

2024-2025 Handbook

MOVING MINDS LEARNING SOLUTIONS
Mastering Skills From **A** to **Z**



MOVING MINDS
LEARNING SOLUTIONS

Welcome!

We are so excited to be working with your family this year!

We are delighted to partner with you on your child's educational journey. At Moving Minds Learning Solutions we believe every child has unique strengths and learning styles, and we're here to support them in reaching their full potential. This handbook is designed to guide you through our tutoring approach, answer any questions, and provide the resources you need to support your child's learning at home. Together, we can create a positive, encouraging environment that fosters growth and confidence in your child's academic abilities. Thank you for entrusting us with their educational development!

Please review this guide carefully and let me know if any other questions come up. Thank you for letting us be a part of your child's learning journey!

With love and learning,

Lisa Wright, Owner



what you can expect

What will classes or a tutoring session be like?

Each class session will have a core skill/strategy and practice with that skill. The class will consist of the target lesson, practice and application, and creating support materials that can be referenced later (such as a spelling guide). Classes will be relaxed and fun, while still focusing on learning! Private tutoring is tailored to the needs of the child and will be discussed before beginning tutoring.

Do I need to stay with my child?

You can stay in the waiting room if that makes you feel more comfortable, but many parents drop their children off for class. Please make sure to come in to pick up your child, especially with younger students. Teens can come in on their own, though I still like to see parents from time to time. 😊 If you are running late, your child can wait in the waiting room until you arrive.

How can I find out how my child is doing?

We are available for a few minutes after every class/session to answer brief questions. For classes with support materials, you will get a detailed email explaining the skills we are working on and how to best help your child. The best way to see what your child is learning is to ask your child to show you and share what they learned in class! Together, you can discuss ways to use that learning in your child's day-to-day life.

How long will each class/session be?

Classes and tutoring sessions are 50 minutes each to allow for questions and brief conversations with parents afterward.

Tuition Plan

Payment is issued on the 1st of every month. This year we will be using an **Equal Payment System**, a sample of which is on the following pages. The total amount of tuition for the semester/year will be divided by the number of months, giving you equal monthly payments. This will ensure that you never have the surprise of a higher invoice during longer months! You will get a detailed invoice showing your payments that will be due each month, and you will be able to plan your expenses more easily because your payments for sessions will always be the same.

This payment plan is not an *obligation* to work together, but rather the intention of working together for the semester/year and ensuring payments are predictable enough for you to plan on. Most families work with us for the year, but if for any reason this ends up not being a good fit, we can still discontinue services. **Please provide 30 days notice if you need to discontinue services.**

8-Week Course

Our 8-week academic support sessions are designed to provide consistent, high-quality instruction throughout the duration of the program. While these packages are typically offered during the summer, they are also available as a flexible alternative for those not yet ready to commit to a full semester of tutoring. The total cost of the program can be divided into two equal payments. **Please provide 10 days notice if you need to discontinue services.**

Payment Policy

Payment for services is due by the 5th of each month if you are paying all upfront. Should you decide to pay for services bi-weekly, payment is due on the 1st and 15th of each month. Services will be paused if payment is not received by the 6th day. If a payment is returned for insufficient funds, that charge will be added to your invoice the following month. Payment is accepted in the form of checks, ACH Debit, and credit card payments through QuickBooks invoicing.

tuition model example

Examples of the Semester/Year Tuition Model

This example shows calculations based on one session per week. The kind of service your child receives will determine the number of sessions per week.

| Tuition Model (2024-2025) | | | | |
|------------------------------|--------------------------|----------------------------|-------------------------------|----------------------------|
| Fall 2024 | | | Spring 2025 | |
| Week | # of sessions | | Week | # of sessions |
| August 26-30 | 1 | | December 30- January 3 | NO SESSIONS |
| September 2-6 | 1 Sept. 2 Labor Day | | January 6-10 | 1 |
| September 9-13 | 1 | | January 13-17 | 1 |
| September 16-20 | 1 | | January 20-24 | 1 Jan. 20- MLK |
| September 23-27 | 1 | | January 27-31 | 1 |
| September 30-October 4 | 1 | | February 3-7 | 1 |
| October 7-11 | 1 | | February 10-14 | 1 |
| October 14-18 | 1 Oct. 14th Columbus Day | | February 17-21 | 1 Feb. 17- Presidents' Day |
| October 21-25 | 1 | | February 24-28 | 1 |
| October 28 - November 1 | 1 | | March 3-7 | 1 |
| November 4-8 | 1 | | March 10-14 | 1 |
| November 11-15 | 1 | | March 17-21 | NO SESSIONS |
| November 18-22 | 1 | | March 24-28 | 1 |
| November 25- 29 | NO SESSIONS | | March 31-April 4 | 1 |
| December 2-6 | 1 | | April 7-11 | 1 |
| December 9-13 | 1 | | April 14-18 | 1 |
| December 16-20 | 1 | | April 21-25 | 1 |
| December 23-27 | NO SESSIONS | | April 28 - May 2 | 1 |
| | | | May 5-9 | 1 |
| | | | May 12-16 | 1 |
| | | | May 19-23 | 1 |
| # of Fall Sessions: | 16 | Total # of Sessions | # of Spring Sessions: | 20 |
| Sick Day Credit: | -1 | 33 | Sick Day Credit: | -1 |
| Total Fall Sessions: | 15 | for 2024-2025 school year | Total Spring Sessions: | 19 |
| Total Sessions: | | | Yearly Amount Due \$ | |
| Tutoring Rate: x \$ | | | # of Installments (months): / | |
| Yearly Amount Due: \$ | | | Monthly Payment: \$ | |
| | | Monthly Payment | | |
| | | \$ | | |
| | | for 2024-2025 school year | | |

tuition model example

Examples of the Semester/Year Tuition Model

This example shows calculations based on one session per week. The kind of service your child receives will determine the number of sessions per week.

