

## **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**

## **INDEX: Curie Learning Policies and Procedures**

<b>I. Description of the Program</b>	<b>Page 3</b>
<b>II. The Basics of What to Expect</b>	<b>Page 3</b>
<b>III. Student/Teacher/Parent Roles</b>	<b>Page 4</b>
<b>IV. Necessary Materials</b>	<b>Page 6</b>
<b>V. Weekly Emails/Answer Keys</b>	<b>Page 7</b>
<b>VI. In the Case of an Absence</b>	<b>Page 7</b>
<b>VII. Student Behavior</b>	<b>Page 9</b>
<b>VIII. Class Scheduling/Breaks/Cancellations</b>	<b>Page 9</b>
<b>IX. Parent Requests</b>	<b>Page 10</b>
<b>X. Rules Governing the Centers</b>	<b>Page 11</b>
<b>XI. Advice for Future TJ/AOS Admission</b>	<b>Page 12</b>
<b>XII. Added Sessions Throughout the School Year</b>	<b>Page 13</b>
<b>Staff Emails</b>	<b>Page 14</b>
<b>Signature Page</b>	<b>Page 15</b>

# 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. The courses of 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:

- Challenging problems – Since the curriculum is based on the material that your child will learn in the next year (and beyond this) in the 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 than they are in the 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 is given every week for both math and English classes, and assessments will be given approximately every 4-6 weeks. Essay writing is incorporated within the English homework packets; however, not every homework packet includes an essay.

- Parents are provided answers 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. 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 studies 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...

- Complete his/her homework completely and to the very best of his/her ability.
- Communicate to the teacher and/or parent if he/she is not understanding a concept and seek support when necessary.
- Review and *study* the lessons and examples given in class *before* he/she begins the homework or homework section..
- Use the class examples as a reference while completing an assignment to ensure that he/she answers/solves correctly.
- Keep track of his/her assignment to ensure that he/she is not missing any; if a student is unsure, he/she must check with the teacher.
- To help make sure that his/her work is checked by his/her parent.

**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 to 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 in order to speak with parents and offer support to students.
- Conduct parent-teacher conferences at least once within the school year (before winter break) in order to give feedback to parents.
- Email parents weekly with the lesson schedule and answer keys in order to keep parents informed regarding the goings-on of the class.
- Check his/her Curie Learning email at least twice a week.
- Assess homework (on a weekly basis) and tests.

**Teachers are *not* expected to...**

- “Chase” students down for homework.
- Initiate emails to parents for missing homework assignments.
- Initiate emails to parents to give individual student's scores.
- Tutor students after the classroom without charging a fee.
- Conduct lengthy and unplanned meetings with parents.
- Write recommendation letters for parents 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 ensure that the student does not miss any homework assignments.

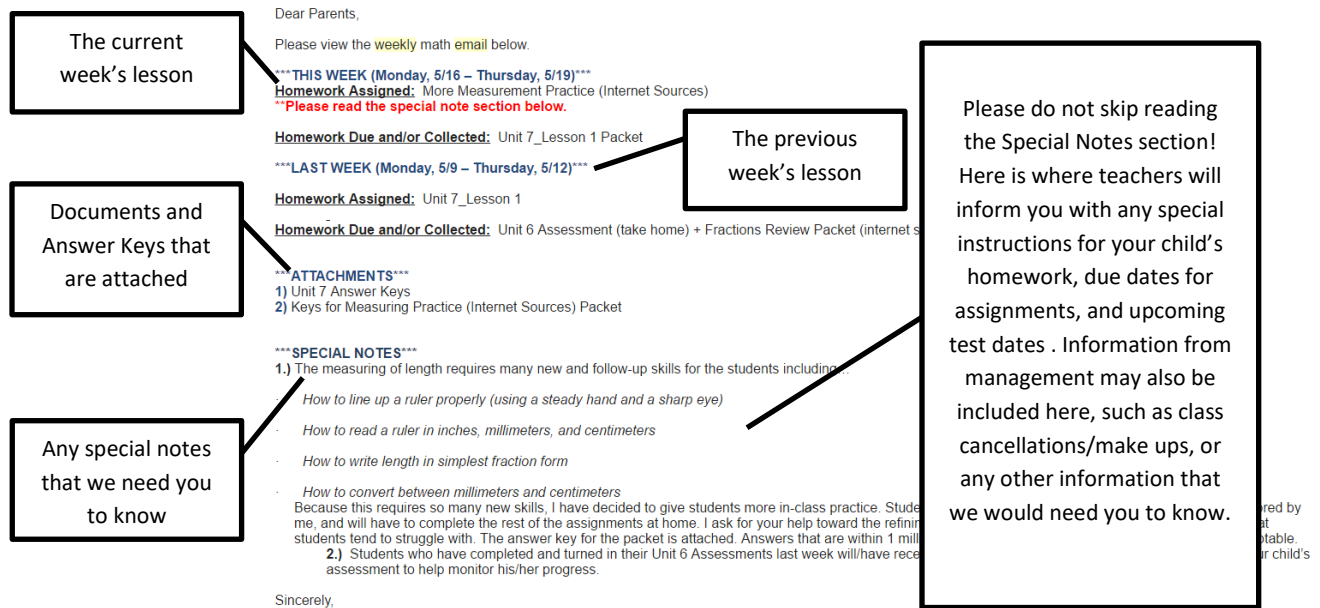
- Bring the student to class consistently; however, when a class must be missed, the parent must make sure that the assignment/absent key is picked up from the center receptionist *before* the next class.
- Drop off and pick up the student in a timely fashion (at least 5-10 minutes before the class begins).
- 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 teacher or parent concerns.

