



Tutoring Handbook

2023-2024 SY

Teaching Philosophy

The Sands Academy is a unique tutoring company. We offer in-home tutoring for students that may need an extra hand in the academic area.

Our classes are secular and will incorporate multi-sensory learning techniques. Our goal is to keep each learner engaged while reaching each student with their preferred learning style. We believe every child is capable!

We are building a community for your child, where education is personalized and based on their individual skill sets and developmental needs.

Students will work at their own pace while working with their teacher. We will not only teach your child, we will also create opportunities to be curious, creative, and valued.

We believe in personal relationships and evidence-based learning. We also believe learning should be fun and accessible to everyone, no matter their different ABILITIES.

Our classes:

- integrate multisensory learning to meet all learning styles
- incorporate play-based learning
- are unique and tailored to each individual learner

Schedules & Fees

Registration fees and SEF-UA* deposits are non-refundable and non-transferable. All fees must be paid in full. All families must submit our enrollment package. A late fee of \$35 will be applied for any tuition payments not processed, due to insufficient funds.

*For SEF-UA recipients, registration fees are due to reserve your spot. Your first week must be paid out of pocket. You may submit for reimbursement through your scholarship.

SEF-UA participants must have a credit card on file. We will never charge the credit card outside of reasons listed in our policybook.

The credit card is only used with notice and if the student's SEF-UA account shows insufficient funds for services already rendered by and employee of The Sands Academy.

Any classes canceled within 24 hours will still be charged, regardless of attendance. Classes canceled outside of the 24 hour period will be given the opportunity to reschedule for another time - we will not charge until the rescheduled session takes place. Parents and tutors must have mutual availability.

We ask all SEF-UA participants to give us 2-4 week notice before ending sessions, if possible. This allows us to fill our tutor's schedules without gaps (and gaps in their pay).

Only SEF-UA PARTICIPANTS WILL BE BILLED PER SESSION.

ALL OTHER PAYMENTS MUST BE PAID THROUGH DEBIT/CREDIT FOR THE NEXT MONTH.

60-minutes	90-minutes	120-minutes	Monthly(4 sessions)
\$75	\$110	\$140	\$300.00 (60 minute)

Enrollment Policies

We accept all children of any race, creed, or ethnicity. The placement of new students is determined by the school staff in consultation with parents. If classes are full, applicants will be put on a waiting list. Current students will have priority when registering for future semesters. Siblings of current students will have second priority.

A child is officially enrolled when the registration fees and first payment are paid. Enrollment in all programs are binding. Parents are responsible for tuition, regardless of the amount of time the child spends with us.

If you shall withdraw your child, please provide 30 days advance in written notice. There will be no refunds of any fees or tuition.

Non-Discrimination Policy

It is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et. sq. The School will not discriminate on the basis of race, color, religion, sexual or national origin, or disability in the administration of its admissions policies, educational policies, scholarships/loans/fee waivers, educational programs, and athletics/extracurricular activities.

Health and Illness Policy

Keeping your child healthy is very important to us. For this reason we must exclude children with contagious or infectious conditions. Often the most contagious state of a child's illness is just before symptoms appear. Change in behavior, pulling at ears, drowsiness, loss of appetite, or inability to participate in room activities, might indicate your child is at the beginning stage of illness. Staying home and getting extra rest may help aide in a speedy recovery, while preventing the spread of germs to other children

If your child develops a fever, you must keep them home for at least twenty-four (24) hours after the fever subsides without medication. If antibiotics are required, the child must stay home for at least twenty-four (24) hours after beginning treatment. Children must be symptom free for a minimum of 36 hours.

The criteria used to determine when a child needs to be excluded from the school is based on State and County regulations as well as the guidelines set by the American Public Health Association, American Academy of Pediatrics and the Centers for Disease Control.

Conditions that warrant exclusion from class:

- Oral temperature of 100 degrees Fahrenheit or above in the past 24 hours.
- Vomiting in the past 24 hours.
- Uncontrolled diarrhea (2 or more loose bowel movements within a 24 hours period)
- Symptoms and signs that could indicate a severe illness.
- Pink Eye
- Lice
- Undiagnosed rash
- Uncontrolled wheezing/difficulty breathing
- Mouth sores

Communicable Diseases and other examples of diseases that warrant exclusion:

- COVID-19 and all variants

- Chicken Pox
- Meningitis
- Coxsackievirus
- Roseola / Measles
- Colds with fevers
- Mumps
- All influenza variants
- Rubella
- Foot and Mouth Disease
- Fifth's Disease
- Ringworm
- Draining sores/wounds
- Scabies
- Tuberculosis
- Herpes
- Whooping Cough (Pertussis)
- Impetigo
- Giardia
- Hepatitis A or B

Medications:

We do not administer any medications.

Discipline/Behavior Management

The Sands Academy has a strong commitment to establishing a safe and nurturing environment to all students. We will have clear class expectations for all students and redirect unwanted behavior with respect and gentle guidance. Our goal is to model good behavior and cultivate respect as a classroom community to help avoid any aggressive and negative behaviors.

We respect our tiny humans' rights to express their feelings, no matter how big or small. We do our best to model socially appropriate and emotionally appropriate behavior. At no time is our staff encouraged or given permission to use excessive discipline measures, such as corporal punishment, excessive force, or verbal abuse. Our staff is restricted from using any form of punishment/verbal responses that are threatening, belittling, profane, derogatory, humiliating, shameful, or frightening.

We hold the right to deny any child a place in class if they purposefully hurt another child or intentionally destroy property.

We also hold the right to report suspected abuse and/or negligence to the appropriate authorities.



The Sands Academy, LLC

I, _____, the parent/guardian of _____ will be participating in private tutoring with The Sands Academy, LLC. I understand that the company and employees are to participate solely in academic and academic enrichment activities.

I also understand that if I am participating in in-home education, a parent/guardian must remain on the property at all times during the tutoring session.

For online sessions, I understand the session is being recorded for training purposes and for our records. They will not be used for any other reason.

By signing this form, I also acknowledge receiving and reading the handbook given by The Sands Academy, LLC.

Student Name _____

Student Age _____

Subject _____

Parent/Guardian Name Printed

Date

Parent/Guardian Signature

Date

