2020-2021

A Parent/Student Guide to Curie Learning

Policies and Procedures (Levels K – 6)

Dear Parent/Student,

We thank you for choosing Curie Learning as your child’s supplementary learning support program. At Curie Learning, it is our earnest endeavor to provide children the right impetus to further their academic pursuits.

The Curie Learning programs are designed to further challenge academically gifted children and help them to reach their full potential. The focus is to help children perform consistently well by creating the right learning habits and strengthening their skill sets in both math and English.

Having successfully trained children over the years in not only earning good grades, but also acceptance into schools and colleges of their preference, we have come to strongly believe that success is possible only if all the concerned stakeholders work with the same intensity and dedication.

Discipline and dedication play an important role in the Curie Learning method of teaching, and students will be expected to maintain the highest levels of discipline and dedication while undergoing their respective courses at Curie Learning. Parent involvement is of paramount importance in motivating children to adhere to the guidelines set by Curie Learning.

We welcome you and your child to Curie Learning and thank you once again on your decision of enrolling your child in our program.

A document detailing the “Policies and Procedures of Curie Learning” is attached along with this letter for your reading and signature. Kindly ensure that you read the document carefully, and sign the form (attached to the back) stating that you have done so. This signature form will be collected by the teacher during your child’s next class. [It is long, but all information in the document is important!]

Wishing your child “Happy Learning”!

Sincerely,

The Curie Learning, LLC Management/Staff
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Curie Learning Policies and Procedures
Levels K-6

I. Description of the Program:
Curie Learning, LLC is an after-school program that focuses on enriching the education of students ages 6-12. The program is specifically designed to challenge students to meet their academic potential in mathematics, writing, and English skills. The curriculum is loosely based on the Virginia State Standards for the students’ upcoming grade/classes in school, with a strong focus on critical thinking and application of skills.
Other courses in this program include test preparation courses (including PSAT and admittance exams into local prestigious high schools/programs), along with summer courses including supplementary mathematics/English classes, and various English, writing, and science camps.

II. The Basics of What to Expect:

Online Learning:
Due to the recent pandemic, we are taking the proper precautions and planning to conduct classes exclusively online until/unless all social distancing requirements have been revoked and the local public schools return to their regular standard procedures in terms of in-person learning for students. If/when we decide to reopen our center for student attendance, we will quickly make the transition. We ask that all patrons consider this possible transition when registering their children, and choose a section that will be sustainable if they will eventually need to commute to and from the center.

For online learning, video lessons will be provided each week; also, a live session will be held with the teacher each week on Zoom where teachers will discuss homework questions and present additional material. To be prepared, students must watch the current lesson’s video before attending the Zoom session, as well as have completed their previous homework assignment and be ready with homework questions to ask from this assignment. Students will then submit homework via Google Classroom, where it will then be assessed and returned by the teacher. Links to the Zoom sessions and Google Classroom, including information on how to submit homework on Google Classroom, will be provided before the school year begins.

Students must have access to a device with a working microphone and a camera is preferred. The classes involve interaction, and students will not be able to fully participate if they are unable to verbally speak with the teacher. Cameras are necessary for teachers to monitor the
students’ movements during the class; therefore, device cameras should remain on for the entire duration of the session. Students will need a quiet space to attend class meetings that is free from distractions, and they must focus completely on the lesson--avoiding inappropriate internet or device usage while the class is in session. (Occasional parent check-ins to make sure your child is paying attention are strongly recommended and appreciated.)

Please note that centers may open back up during the school year. If centers reopen, classes will be held in-center only and all instruction will be done in-center.

Quality Teachers and Instruction:
All Curie Learning instructors must hold a bachelor’s degree in a related field to the classes that they are teaching. Providing clear instruction to students, maintaining classroom management, and assessing assignments in a timely fashion are all very important attributes that must be maintained by any instructor during the duration of the course. All Curie Learning instructors must also conduct themselves in a professional manner toward parents and students.

A Challenging Curriculum:
Since the curriculum is based on the material that your child will learn in the next year (and beyond this) in the day school, exercises/assignments tend to be more challenging than a student is accustomed to. Our curriculum is designed to challenge the “high of the high”; higher scores may not be as easy to come by as they are in the public school system. We expect students to do their very best in the class; this means that they are putting forth their highest efforts in order to reach their highest potential. This level of achievement, of course, is based on the abilities of the student. In general, if a student is reaching scores of at least 70% in the Curie classes, it is obvious that they are benefitting from the program. This minimum, of course, should not be the students’ aim; the aim of the student is to achieve the highest scores that he/she can accomplish in the class.

Since our program raises the bar when it comes to difficulty level, new students (and parents alike) may naturally experience an “adjustment period” to the new level of rigor in this program. However, this program is most useful to the students if they invest the proper time for assignments and complete all assignments to the best of their ability.

Homework and Assessments: Homework is given every week for both math and English classes, and assessments will be given approximately every 4-8 weeks. Essay writing is incorporated within the English homework packets; however, not every homework packet includes an essay. Our mathematics curriculum is designed with a strong emphasis on word
problems and conceptual understanding as well as higher-level computation problems. Our English curriculum focuses on four main categories: grammar and punctuation, writing, vocabulary (SAT based), and reading comprehension.

**Posted Grades, Homework Assignments, and Answer Keys:**
During online learning, all lessons will be posted and assigned to students through the Google Classroom program. All assignments will also be scored and recorded through the Google Classroom program as well. Answer keys will be included on Google Classroom, but all students must show their work and complete all assignments honestly. Assessment answers are not provided on Google Classroom.