#### **IV. 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 carry a notebook or notepad to every class.
- Students must be supplied with their own pencils, pens, and erasers. All three of these items are necessary for the classes.
- Students must come equipped every week with their completed homework that is due

## V. Weekly Emails/Answer Keys:

Teachers are expected to send weekly emails describing what was/will be taught for the week.



Dear Parents,

Please view the [weekly math email](#) below.

**\*\*\* THIS WEEK (Monday, 5/16 – Thursday, 5/19)\*\*\***  
**Homework Assigned:** More Measurement Practice (Internet Sources)  
**\*\*Please read the special note section below.**

**Homework Due and/or Collected:** Unit 7\_Lesson 1 Packet

**\*\*\*LAST WEEK (Monday, 5/9 – Thursday, 5/12)\*\*\***

**Homework Assigned:** Unit 7\_Lesson 1  
**Homework Due and/or Collected:** Unit 6 Assessment (take home) + Fractions Review Packet (internet sources)

**\*\*\* ATTACHMENTS\*\*\***  
 1) Unit 7 Answer Keys  
 2) Keys for Measuring Practice (Internet Sources) Packet

**\*\*\* SPECIAL NOTES\*\*\***  
 1.) The measuring of length requires many new and follow-up skills for the students including:  
 • *How to line up a ruler properly (using a steady hand and a sharp eye)*  
 • *How to read a ruler in inches, millimeters, and centimeters*  
 • *How to write length in simplest fraction form*  
 • *How to convert between millimeters and centimeters*  
 Because this requires so many new skills, I have decided to give students more in-class practice. Students will have to complete the rest of the assignments at home. I ask for your help toward the refinishing students tend to struggle with. The answer key for the packet is attached. Answers that are within 1 millimeter are acceptable.  
 2.) Students who have completed and turned in their Unit 6 Assessments last week will have received an assessment to help monitor his/her progress.

Sincerely,

**Please do not skip reading the Special Notes section! Here is where teachers will inform you with any special instructions for your child's homework, due dates for assignments, and upcoming test dates. Information from management may also be included here, such as class cancellations/make ups, or any other information that we would need you to know.**

Parents are expected to read these emails and to download and/or print the answer keys in order to check the student's homework every week. (Please be sure to check your son/daughter's homework assignments with ample time for them to attempt to fix their errors.) These emails will also help you to know which assignments to request from the receptionists in the case that your child is absent. Please keep in mind that homework assignments mentioned in these emails may be subject to change. If, by chance, we were not able to complete the entire lesson in class, students will not be assigned the entire packet. It will be clearly communicated to students just how much of the packet will need to be completed for the next week.

## VI. In the Case of an Absence:

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.

