hour)</u>
	<u>\$ 1,944.00</u>	<u>\$1,983.00 - 24 Hours of Instruction (\$81.00 per hour)</u>
	<u>\$ 1,494.00</u>	<u>\$1,524.00 - 18 Hours of Instruction (\$83.00 per hour)</u>

Packages must be paid in *full* prior to starting instruction.

Diagnostic Testing	Rates
Initial Educational Diagnostic Evaluation	\$ 195.00
Additional Diagnostic Evaluation	\$ 85.00

**A PACKAGE MUST BE CHOSEN IN ORDER TO REGISTER**

**Effective July 25<sup>th</sup>, 2018**

**Rates For Grades K - 5**

Packages	Rates	
General Instruction (Math, Reading, Writing)	<b>Cash or Check</b>	<b>Credit</b>
	<u>\$ 3,168.00</u>	<u>\$3,231.00 - 48 Hours of Instruction</u> (\$66.00 per hour)
	<u>\$ 2,448.00</u>	<u>\$2,497.00 - 36 Hours of Instruction</u> (\$68.00 per hour)
	<u>\$ 1,656.00</u>	<u>\$1,689.00 - 24 Hours of Instruction</u> (\$69.00 per hour)
	<u>\$ 1,260.00</u>	<u>\$1,285.00 - 18 Hours of Instruction</u> (\$70.00 per hour)
ISEE/SSAT (plus material charge)	<b>Cash or Check</b>	<b>Credit</b>
	<u>\$ 2,556.00</u>	<u>\$2,607.00 - 36 Hours of Instruction</u> (\$71.00 per hour)
	<u>\$ 1,752.00</u>	<u>\$1,787.00 - 24 Hours of Instruction</u> (\$73.00 per hour)
	<u>\$ 1,332.00</u>	<u>\$1,359.00 - 18 Hours of Instruction</u> (\$74.00 per hour)

New for 2018-2019: Private sessions \$140 per hour

Packages must be paid in *full* prior to starting instruction.

Diagnostic Testing	Rates
Educational Diagnostic Evaluation	\$ 195.00