**Answer Keys and the Request to Check Homework:**
Parents are provided answers (through their child’s Google Classroom account) and are expected to check their child’s homework on a weekly (class by class) basis. For the English curriculum, solutions are only provided for problems for which there is one definitive answer, *i.e.* multiple choice or short answer exercises. Teachers are expected to assess/examine these homework assignments for conceptual understanding, but are *not* required to re-grade all problems whose answers are provided to parents. The way assignments/assessments are scored/assessed rests on the discretion of the teacher. Students and/or parents will be informed ahead of time as to when an assessment will be given in class.

**III. Enrolling into the Program:**

**Placement Test:**
In order to enroll, students need to first take a placement test. If a student is new to the program, has not been enrolled in our *academic year* program for the previous school year, has dropped out of the academic year program within the previous school year, and/or has not taken the placement test within the last *two* months of enrollment, he/she will need to take (or retake) the test.

We use the results of the placement test to give a recommendation as to which level will be best for your child for the upcoming school year. Parents are given the option to reject our recommendation and enroll for another level; however, a waiver will need to be signed stating that Curie Learning will not be held responsible if the child does not improve throughout the year. Teachers are not required to offer consistent help to a student, especially if that student is placed in a higher level than recommended.
To schedule a placement test while we are online, please contact us at curielearning@gmail.com or (703) 798-6808. We will schedule a time to send you the test via email.

**Office Hours:**

![Chart showing office hours]

*PLEASE DO NOT COME TO THE OFFICE FOR CURIE LEARNING-RELATED BUSINESS OUTSIDE OF OFFICE HOURS!*

We share our buildings with preschools that run; the preschool staff will not be able to help you.

**Payment:** For the time being, we accept cash or check (made out to Curie Learning) only. NO ENROLLMENT WILL BE ACCEPTED UNTIL THE FULL PAYMENT IS MADE. Please see the “2020-2021 Academic Year Schedule” for admission and registration fees.

**Refund Period:** Once the payment is made, all patrons have up to two weeks after the child has been enrolled to withdraw from the program to receive a refund. In the case of a student withdraw, a refund of the remaining classes will be given; the patron will still be required to pay for the classes for which his/her child attended. Any enrollment fee paid will not be refunded. Refunds will not be issued after two weeks of the child’s assigned class from the date that the child has been enrolled (even if the child had not attended the class). Any patron who wishes to withdraw from the program must do so in writing as an email to the appropriate Curie Learning center’s email. No refund will be given after the refund period has expired.

**IV. Online Classroom Structure:**

For math classes, students will receive most lesson instruction from prerecorded videos. The assignments will be posted on Google Classroom. Student records will also be recorded and viewed on Google Classroom. The time mentioned on the schedule will be for the live sessions. During live sessions, teachers will reiterate the skills taught in the videos for each lesson and will answer homework questions from the previous week’s homework. For English classes (Levels 4-6), the writing portion will be covered during live sessions and grammar portions over video.
First Two Weeks of the Online Schedule:

After two weeks, the pattern will continue similar to Week #2.

**Step #1**
Teacher posts the first week’s assignment(s) on Google Classroom along with its video. Student prints out the assignment(s) for the week.

**Step #2**
Student watches the Video for Homework 1 and completes the Notes section/examples (math and grammar) on the Homework 1 Packet.

**Step #3**
Student Attends the live session and asks questions about the Notes on Homework 1 before completing Homework 1. English: Teacher give Writing instruction on Homework 1 during the live session.

**Step #4**
Student takes the next 7 days to complete Homework 1. Before the next live session, Homework 1 is completed and checked by the parent using the answer key. Student is prepared with which questions will need to be asked during the next live session.

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**Week 1**

**Step #1**
Teacher posts the second week’s assignment(s) [Homework 2] on Google Classroom along with its video (math and grammar). Student prints out the assignment(s) for the week.

**Step #2**
Student watches the Video for Homework 2 and completes the Notes section/examples (math and grammar) on the Homework 2 Packet.

**Step #3**
Student Attends the live session and asks questions about the Notes on Homework 2. The Homework 2 packet will be finished during the following week. Student asks the teacher questions about the problems from the Homework 1 assignment. English: Teacher give Writing instruction on Homework 2 during the live session.

**Step #4**
Student submits Homework 1 on Google Classroom. Student takes the next 7 days to complete Homework 2. Before the next live session, Homework 2 is completed and checked using the answer key. Student is prepared with which questions from Homework 2 will need to be asked during the next live session.

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**Week 2**

(Continuing pattern)

**Step #1**
Teacher posts the second week’s assignment(s) [Homework 2] on Google Classroom along with its video (math and grammar). Student prints out the assignment(s) for the week.

**Step #2**
Student finishes the Homework 1 packet. Student watches the Video for Homework 2 and completes the Notes section/examples (ONLY) on the Homework #2 Packet [Math and Grammar].

**Step #3**
Student Attends the live session and asks questions about the Notes on Homework 2. The Homework 2 packet will be finished during the following week. Student asks the teacher questions about the problems from the Homework 1 assignment. English: Teacher give Writing instruction on Homework 2 during the live session.

