

2017 – 2018 ACADEMIC YEAR
RIVER DRIVE LEARNING CENTER PARENT
HANDBOOK

WELCOME!

We are fully licensed by the New Jersey Department of Education. We are dedicated to providing a highest level of academic achievements as well as an exciting and educational environment for your child. We look at each child as an individual and foster learning through each child's individuality. We realize that a child's development occurs at different intervals and that every child is different. We base our curriculum on your child's individual developmental stage. Our basic curriculum includes language development, mathematics development, and self help skills.

ENROLLMENT – CLASS PLACEMENT

Enrollment is open to any child from 8 years of age. Enrollment shall be granted without discrimination in regards to sex, race, color, religion, or political belief.

Interested parents and children are invited to tour the center, meet the staff, and review and complete all of the necessary paperwork prior to enrollment. Placement will occur on a first-come appointment basis. If not included as a part of the tour, prior to the child's attendance, a conference with the parent and child is held prior to the child's attendance to introduce new family to staff, schedule and facilities. Children are grouped according to age and developmental level.

During the first few weeks of school, don't be alarmed if your child is offered a different group.

HOURS OF OPERATION

For the 2017/2018 School Year we are open from September 9th 2017 through June 22rd 2017 from 4:00pm to 9:00pm Monday through Friday, and 9:00am to 7:00pm Saturday at 4-17 Saddle River Road, Fair Lawn, NJ 07410.

HOLIDAYS

River Drive Learning Center will be closed on the major holidays (see RDLC 2017-2018 School Year Calendar attached). We are required to follow strict schedule; therefore, we are unable to switch your child's day of attendance in the event of a holiday.

EMERGENCY CLOSING

Our center will make every reasonable attempt to open on time and remain open during inclement weather. In case of extremely dangerous road conditions or a state emergency it may be necessary for the center to close early or not open at all. In this case you will be notified. In the event of an emergency evacuation of the building, the children will be evacuated.

TUITION AND FEES

Registration:

There is a nonrefundable registration fee of \$50.00 due upon enrollment. (\$25.00 for any additional child). This fee covers all administrative costs associated with enrollment, the school supplies, and the textbooks for the upcoming school year.

Re-registration:

Each child must re-register every Fall (Sept 1st). This money goes towards replenishing school supplies for the upcoming school year.

Escrow:

Upon enrollment, an escrow payment equal to one monthly payment will be collected. This will be applied to your last month of service.

Tuition:

Your child's tuition is calculated according the current rate sheet on the monthly or annual basis (see options below.) The tuition for group sessions will remain updated monthly according to the current tuition rate sheet throughout the year, despite missed days your child may incur. Your tuition entitles your child to attend the course or courses you paid for. A current tuition rate sheet attached at the end of the handbook. Multiple child and referral discounts are offered.

There are two options of paying your tuition fees.

1. One payment for the whole school year, plus registration fee.
The annual rate will be calculated according the group size true on the day of student's registration. If the group size changes during the school year, credit or additional payment may apply. The final balance is to be determined in June, 2018.
2. Nine payments.
The first payment covers the first months of service, escrow, and registration fee. The rest is paid by equal monthly installments. Installment fee of \$8 per payment will apply.
Tuition is due each first day of classes for the following term. If tuition is not received by 15th of the month, a \$25.00 (twenty five) late fee will be charged. If tuition is unpaid after three full weeks, your child will not be admitted to River Drive Learning Center until the payment is made.
Families may pay by cash, check or credit card (VISA or Master Card). A fee of \$30.00 will be issued to any checks that do not clear. A convenience fee of 2.5% will be issued to any payment made by a credit card.

Full tuition for students enrolled to the SAT/ACT course, Bergen Tech Prep course and any Summer Course is to be paid in advance.

Vacations:

Students are entitled to take a break from the program for one week for a family vacation, during which time a pro-rated tuition (1/4 of the monthly fee) will not be charged. One additional week of vacation when the child would not be in attendance will be charged at one-half of the child's regular weekly tuition fee. The director must be given two weeks written notice of all vacation plans. Failure to give two weeks notice will result in a full week's tuition being due. Children who are enrolled to the Summer SAT course, Bergen Tech Prep course and Summer Camp are not entitled to any free weeks for vacation. All children are required to pay their tuition for all scheduled days even if those days fall on a day when the school is closed due to Holidays or inclement weather. The above policies apply private classes as well.

Cancellation:

You are entitled to terminate the full year agreement with River Drive Learning Center. *Your escrow payment will be refunded only, if the director is given a 30-day written notice of your intention to terminate.*

You are not entitled to terminate the Summer SAT course, Bergen Tech Prep course and Summer Camp agreement for any reason.

ATTENDANCE

Because of our continuing academic program, it is to your benefit to have your child on time. We ask for your cooperation in arriving in a timely manner, as children arriving late are a distraction to the other children. Our teachers make every effort to wait for every child in their class before beginning the class. As a courtesy to them, please notify the school if your child will be late or will not attend. Also, the director should be notified if your child is ill.

