**Students**

* Come to class and be on time every week
* Be prepared for class (bring paper and pencil)
* Plan and commit to set aside study time each day (homework, reading, or practice drills)
* Enter and leave the session in a quiet and orderly manner
* Horseplay and loud noise/voice are not acceptable.
* Be Respectful of others (instructors and fellow students)
* No eating or drinking is allowed during class
* Take care of restroom and water breaks prior to the start of class
* Cell Phone should be turned off and put away during class
* Keep your video and microphones on at all times.

**Parents**

* Ensure consistent attendance, make tutoring a priority
* Be sure children are well fed and well rested
* Be on time– arrive at least 5-10 minutes before start and end time
* Ask your children about their progress – share specific concerns with your child’s instructor
* Plan and encourage a minimum of 30 minutes of study time each day
* Share feedback so that we are better able to understand and meet your needs
* Support the Learning Center by volunteering your time and/or participating in activities.
* Make sure your child understands that all cell phones must be put away during class times.
* We would like a copy of your child’s grade cards to help us determine their progress at the end of each quarter.

**Staff**

* Be on time and prepared to teach
* Please arrive 10 minutes before class time.
* Treat students and parents with dignity and respect.
* Keep parents/children updated on progress (six weeks and year-end)
* Be available to and communicate with parents as needed
* Provide challenging instruction and support

**The following activities will not be tolerated and depending upon the situation and circumstance, children may be permanently removed from the program:**

* Profanity
* Disrespect of persons or property, failure to meet above listed expectations
* Blatant lack of attention, lack of initiative, or interest in learning
* Inappropriate Dress- Students who wear clothing which is improperly fitted or is otherwise a significant disruptive influence on the learning-teaching environment will be requested to meet with the Program Director.

*By checking yes on the Student Enrollment Form you agree to commit to the above expectations.*