**Step #4**
Student submits Homework 1 on Google Classroom. Student takes the next 7 days to complete Homework 2. Before the next live session, Homework 2 is completed and checked using the answer key. Student is prepared with which questions from Homework 2 will need to be asked during the next live session.
V. Student/Teacher/Parent Roles:
Here at Curie Learning, LLC, we believe that in order for students to reach optimal potential, the roles of the student, teacher, and parent are of equal importance (after all, it absolutely takes a village to raise a child). A child is best apt to meet his/her learning potential when all parties are participating accordingly. These roles are defined as follows:

A. The Role of the Student: The student has the most important role in the education process. His/her attitude and approach toward learning is the largest factor in his/her success as a student. This is especially true for higher levels/ages; it is the student’s responsibility to ensure that he/she understands what is taught to him/her. To ensure this, students are expected to:

- Review and study the lessons and examples given in class before he/she begins the homework or homework section.
- Communicate to the teacher and/or parent if he/she is not understanding a concept and seek support when necessary.
- Use the class examples as a reference while completing an assignment to ensure that he/she answers/solves correctly.
- Complete his/her homework completely and to the very best of his/her ability. Show all work and follow any instruction given by the teacher.
- Help make sure that his/her work is checked by his/her parent. Re-attempt each missed problem at least once before submitting it to the teacher.
- Submit the homework through Google Classroom—as a PDF multi-paged file or as instructed by the teacher.
- View the teacher’s comments for each assignment on Google Classroom after it is returned through the Google Classroom program.
- Keep track of his/her assignment to ensure that he/she is not missing any; if a student is unsure, he/she must check Google Classroom.
B. The Role of the Teacher: The teacher’s role is to:

- Clearly communicate the concepts to the students while teaching the lesson, give constructive feedback on homework assignments and assessments, and consistently review homework problems in class.
- Be punctual and prepared for every class; a teacher must show up at least 10 minutes before his/her first class begins and is expected to stay at least 10 minutes after his/her last class to speak with parents and offer support to students.
- Conduct parent-teacher conferences at least once within the school year (before winter break) to give feedback to parents.
- Keep all Google Classrooms for each course updated and accurate—all assignments must be posted and all grading will be done through this program.
- Check his/her Curie Learning email at least once per week.
- Assess homework (on a weekly basis) and tests.
- Use Google Classroom to weekly post student scores. Lessons will also be posted on Google Classroom while online learning is taking place.

Teachers are not expected to…

- “Chase” students down for homework.
- Initiate emails to parents for missing homework assignments.
- Initiate emails to parents to give an individual student’s scores.
- Tutor students outside of classroom hours free of charge.
- Conduct lengthy and unplanned meetings with parents.
- Write recommendation letters for students unless he/she agrees to do so.
- Grade each and every individual problem when the answers are given to parents.

C. The Role of the Parent: Studies show that the actions that parents take toward their child’s education directly influences the child’s attitude and capacity toward learning. In order for students to meet their full potential, students need support from many authority figures in their lives. The parent’s role here at Curie Learning, LLC is to:
• Help to monitor the student’s homework completion and behavior during online sessions. Also to ensure that the student does not miss any homework assignments. This is easily done by checking the student’s Google Classroom.

• Make sure that the student attends class consistently; however, when a class must be missed, the parent must ensure the student still watches the lesson video and turns in the homework (which will be posted on Google Classroom). If a child misses a session that was conducted in-center, the parent must contact the center and request the specific assignment from them. The parent may be asked to pick up the assignment from the appointed center.

• Ensure the student joins the class in a timely fashion. When attending in-center, make sure to drop off and pick up the student in a timely fashion (at least 5-10 minutes before the class begins).

• Check answers of the student’s homework, while providing enough time for the student to attempt to correct his/her errors.

• Read all teacher emails and email teachers regarding any concerns.

• Inform your child’s teacher (via email) in the case of your child’s absence.

VI. Necessary Materials:

• Please keep separate ring binders at home for both English and Math. (We recommend at least 3 inches in width for each binder.) All sheets should be filed in the appropriate ring binder, in a proper order. These binders do not need to be brought to class on a regular basis; however, students are not to throw any assignments away during the duration of the class. The papers should be kept to refer back to for any cumulative test or for review of a certain skill.

• We recommend that each student be provided with two folders to keep in his/her Curie Learning bag. One folder is for holding the current Math homework and the other is for holding the current English homework. Students must bring these folders to class every week containing the appropriate assignments.

• Students must have a notebook or notepad for every class (especially English classes).

• Students must be supplied with their own pencils, pens, and erasers. All three of these items are necessary for the classes.
• While we are online, students must print out the packets (posted on Google Classroom) before class each week. If you do not have access to a printer, please contact Curie Learning to obtain the printed lesson materials. Materials will be provided one semester at a time. Please note that, if materials are provided to a patron at the beginning of the semester, the patron forfeits his/her right for a refund within the first two weeks since the first day of the student’s class, even if the materials are returned to the center.

VII. Student Behavior:

Here at Curie Learning, LLC, we maintain a strong standard for a teacher’s classroom management ability and also for student behavior; therefore, behavioral issues will not (and cannot) be tolerated. We rarely encounter behavioral issues here at Curie Learning, LLC; however, disclosed is our policy regarding student behavior.

If a student is disruptive in class and/or is interfering with the learning of others in any way, there is a protocol that teachers will follow in the classroom:

**In-House Learning:**
1. The student will first be given a verbal warning.
2. If learning in the classroom, the student will be asked to switch seats and may be given a *permanent* seat change (henceforth not allowed to sit next to certain classmates).
3. The student will be sent out of the classroom and parents will be called/informed. The student will be allowed back into the class only after the matter was discussed between the teacher and parent and/or student.
4. If the discipline problem continues, a parent may be told to withdraw the student from the program.

**Online Learning:**
1. The student will first be given a verbal warning.
2. The student may be muted through the Zoom program if he/she continues to be disruptive.
3. The student will be “removed” from the session. Once a student is removed (or kicked out), he/she will not be able to re-enter the session on that day.
4. If the discipline problem continues, a parent may be told to withdraw the student from the program.
VIII. In the Case of an Absence: ***Only applicable during in-center instruction:

If ever your son/daughter will not be able to make it to class, please email or call the center as soon as possible to let us know. The number is 703-798-6808. It is possible for your child to attend another section for the week; however, some classes are very full, and students will not be admitted into these full sections. This is another reason why we require notice from parents before they bring their child to another class.