| 2024-2025 Tuition Model - Semester 1 | | | |
|--------------------------------------|---------------|-------------------------------|---|
| Week | # of sessions | Week | # of sessions |
| August 26-30 | 1 | September 2-6 | 1 <small>Sept. 2 Labor Day</small> |
| September 9-13 | 1 | September 16-20 | 1 |
| September 23-27 | 1 | September 30-October 4 | 1 |
| October 7-11 | 1 | October 14-18 | 1 |
| October 21-25 | 1 | October 28 - November 1 | 1 |
| November 4-8 | 1 | November 11-15 | 1 |
| November 18-22 | 1 | November 25- 29 | No Sessions |
| December 2-6 | 1 | December 9-13 | 1 |
| December 16-20 | 1 | December 23-27 | NO SESSIONS |
| Number of Fall Sessions: 16 | | Sessions Total: 15 | |
| Sick Day Credit: -1 | | Tutoring Rate: x \$ | |
| Total Fall Sessions: 15 | | Semester 1 Amount Due: \$ | |
| | | # of Installments (months): | |
| | | Semester 1 Amount Due: \$ | |
| | | Monthly Payment: \$ | |
| Semester 2 | | | |
| Week | # of sessions | Week | # of sessions |
| December 30- January 3 | No Sessions | January 6-10 | 1 |
| January 13-17 | 1 | January 20-24 | 1 <small>Jan. 20- MLK</small> |
| January 27-31 | 1 | February 3-7 | 1 |
| February 10-14 | 1 | February 17-21 | 1 <small>Feb 17-President's Day</small> |
| February 24-28 | 1 | March 3-7 | 1 |
| March 10-14 | 1 | March 17-21 | No Sessions |
| March 24-28 | 1 | March 31-April 4 | 1 |
| April 7-11 | 1 | April 14-18 | 1 |
| April 21-25 | 1 | April 28 - May 2 | 1 |
| May 5-9 | 1 | May 12-16 | 1 |
| May 19-23 | 1 | May 26-30 | TBD- move to flex schedules |
| Number of Spring Sessions: 19 | | Total Semester 2 Sessions: 18 | |
| Sick Day Credit: -1 | | Tutoring Rate: x \$ | |
| Total Semester 2 Sessions: 18 | | Semester 2 Amount Due: \$ | |
| | | Semester 2 Amount Due: \$ | |
| | | # of Installments (months): / | |
| | | Monthly Payment: \$ | |

Late Arrivals

Please make every effort to arrive on time. Tutoring services will still end at the agreed-upon time, even if you arrive late. I am unable to refund due to missed session time.

Cancellation Policy

Tutoring spots are reserved for your child only. Unlike at a doctor's office, where appointment times are interchangeable, once your spot is reserved for you, it is no longer available on the calendar for other families, whether you're there or not. Please understand that we have turned away other families who could have used that spot. 😊

When you sign up for tutoring, you are reserving that time slot for your child. Please choose a time that you can commit to attending, as we are unable to offer refunds for missed sessions. You are welcome to ask if there are any cancellations that week for you to reschedule.

However, we understand that unforeseen events like sickness will come up! When you look at the Equal Payment Plan on the following pages, we have included sick day(s) already created in your plan. **If you never use them, then you have received free sessions!** You have them if you ever need them. 😊

Moving Minds Learning Solutions will follow Frisco ISD school calendar.

2024-2025 calendar



2024-2025 STUDENT CALENDAR

- No School
- Bad Weather Make-Up Day
- () Reporting Period Begin/End

IMPORTANT DATES

AUG 12 First Day of School
MAY 21 Last Day of School

** All religious holidays will be excused absences*

Elementary **7:45 - 3:05**
 Middle/Intermediate **8:25 - 3:45**
 High **9:00 - 4:25**

- /friscoisd
- /friscoisd
- /friscoisdmedia
- /friscoschools

www.friscoisd.org

| AUGUST 2024 | | | | | | |
|-------------|------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | (12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER 2024 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| OCTOBER 2024 | | | | | | |
|--------------|----|------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | (15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| NOVEMBER 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| DECEMBER 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| JANUARY 2025 | | | | | | |
|--------------|----|-----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | (7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| FEBRUARY 2025 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

| MARCH 2025 | | | | | | |
|------------|------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | (10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| APRIL 2025 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| MAY 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Inclement Weather Policy

We will follow the local county school districts' cancellations due to inclement weather. If the local county school systems cancel school due to inclement weather, tutoring sessions will be canceled as well.

Discontinued Services Policy

Please provide 30 days notice if you will need to discontinue services.

Communication

Communication is very important for our tutoring relationship. We welcome parents to share any concerns or questions they may have so we can work together. We are also one of the members of your child's team, we can arrange communications with any other professional (ex. child's teacher or ARD/504 Committee).

We can be contacted by email, phone call, or text messaging during business hours. Should you text after business hours, a response may not be sent until the following day.



Permission to Photograph

This parental/guardian consent form is to both inform you and to request permission for your child's/children's photo/image and/or first name to be published on the MMLS's website and/or social media sites.

_____ I GRANT permission for a photo/image that includes my child to be published on Moving Minds Learning Solutions' public website or social media sites (i.e. Facebook, Instagram)

_____ I DO NOT GRANT permission for photos/images or my child's name to be published on ANY public online place affiliated with or operated by Moving Minds Learning Solutions.

I understand and agree to the above stated policies of Moving Minds Learning Solutions.

Parent/Guardian Name Printed _____

Parent/Guardian Signature _____

Student Name _____

Date _____