SCHEDULE CHANGES

Changing your scheduled courses as per your agreement is strictly prohibited without the director's consent. A parent may add additional courses to a child's schedule but only with the director's approval. The cost for additional courses will be determined according to the tuition rate sheet.

Since several of our instructors work full time in Public Schools, the scheduled dates of classes can be changed ones in a while. In this case a makeup class will scheduled on time that is convenient to the majority of students. If your child was unable to attend the makeup class, the tuition fee for these classes is refundable.

ARRIVAL AND DEPARTURE

Upon arrival and departure, you are required to notify the teacher. It is necessary for the staff to have an accurate count of children in attendance in case of an emergency evacuation. If someone other than you will be picking up your child, please notify the director. We will not release a child to anyone not listed by the parent on the Emergency Contact Form. Be sure that the person picking up your child has a picture I.D. (driver's license). Staff members / teachers will not release a child to any parent, relative, or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a phone call will be made to the parent or emergency contact person.

PARENT COMMUNICATION

Our school has an open door policy. Parents are welcome to visit our school at any time. Due to the nature of some parent's work schedules, we know this is not an option for everyone. We feel that communication is the key to providing a healthy learning environment for your child. We encourage you to let the staff know about the daily routine, likes, dislikes, discipline strategies, and any other relevant information about your child. We will keep you informed of our curriculum and daily events through our monthly calendar, phone calls or e-mails. Parents are urged to communicate with faculty in writing especially if there are any questions or concerns. Faculty members always welcome positive as well as suggestive remarks.

HEALTH CONSIDERATION

We need your cooperation in keeping our school a healthy place for your child. In order to ensure this, we need you to watch for symptoms of contagious illnesses. This is to protect your child, as well as the other children attending our school. Please keep your child home if he/she has:

CONJUNCTIVITIS – an eye infection commonly referred to as pink eye. The eye is red and itchy and may have yellow drainage.

ELEVATED TEMPERATURE – of 100 degrees or more.

DIARRHEA

VOMITING

SEVERE CONGESTION – sneezing, nose drainage, coughing

SYMPTOMS OF MEASLES, MUMPS, CHICKEN POX, OR LICE

EAR OR THROAT INFECTION (strep throat) – unless the child has been diagnosed by a doctor and has been on an antibiotic for 24 hours.

IMPETIGO – a very contagious skin disease.

DIFFICULT OR RAPID BREATHING

BLOOD / PUS – from ears, skin, urine, stool

ACCIDENT AND INJURY

Our staff makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. In order to keep you informed, you will be asked to sign an accident report, which will give you the details of the accident and first aid measures taken. You will keep a copy and a copy will be kept in your child's records. Scrapes and minor cuts are treated with soap, warm water, and a band-aid. Bumps are treated with a cold compress. In the case of a head injury, the child will be watched closely for signs of a concussion. If the injury is of serious nature, you will be contacted immediately. If you cannot be reached, we will contact the first person on your Emergency Contact Form to make an emergency decision regarding medical treatment.

DISCIPLINE POLICY

It is the policy of our school to keep disciplinary issues minimized and to help children monitor their own behavior through the use of positive reinforcement. Our staff encourages self-control, self-direction, responsibility, and cooperation. Aggressive behavior towards other children or staff members will not be tolerated. We will make every effort to work with the child and the parent to promote good behavior but for the safety of all involved, if the aggressive behavior becomes a problem we reserve the right to dismiss your child from our program.

A FINAL MESSAGE

Once you have had an opportunity to read through the Parent Handbook, we ask that you contact the center director with any questions or concerns that you may have. Parents are always urged to speak with their center director concerning any issues.

Courses Description

	Name of Course		Name of Course
1.	Basic Math – Grades 2 – 4	2.	Prealgebra I – Grades 4 – 6
3.	Prealgebra II – Grades 5 – 7	4.	Algebra I – Grades 6 – 8
5.	Algebra II – Grades 7 – 9	6.	Math Analysis I
7.	Math Analysis II	8.	Plane Geometry
9.	Space Geometry	10.	Precalculus
11.	Calculus CP	12.	Calculus Honors
13.	AP Calculus AB/AP Calculus BC	14.	BA Math Prep
15.	BA English Prep	16.	SAT/ACT Math Prep
17.	SAT/ACT English Prep	18.	SAT II Math
19.	SAT II ()	20.	English I – Grade 3 – 5
21.	English II – Grade 4 – 6	22.	English III – Grade 5 – 7
23.	English IV – Grade 6 – 8	24.	PSAT English – Grade 8 – 10
27.	Physics, Chemistry, Biology, History – all levels – private classes only		

PARENT AGREEMENT FORM

I have read and understand that our family will accept and follow the practices and policies set forth in the 2017 – 2018 Academic Year parent handbook and tuition rate sheet for River Drive Learning Center. I know that if I have any questions, I am to contact the director of the center, Leonid Yuz, for answers to my questions.

Parent/Guardian Full Name _____
print

Student/s Name/s, Grade/s _____
print

print

Address

STREET #

CITY _____ *STATE* _____ *ZIP* _____

Phone #'s _____, _____,
Home Cell

Other

e-mails _____

Additional Comments and Information

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____