**During Online Learning:**

- While we are online: you may view the missed assignments and video lessons on Google Classroom. Videos of the live sessions will be shared for Levels 4-6 English class only, and only upon request with a valid reason. Since the writing lessons will be taught during the live session for these English classes, student who miss these sessions will miss new instruction. For all other classes, the lesson itself will be taught on video; since your child will not miss any instruction from the live sessions (only in-class practice, homework questions, and reinforcement of the skills taught in the lesson).

- Instructional videos and live session videos will only be accessible for a limited amount of time and will not be re-provided to any patrons once they are removed.

**During In-Center Learning:**

- You may request a copy from the center’s admin/receptionist any time during office hours. The receptionist will print a copy for you on the spot. Instructional videos will no longer be provided; students will be given an “absent key” which includes class examples on the pages of the packet.

- Please do not email teachers requesting assignments. Teachers will not be permitted to send any document belonging to Curie Learning, LLC over email once we return to in-center instruction.
IX. Class Scheduling/Breaks/Cancellations:

List of Breaks

**Start Date:** Friday, August 28th

**Labor Day Weekend:** Friday, 9/4 – Monday, 9/7

**Diwali:** Saturday, 11/14—Classes will be rescheduled for Levels K-6 & Algebra 1

**Halloween:** Saturday, 10/31—Classes will be rescheduled for Levels K-6

**Thanksgiving Break:** Wednesday, 11/25 – Sunday, 11/29

**Winter Break:** Monday, 12/21 – Sunday, 1/3

**Spring Break:** Monday, 3/29 – Sunday, 4/4

**Memorial Weekend:** Saturday, 5/28 – Monday, 5/31

**End Date:** Sunday, June 13th

Calendar at a Glimpse:

Number of Classes:

The program includes a minimum of 35 days/two-hour sessions (70 classes for levels that include both math and English courses).

- **Monday:** 1 Bonus Class [meets 36 times without disruption]
- **Tuesday:** 3 Bonus Classes [meets 38 times without disruption]
- **Wednesday:** 2 Bonus Classes [meets 37 times without disruption]
- **Thursday:** 2 Bonus Classes [meets 37 times without disruption]
- **Friday:** 2 Bonus Classes [meets 36 times without disruption]
- **Saturday:** 1 Bonus Class [meets 36 times without disruption]**
  **Halloween & Diwali will be rescheduled.
- **Sunday:** 1 Bonus Class [meets 36 times without disruption]
In Case of Cancellations:
If the classes are cancelled due to weather conditions, teacher illness, or any other reasons outside of our control, the ‘bonus days’ will first be used. If the number of cancellations for any given class exceeds the number of bonus days, the teacher will then (and only then) need to conduct an extra class outside of the regularly scheduled classes. If the teacher cancels a class due to personal reasons, he/she may hold a make-up class for his/her section.

X. Parent Requests/Feedback:

A. Requesting Letters of Recommendations:
Parents may request letters of recommendations for their child’s admittance into academic programs related to school or other extra-curricular activities. However, Curie Learning, LLC offers guidelines and policies regarding these requests.

- To give a letter of recommendation is under the teacher’s discretion; our teachers have the right to deny your child a letter without having to give a reason for the rejection.
- All requests must be made at least two weeks before the letter is given to the parent or submitted to the school. Please do not make the request at all if you cannot give the teacher at least two weeks.
- Teachers may give letters of recommendation in a sealed envelope with the student’s name written on the outside. If a teacher chooses to do this, this letter should not be opened and read by the parent before it is submitted to the school. A teacher may also choose to mail the letter directly to the school.

B. Feedback on the Program:
Curie Learning, LLC welcomes any feedback on the academic program. If you have a complaint or suggestion as to how we can better our program, please speak to the center receptionist and he/she can provide you with a parent survey, which will soon after be submitted to management. Your request/suggestion will then be reviewed and considered. Please do not necessarily expect immediate change after submitting a complaint or a request. The promise is that we will consider and work on the problem in order to continue to make improvements within our program.
XI. Rules Governing the Centers:

A. Child Pick-up and Drop Off:
   (for in-center instruction only)
Curie Learning, LLC is only responsible for the safety of your child while he/she is in our facility. However, we cannot be held responsible for students as they are entering and exiting the building. In order to help protect your child, we ask that you please follow these rules/precautions:

- Students who are under the age of 11 must always have a parent escort him/her in and out of the building, especially when it is dark outside. This is particularly important for students who attend the Ashburn Center, as the suite is on the upper floor of the building.
- Students 11 years of age and older may walk in and out of the facilities on their own; however, we ask that you please watch them from your car as they do so. Students exiting the Ashburn Center must watch from the hallway (on the second floor of the building) until they see their parent’s car pull up into the parking lot below and may not leave the hallway until they see their parent’s car.
- A $10 per hour fee may be applied if a parent does not pick up his/her child at least 15 minutes after the classes end (especially if this happens consistently). This fee is not prorated by fractions of an hour. The beginning of the next hour constitutes a charge of $10. Enforcement of this rule will be under the discretion of the center’s admin.

B. Parking:
In front of each facility is a fire lane. Patrons may not park directly in front of the facilities; patrons may only enter the facilities once they are parked in a designated parking space. It is fine to line up along the parking lot as long as the driver stays in the car at all times and there is a clear passageway for passing/moving vehicles. Cars that are parked inappropriately may be towed. For the South Riding/Chantilly center, please view the parking map on pg. 14.