**Guidelines for Switching:**

- Switching is not something that should happen often. It is best for all (teachers, students, and admin) if switching classes (especially between different teachers) is kept at a minimum. It is different for a teacher to give proper feedback if he/she does not see the student regularly. Also, consistency is always best for school-aged children. They adapt to how a particular teacher teaches, and also to the rules of the classroom, etc.
- If you must switch to another class within the week, it is important to contact (via email or phone) the center's administration beforehand. Not every section is open for students to switch into because they may be over capacity. Also, one teacher may be behind another in the lesson; therefore, it cannot be assumed that the same lesson will be taught within the same week by another teacher. The receptionist will be able to give you this information.
- Look at teacher's weekly emails to know exactly which assignment your child has missed. As much as our teachers *try* to stay together in the curriculum, sometimes class cancellations, different teaching styles, and the abilities of the students in the class may cause teachers to stray away from the set lesson plans. Doing this helps to ensure that what was taught in the make-up class is what your child has missed.
- Students are *not* to turn in homework to a teacher that they are not assigned to. The teachers' pay is partly determined by the number of students in his/her class. This is because the more student in a teacher's class, the more grading outside of the classroom for him/her. If your child is registered for a specific class to a specific teacher, he/she may only turn in his/her homework to *that* teacher.

**Missing the Class:**

If your child misses class completely...

- You may request a copy from the center's admin/receptionist anytime during office hours. The receptionist will print a copy for you on the spot.
- Please do not email teachers requesting assignments. Teachers are not permitted to send any document belonging to Curie Learning, LLC over email.



**VII. Student Behavior:** 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:

1. The student will first be given a verbal warning.
2. The student will be asked to switch seats and will 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.

Here at Curie Learning, LLC, we maintain a strong standard for a teacher's classroom management and also for student behavior; therefore, behavioral issues have *never once* escalated to the point of a student's dismissal.

## **VIII. Class Scheduling/Breaks/Cancellations:**

### **Number of Classes:**

The tuition fees pay for a total of **35** days/sessions (which is 70 classes for levels that include both math and English courses).

<b>Monday:</b>	1 Bonus Class [meets 36 times without disruption]
<b>Tuesday:</b>	3 Bonus Classes [meets 38 times without disruption]
<b>Wednesday:</b>	1 Bonus Class [meets 36 times without disruption]
<b>Thursday:</b>	1 Bonus Classes [meets 36 times without disruption]
<b>Friday:</b>	2 Bonus Classes [meets 38 times without disruption]
<b>Saturday:</b>	1 Bonus Class [meets 36 times without disruption]
<b>Sunday:</b>	1 Bonus Class [meets 36 times without disruption]

### **In Case of Cancellations/Snow Days:**

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.

**Calendar: Breaks/Recesses, Starting Day, Ending Day**

**STARTING DAY (For Levels K-6):** Tuesday, 8/6

**Thanksgiving Break:** Wednesday, 11/23 – Sunday, 11/28

**Winter Break:** Monday, 12/19 – Sunday, 1/1 (On the weekend before break, Saturday, 12/17 and Sunday, 12/18, classes *will* be in session. Classes will resume starting Monday, 1/2)

**Spring Break:** Monday, 4/10- Sunday, 4/16 (On the weekend before break, Saturday, 4/8 and Sunday, 4/9, classes *will* be in session. Classes will resume starting Monday, 4/17)

**Memorial Weekend:** Saturday, 5/27 – Monday, 5/29 (Classes will resume on Tuesday, 5/30)

**ENDING DAY (For Levels K-6):** Sunday, June 18<sup>th</sup>

**Calendar at a Glimpse:**

2016																		2017																																																																																																							
July						August						September						January						February						March																																																																																											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																		
				1	2		1	2	3	4	5	6		4	5	6	7	8	9	10	<del>1</del>	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	22	23	24	25	26	27	28	26	27	28	26	27	28	29	30	31																						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	16	17	18	19	20	21	22	18	19	20	21	22	23	24	19	20	21	22	23	24	25	19	20	21	22	23	24	25	22	23	24	25	26	27	28	26	27	28	26	27	28	29	30	31																																				
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	12	13	14	15	16	17	18	19	20	21	22	23	24	25	19	20	21	22	23	24	25	22	23	24	25	26	27	28	26	27	28	26	27	28	29	30	31																																																									
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	29	30	31	26	27	28	26	27	28	26	27	28	29	30	31																																																																																										
31																																																																																																																									
October						November						December						April						May						June																																																																																											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																											
					1		1	2	3	4	5		4	5	6	7	8	9	10	1	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30	31	27	28	29	30	31
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30	31	27	28	29	30	31																						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30	31	27	28	29	30	31																																											
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29	23	24	25	26	27	28	29	25	26	27	28	29	30	25	26	27	28	29	30	25	26	27	28	29	30	25	26	27	28	29	30	25	26	27	28	29	30	25	26	27	28	29	30	25	26	27	28	29	30																																									
30	31																																																																																																																								

**Circled:** Starting and Ending Dates

**Slashed:** On Break

**IX. Parent Requests/Complaints:**

**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 program. If you have a complaint or suggestion as to how we can better our program, please speak to the center receptionist or email the Program Director at [kristen.herdman.curiellc@gmail.com](mailto:kristen.herdman.curiellc@gmail.com). Your request/complaint 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.

