Level 3 and 4 Parent Guidelines

1. Register with the state in the in-home private school program (elementary) or the approved Home Study Program (high school). This registration must be renewed on an annual basis. Also, a certified letter of withdrawal must be sent to the principal of the child's previous school. This information is on our website on the "Resources" menu.

2. Visit eLearningK12's website daily to keep abreast of your child's progress and activities.

3. Check email on a daily basis for communication. We use email communication for planning activities as well as interaction between the education consultant and parent. Please respond promptly when asked for a response.

4. Check your child's progress each day by Clicking on the "Activity" button for each course. Review subject matter with your child as needed. At the end of each week, help your child reorganize his/her binder. Print worksheets for the next week, and place them in the binder, organized by subject.

5. At the end of each month, print your child's progress report (same link as transcript) and/or grade book activity for future use - possible state requirements or entrance to higher level schools.

6. Students may be dropped off as early as 15 minutes before arrival time. Students should be picked up no more than 5 minutes after departure time as we need to begin another session with other students. If you are experiencing unusual circumstances and are unable to pick up your child, please notify the office by phone. Your child can be placed in a drop-in session at $10 per hour. Please pay this fee to the office manager when you arrive.

7. We will begin each day with a non-denominational prayer and Pledge of Allegiance. If you do not wish your child to participate, please let us know. We can make arrangements for him/her to be in another room, or he/she can just enter the building a few minutes late.

8. If your child will not be attending the center on a scheduled day, please let us know by calling the center.

9. Please use the learning center phone number to communicate with your child, your consultant, or staff during the 4 hour session. Your child's consultant will not be available on cell phone or email as he/she will be using this time to tutor the students. We strongly suggest that cell phones be kept at home, but if you would like your child to bring a cell phone, it should be turned off during the 4 hour session. No cell phones will be active in the main learning area of the center to avoid distractions in learning. So keep all communication during the 4-hour session to the learning center phone.

10. Please refrain from discussing your child's progress when dropping off or picking up your child as it takes away from your consultant's instruction time with the students.

11. The students will be given a 10 to15 minute break during the middle of the session for fresh air, physical activity and interaction. The child may bring a healthy snack – high protein, low sugar for optimal learning. (More details on Student Guidelines)

12. If your child is staying after the 4 hour session for added sessions, please have the child pack a self-contained lunch (See Student Guidelines). Please do not bring lunch to the child, especially commercial fast food lunches. We encourage healthy development of the whole child and wish to keep these foods out of the building. If unusual circumstances cause you to need fast food for your child, please pick him/her up and eat at the restaurant or at another location. We will, on occasion, celebrate special events with treats for the students.

13. Please sign, date, and include the student(s) name to confirm that you have read the guidelines and accept them.

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Parent's Name (Printed) **Parent's signature**

_____

Name of Student(s)

_____

Date