C. Speaking to the Teacher:
Teachers are required to make themselves available at least 10 minutes after class to converse with parents. You may also contact a teacher via email; these email will be provided to you later on. However, parents may never interrupt a teacher while his/her class is in session. During online learning, the teacher has every right to mute a parent (or remove the
participant) through Zoom if the parent is interrupting the class during its scheduled time. If you need to relay a message to the teacher, please wait until after the class to do so. It is fine to ask the teacher at the beginning of class (before instruction begins) to speak with you after the session is over. You will also be provided with the teacher’s email address in order to contact him/her.

XII. Added Sessions Throughout the School Year:
Curie Learning, LLC also conducts extra classes throughout the year in order to prepare our students for upcoming tests in their schools (such as the IOWA or SOLs). At this time, most schools have not announced which test they will be using this coming academic year. Parents will be informed (via email) as to the schedule of extra sessions nearer to the test dates. These sessions times/options may differ depending upon the county in which your child attends school.

XIII. Advice for Future TJ/AOS Admission:
1. Make sure that your child gets nothing but an A (or equivalent) grade in all subjects in every quarter. Maintaining A grades is essential for TJ/AOS admission. This habit should start from elementary school years.
2. Also make sure that your child is actively involved in out-of-classroom and out-of-school STEM activities in school and outside school. Participation in STEM-based activities is essential to have entries for the TJ/AOS Student Information Sheet (SIS) preparation, which is part of the second-cut admission process.
3. Have your child take advantage of many relevant activities available at the school. However, please also ensure that students have a healthy balance between activities and academics.
4. Make sure that your child is involved in at least one activity in each category of Math, Science, and Technology/Engineering. In many schools, the student needs to sign-up for these activities in the first few weeks after the schools reopen. Many schools set a number limit for each activity and, once they reach the limit, no more students are accepted to participate in the activity.
5. In some schools, admission to each activity is through an entrance exam. It is seen that many students are left out with no activity due to this reason. For students who do not have
many activities available at school and for those who couldn’t get into the activities available at the school, Curie offers many STEM-based activities through the Curie Creative Talents program. Students can register online for these activities by visiting the Curie Learning website.

**XIV. Contact Information**

**Website:** curielearning.com

The emails for the Centers are:

Herndon: curielearning@gmail.com  
Ashburn: ashburn.va@curielearning.com  
South Riding: southriding.va@curielearning.com

Phone Number for All Centers (Levels 1-6): 703-798-6808 [from 12pm – 9pm, Mon – Fri & 9am – 3pm Sat]

Program Director/Head of Mathematics: Kristen Herdman  
(kristen.herdman.curiellc@gmail.com)

Head of English: Erin Price (erin.price.curiellc@gmail.com)
KEY

Parking Spaces:
• Do Not Park or Sit in Front of a Neighbor's House
• Leave the Walk Path Between the Playground and the Building CLEAR
• Do Not Park or Sit in the Parking Area of the Chimney
• Do Not Park or Sit within 15 Feet of the Fire Hydrant

Knapsack:
• You may sit and wait for your child
• Do not leave your car unattended in these areas

South Riding (Chantilly) Center

Parking Map
South Riding Center

FIRE HYDRANT!
Do Not Park Within 15 Feet of It!
Dear Parent,

Greetings from Curie Learning!!!

We thank you for choosing Curie Learning as your child’s study partner. At Curie Learning, it is our earnest endeavor to provide children the right impetus to further their academic pursuits.

The Curie Learning Programs are designed keeping in mind the different learning needs of children. The focus is to help children perform consistently well by creating the right learning habits. Having successfully trained children over the years, in not only getting good grades but also in getting into schools and colleges of their preference, we have come to strongly believe that success is possible only if all the concerned stake holders work with the same intensity and dedication.

We assure you that we will work closely with your child and provide all the necessary assistance to help your child perform to his / her optimum potential. Discipline and dedication play an important role in the Curie Learning method of teaching and students will be expected to maintain the highest levels of discipline and dedication while undergoing their respective courses at Curie Learning. Parent involvement is of paramount importance in motivating children to adhere to the guidelines set by Curie Learning.

We welcome you and your child to the World of Curie Learning and thank you once again on your decision of enrolling your child in Curie Learning.

This document details the “Policies and Procedures of Curie Learning”. Kindly ensure that you go through the document and follow the instructions diligently.

Wishing your child “Happy Learning”!

Sincerely,

The Curie Learning, LLC Management/Staff

Policies and Procedures of Curie Learning 7th/8th Grade Program

The Basics of What to Expect - Online Learning:
Due to the recent pandemic, we are taking the proper precautions and planning to conduct classes exclusively online until/unless all social distancing requirements have been revoked and the local public schools return to their regular standard procedures in terms of in-person learning for students. If/when we decide to reopen our center for student attendance, we will quickly make the transition. We ask that all patrons consider this possible transition when registering their children and choose a section that will be sustainable if they will eventually need to commute to and from the center.

For online learning, video lessons will be provided each week; also, a live session will be held with the teacher each week on Zoom where teachers will discuss homework questions and present additional material. To be prepared, students must watch the current lesson’s video before attending the Zoom session, as well as have completed their previous homework assignment and be ready with homework questions to ask from this assignment. Students will have to keep track of their homework and parents will have grade/correct it using the Parent Key that is provided. They will be expected to maintain it to study upon for future exams. Links to the Zoom sessions will be posted in Google Classroom and in Google Calendar (will be provided before the school year begins).

Students must have access to a device with a working microphone and a camera is preferred. The classes involve interaction, and students will not be able to fully participate if they are unable to verbally speak with the teacher. Cameras are necessary for teachers to monitor the students’ movements during the class; therefore, device cameras should remain on for the entire duration of the session. Students will need a quiet space to attend class meetings that is free from distractions, and they must focus completely on the lesson--avoiding inappropriate internet or device usage while the class is in session. (Occasional parent check-ins to make sure your child is paying attention are strongly recommended and appreciated.)