## **X. Rules Governing the Centers:**

### **A. Child Pick-up and Drop Off:**

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 who are 12 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.

- A \$10 per hour fee will be applied if a parent does not pick up his/her child at least 10 minutes after the classes end. 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.

**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.

**C. Speaking to the Teacher:**

Teachers are required to make themselves available at least 10 minutes before and after class to converse with parents. You may also contact a teacher via email (all emails are given on the last page). However, parents may never interrupt a teacher while his/her class is in session. If you need to relay a message to the teacher, please tell the admin/receptionist and he/she will speak to the teacher for you.

**XI. 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. 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. Have your child take advantage of all relevant activities available at the school.
3. Make sure that your child is involved in at least one activity in each category of Math, Science, and Technology/Engineering. 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.
4. 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.

5. 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. Students can register online for these activities by visiting Curie Learning website. Participation in STEM based activities is essential to have entries for TJ/AOS Student Information Sheet (SIS) preparation, which is the part of second-cut admission process.

## **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.

## Staff Emails

<u>Teacher's Levels</u>	<u>Teacher's Name</u>	<u>Teacher's Email Address</u>
Mth: 1, 2, 3, 4	Sabina Akter	<a href="mailto:sabina.akter.curiellc@gmail.com">sabina.akter.curiellc@gmail.com</a>
Mth: 3, 4, 5, 6	Jay Clement	<a href="mailto:jay.clement.curiellc@gmail.com">jay.clement.curiellc@gmail.com</a>
Mth: Pk/K , 1, 2	Samrudhi Acharya	<a href="mailto:samrudhi.acharya.curiellc@gmail.com">samrudhi.acharya.curiellc@gmail.com</a>
Mth: 2, 4	Neetu Nigam	<a href="mailto:neetu.nigam.curiellc@gmail.com">neetu.nigam.curiellc@gmail.com</a>
Mth: Alg 1 , Geo	Ravi Rikhye	<a href="mailto:ravi.rikhye.curiellc@gmail.com">ravi.rikhye.curiellc@gmail.com</a>
Mth: 5, 6	Kristen Herdman	<a href="mailto:kristen.herdman.curiellc@gmail.com">kristen.herdman.curiellc@gmail.com</a>
Mth: 3, 4	Vidya Kuchupudi	<a href="mailto:vidya.kuchupudi.curiellc@gmail.com">vidya.kuchupudi.curiellc@gmail.com</a>
Mth: 6, 7, 8	Rao Mulpuri	<a href="mailto:venkatamulpuri@gmail.com">venkatamulpuri@gmail.com</a>
Eng: 3, 4, 5, 6	Rigel Kaufman	<a href="mailto:rigel.kaufman.curiellc@gmail.com">rigel.kaufman.curiellc@gmail.com</a>
Eng: 5, 6	Javonna Thompson	<a href="mailto:javonna.thompson.curiellc@gmail.com">javonna.thompson.curiellc@gmail.com</a>
Eng: 5, 6, 7	Mike Hantman	<a href="mailto:michael.hantman.curiellc@gmail.com">michael.hantman.curiellc@gmail.com</a>
Eng: 3, 4	Victoria Fedorets	<a href="mailto:victoria.fedorets.curiellc@gmail.com">victoria.fedorets.curiellc@gmail.com</a>
Eng: 2, 4	Sarah Russell	<a href="mailto:sarah.russell.curiellc@gmail.com">sarah.russell.curiellc@gmail.com</a>
Eng: 1, 3, 6	Drew Carroll	<a href="mailto:drew.carroll.curiellc@gmail.com">drew.carroll.curiellc@gmail.com</a>

**The emails for the Centers are:**

Herndon: [curielearning@gmail.com](mailto:curielearning@gmail.com)

Ashburn: [ashburn.va@curielearning.com](mailto:ashburn.va@curielearning.com)

South Riding: [southriding.va@curielearning.com](mailto:southriding.va@curielearning.com)

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

## **A Parent/Student Guide to Curie Learning Policies and Procedures (Levels K – 6)**

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

Student Level: \_\_\_\_\_

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

“I have read and understood all of the procedures mentioned in the Curie Learning Parent/Student Guide, and I agree to follow these procedures.”

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