Please note that centers may open back up during the school year. If centers reopen, classes will be held in-center only and all instruction will be done in-center.

The new batch commences from the week of August 28th

1. The day of first class depends on the location and section you choose
2. Every week, we will provide a recorded lesson for your child to watch and follow along with their study packets. Additionally, there will be live weekly discussions your child will have to attend. Please note that there is no way to make up the weekly live discussion if your child misses it. If they miss it, they miss it. They are still expected to watch the recorded lessons, and finish the designated assignments
3. Instructional videos and live session videos will only be accessible for a limited amount of time and will not be re-provided to any patrons once they are removed.
4. Only Applicable when we return to in-person classes: We will try our level best to cover the same material at all locations in a given week so that your child can attend the class at another location, in case he/she misses the class due to conflict with an after school activity. For example, Saturday class student can attend the Friday or Sunday class and vice-versa if he/she misses the regular registered class.

7th/8th Grade TJ/AoS/AET English and Math Learning Objectives:

1. The English learning objectives include building grammar, vocabulary, writing and reading comprehension skills.
2. From January, alternate Sunday evenings would be devoted to special focus on science, critical thinking, and writing.
3. Excellence in writing has become an important requirement for success in both TJ and AoS/AET admissions and Curie programs pay special attention to it.
4. From February to December (for 11 months), every student will be provided a “Three on One” session of 60 minutes with a writing expert once a month.
5. In Math, the focus initially is on Arithmetic concepts and later Algebra and Geometry fundamentals. The focus of the math program is to developing skills in solving word problems.

**Class Schedule:**

**First Semester (August 2020 – December 2020):**
1. The Class schedule will run from Thursdays to Tuesdays. This means, that the first class ever, will be held for the Thursday Group and the last class will be held for the Tuesday Group.
2. **ALL** Class information will be shared in Google Classroom and Google Calendar. Please make sure you have access to your child’s email and password.
3. Every Monday, Weekly emails will be sent out with the following information (only if applicable):
   a. Parent Keys
   b. Any test information
   c. Study Log Record (Parents must fill this out weekly, to record the number of hours their child studied, which the students and parents should be keeping track of).
4. In the Google Calendar, Under Monday, the following information will be posted:
   a. Recorded Math Lesson
   b. Recorded English Lesson
   c. Math Packet (if applicable, sometimes they use the same packet for multiple weeks)
   d. English Packet
      i. Please note, that these packet and lessons are only available to access for a specific time (for a week), after this, you will lose access. So, it is essential to keep up with the class schedule. You will not be granted additional access for any reason.
5. An elimination exam will be conducted in December to determine eligibility for the second semester.

**Second Semester (January 2021 – June 2021):**
6. During the second semester, students will still have their 2-hour classes (1-hour math and 1-hour English as outlined above).
7. Classes will be held every alternate Sunday evening in addition to the regular weekly classes, for covering science / California critical thinking parts of the TJ/AoS/AET first-cut exam. Half of the time in the alternate Sunday evening classes will be spent on developing advanced writing skills as excellence in writing is of paramount importance for success in second-cut TJ/AoS/AET exam
8. Also, we will be starting our “Three-on-One” writing classes. Every 7th grader at Curie will get a “Three-on-One” appointment every month starting from February with our writing expert. The objective of “Three-on-One” writing sessions is to help the student overcome his/her specific areas of difficulty in writing. A total of 10 such appointments will be given from February to December.
9. An elimination exam will be conducted in June to determine eligibility for the third semester.

**We do not recommend taking Geometry during summer for high-school credit. It is tough to assimilate knowledge in a short 6-week program on core math and science subjects.**

**Third Semester (July 2021–January 2022):**

10. During the third semester, students will have their 2-hour classes (math and English), alternate Sunday classes, and their 3-on-1 tutoring sessions (as mentioned above).

11. The number of class meetings would be 12 – 16 (during summer) sessions a month. In depth preparation during summer is crucial for success in TJ/AoS/AET entrance exams. We may conduct about 20 hours of extra classes during winter, summer, and early fall. The extra/compensation classes may be conducted at a short notice. Our class duration sometimes may exceed the planned 1.5 hour or 2-hour or 2.25 hour duration depending on student response and questions. Please do not schedule any important activities immediately following our class.

12. AOS and AET only students will have CCTDI during the last part of science session.

13. Frequent (Saturdays or Sundays) testing will begin from July and continue through end of October. Please do not plan summer camps or activities which clash with Curie classes and tests. Full-length first and second cut TJ/AoS practice exams will be conducted from end of June. Several one or two-hour math/English-reading/Science exams will be conducted from July to October of 2020. We conduct 6 full-length TJ first-cut exams Three second-cut TJ exams also will be conducted.

**Homework and Discipline:**

1. Homework is given in both Math and English in every class. For math classes, students will receive most lesson instruction from prerecorded videos. The assignments will be posted on Google Calendar. The time mentioned on the schedule will be for the live sessions. During live sessions, teachers will reiterate the skills taught in the videos for each lesson and will answer homework questions from the previous week’s homework.

2. Kindly ensure that your child completes his/her homework on time. Tardiness in completing the homework/essays is not an acceptable trait at Curie Learning.

3. Please maintain separate ring binders for English and Math. All sheets should be filed in the appropriate ring binder, in a proper order, when in class. It is essential for students to maintain all their work, if they misplace any packet or try to access a document late, they will not be granted access.

4. Maintaining discipline in the classroom is an important part of learning. We expect every student to come to the class on time and adhere to good classroom conduct and behavior, which include being respectful to teachers and fellow students, maintaining decorum in the class, and behave in a civil manner. Also, a student should speak only if the teacher asks the student to answer a question’. We welcome student questions because it is the best part of learning. The student must raise a hand to get the teacher’s permission to ask questions or making comments etc. If a student continues to behave in an unruly manner despite being warned, he / she may be sent out of class. Curie Learning reserves the right of asking parents to withdraw their child from the program if the student does not change his/her behavior despite of repeated warnings. Habitual tardiness is detrimental to student’s learning and for classroom management. These rules adhere to an online learning environment as well.
Study Log:
1. Every student must have a notebook to keep track of his/her study duration and regularity. As parents, kindly ensure that your child studies regularly every day. Parents also must authenticate the study hours by logging the total amount of hours through the google form link provided. Student should enter the date, time spent on the day, what Curie work was done on that day and get signature from a parent on the same day he/she is claiming the study hours in their notebook (spiral or marble).
2. The total weekly time spent studying at home on Curie material should be about 7 hours during first four (September to December) months and about 10 hours for the next 6 months (from January to June). For the third semester (July to January) they should be studying 4 – 5 hours per day (during summer since they do not have school). In case, if the students complete their homework in a lesser amount of time, then they should review the class notes and previous homework for the rest of the time to fulfill the mandated study hours. **Frequent review and memorization of concepts is absolutely required for the student’s academic success.**
3. Please avoid having your child study for 7 or 10 hours in long stretches (for example 2 sessions of 3.5 or 5 hours).
4. Assimilation of knowledge requires multiple numbers of sittings in a week. About 2 hours a day for 4 or 5 days a week is ideal.
5. The study log is designed to help your child get into the habit of self-monitoring and to instill disciplined approach to learning.
6. Curie teachers and support staff are trained to monitor the student’s study habits periodically. One of the ways is by checking the google form information authenticated by the parents. The personnel at Curie rely on the parent for the authenticity of the entries made in the google form after checking their child’s notebook.

Student Behavior:
Here at Curie Learning, LLC, we maintain a strong standard for a teacher’s classroom management ability and for student behavior; therefore, behavioral issues will not (and **cannot** be tolerated. We rarely encounter behavioral issues here at Curie Learning, LLC; however, disclosed is our policy regarding student behavior.

If a student is disruptive in class and/or is interfering with the learning of others in any way, there is a protocol that teachers will follow in the classroom:

**In-House Learning:**
5. The student will first be given a verbal warning.
6. If learning in the classroom, the student will be asked to switch seats and may be given a permanent seat change (henceforth not allowed to sit next to certain classmates).
7. The student will be sent out of the classroom and parents will be called/informed. The student will be allowed back into the class only after the matter was discussed between the teacher and parent and/or student.
8. If the discipline problem continues, a parent may be told to withdraw the student from the program.

**Online Learning:**
5. The student will first be given a verbal warning.
6. The student may be muted through the Zoom program if he/she continues to be disruptive.
7. The student will be “removed” from the session. Once a student is removed (or kicked out), he/she will not be able to re-enter the session on that day.
8. If the discipline problem continues, a parent may be told to withdraw the student from the program.
9. Students names in Google Classrooms MUST be the ones we have on record, otherwise they will be removed from the classroom (their names should be displayed as their First and Last name)

Monitoring and Evaluation:
1. Make sure that your child gets nothing but an A grade in all subjects in every quarter. Maintaining A grades is essential for TJ/AoS/AET admission. Also make sure that your child is actively involved in out-of-classroom and out of school STEM activities in school and outside school.
2. Please monitor your child’s Google Classroom and Google Calendar for updates, assignments, tests, and other important information.
3. Parents should help keep track of all graded tests/assignments to keep up with their child’s progress (if your child misplaces any study material, make ups will not be provided)

Holidays and Attendance:
1. Attendance to ALL sessions is mandatory. Unless the absence is due to health-related issues, all absences must be informed in advance to the center manager or authorized Curie Learning personnel. Prior arrangements should be made with Curie staff to pick-up the copies of missed work.
2. We request all parents not to plan a lengthy summer vacation in 2021.
3. Please view the calendar and dates below to determine which days class will not be held

2020-2021 Curie Learning Calendar at a Glimpse:
Start Date: 28th

Labor Day Weekend: Friday, 9/4 – Monday, 9/7

Thanksgiving Break: Wednesday, 11/25 – Sunday, 11/29

Winter Break: Monday, 12/21 – Sunday, 1/3

Spring Break: Monday, 3/29 – Sunday, 4/4

Memorial Weekend: Friday, 5/28 – Monday, 5/31

***Summer Break: Saturday 6/26 - Tuesday 7/6
***'(subjected to change, will finalize by January 2021)

In Case of Cancellations:
If the classes are cancelled you will be notified through Google Classroom and emails, and a make ups will be conducted.

Study and Classroom Materials:
1. The curriculum is more applications oriented and we will be using new ACT/SAT books. We will be providing lot of handouts in the class. In addition, the following books need to be purchased by the first class.
   a. Sadlier Vocabulary Workshop- Level D- Enriched Edition by Jerome Shostak (Student Edition only) approximately $20 dollars
   - https://www.amazon.com/Vocabulary-Workshop-Enriched-Student-Level/dp/B00BXRRLYW/ref=sr_1_1?__encoding=UTF8&refRID=47V01H586X5R6QCYN5K1
b. **New SAT Reading Book (Green)** – Advanced Practice Series $19.99 ISBN 9780996406406
   - https://www.amazon.com/New-Reading-Workbook-Khalid-Khashoggi/dp/0996406409/ref=sr_1_1?#books&ie=UTF8&qid=1504142744&sr=1-1&keywords=9780996406406

   - https://www.amazon.com/SAT-Verbal-Tests-Practice-Book/dp/0996406425/ref=sr_1_1?#books&ie=UTF8&qid=1504142690&sr=1-1&keywords=New+SAT+Verbal

d. **Sadlier Vocabulary Workshop**- Level E- Enriched Edition by Jerome Shostak (Student Edition only) approximately $20 dollars
   - https://www.amazon.com/Vocabulary-Workshop-Enriched-Student-Level/dp/0821580108/ref=tmm_pap_swatch_0?_encoding=UTF8&qid=&sr=

2. For critical thinking and science material will be provided in the class.
3. You will be asked to buy more books in future for more practice.
4. Every student is required to come fully prepared for the class by carrying a notebook or paper and a pencil/pen/eraser box/bag with a multiple number of sharpened pencils, a mechanical pencil, a pen, and an eraser in it. Students are not allowed to stall the proceedings in the class for sharpening the pencil or for lack of paper for writing the notes.
5. Teachers do not carry with them the material covered in previous classes dating back to several weeks. In case, if a student misses several weeks of classes we provide missed material for no more than two previous classes. In case, if a student joins the program late, material covered in the class before joining the program will not be provided.

**Communication:**

1. In order to facilitate better communication between teachers, parents and Curie Management, we have initiated multiple channels of electronic communication such as emails, Facebook posts, whatsapp, etc. Cancellation of the classes due to inclement weather or due to sickness of the teacher will be conveyed by e-mail at least about 45 minutes before the scheduled class time.
2. Dr. Rao would be teaching Math to children at all locations. English teachers at different locations might be different. Dr. Rao would be scheduling parent group meetings periodically to update you on the progress of the students.
3. give an update on the progress of students and to remind parents on the things the student should focus at that time in the program.
4. **You can also request a private meeting with Dr. Rao or the English teacher by communicating in advance.**

**Curie Seminar Series, Curie Social Service Activities, and Curie Creative Talents:**

Have your child take advantage of all relevant activities available at the school. Make sure that your child is involved in at least one activity in each category of Math, Science and Technology/Engineering every year. In many schools, student needs to sign-up for these activities in the first few weeks after the schools
reopen. Many schools set a number limit for each activity and once they reach the limit no more students are accepted to participate in the activity.

1. To motivate and inspire children we organize Curie Seminars every year by inviting eminent researchers and professionals in various areas of STEM and leaders in other activities like public/social service. Announcements on the seminar dates and times will be posted on Curie website. There is no charge for attending the seminars. Parents are allowed only if space is left after all students are accommodated.

2. Curie Learning organizes a Social Service Club. Check our website in the middle of September for more information on the activities and participation in the club.

In all GT middle schools, admission to each activity is through an entrance exam. It is seen that many students are left out with no activity due to this reason.

3. For students who do not have many activities available at school and for those who couldn’t get into the activities available at the school, Curie offers many STEM based activities through Curie Creative Talents program.

4. Students can register online (or in our specified center if we provide that option) for these activities. Participation in STEM based activities is essential to have entries for TJ Student Information Sheet (SIS) preparation, which is the part of second-cut admission process.

Fee Payment:

1. Timely payment of the tuition fee is greatly appreciated. Late fee on tuition payment is $50. No request for refund / reduction of tuition fee for student’s missing classes will be entertained.

2. Please ensure your bank accounts retain the amount mentioned in the check. If your check bounces back, it will be an additional $50.00 fee.

3. **Refund Period:** Once the payment is made, all patrons have up to two weeks after the child has been enrolled to withdraw from the program to receive a refund. In the case of a student withdraw, a refund of the remaining classes will be given; the patron will still be required to pay for the classes for which his/her child attended. Any enrollment fee paid will not be refunded. Refunds will not be issued after two weeks of the child’s assigned class from the date that the child has been enrolled (even if the child had not attended the class). Any patron who wishes to withdraw from the program must do so in writing as an email to the appropriate Curie Learning center’s email. No refund will be given after the refund period has expired.

4. **You are not allowed to make private arrangements with a Curie teacher for paid extra tutoring. All arrangements for paid extra tutoring need to be made through the Curie center.** All payments need to be made to Curie Learning LLC in advance of the service.

Child Pick – up and Drop off (for in-center instruction only)

Curie Learning, LLC is only responsible for the safety of your child while he/she is in our facility. However, we cannot be held responsible for students as they are entering and exiting the building. To help protect your child, we ask that you please follow these rules/precautions:

- Students who are under the age of 11 must always have a parent escort him/her in and out of the building, especially when it is dark outside. This is particularly important for students who attend the Ashburn Center, as the suite is on the upper floor of the building.
- Students 11 years of age and older may walk in and out of the facilities on their own; however, we ask that you please watch them from your car as they do so. Students exiting the Ashburn Center must watch from the hallway (on the second
• floor of the building) until they see their parent’s car pull up into the parking lot below and may not leave the hallway until they see their parent’s car.
• A $10 per hour fee may be applied if a parent does not pick up his/her child at least 15 minutes after the classes end (especially if this happens consistently). This fee is not prorated by fractions of an hour. The beginning of the next hour constitutes a charge of $10. Enforcement of this rule will be under the discretion of the center’s admin.

Parking:
• In front of each facility is a fire lane. Patrons may not park directly in front of the facilities; patrons may only enter the facilities once they are parked in a designated parking space. It is fine to line up along the parking lot as long as the driver stays in the car at all times and there is a clear passageway for passing/moving vehicles. Cars that are parked inappropriately may be towed.