

Parent Consent Form – 2018-2019

We are happy that you have chosen to enroll your student at Tilden Preparatory School for the 2018-2019 school year. Due to the combination of one-to-one and small group instruction and our mastery learning approach, we consistently see students make tremendous gains in their knowledge, study skills, and feelings of confidence and self-esteem. We have also found that as this approach is different from what parents are accustomed to, there can occasionally be misunderstandings. Please download and review our “Parent and Student Handbook” and “Policies and Fees” from tildenprep.com. Below are some aspects of our program that we would like to make sure you fully understand and agree to. **Please initial each point below:**

_____ I understand that **Tilden is a mastery learning program** and the teacher will work with my student until they reach an 80% or higher level of mastery of the subject matter. If the pace is slowing down because of difficulty with this level of mastery, and if a mastery level of 70% (C) is acceptable to all concerned, Tilden will make this accommodation by written agreement.

_____ I understand that mastery learning means **my student’s course may take more or less time than the estimated number of hours** per semester noted in the Parent and Student Handbook (30-35 for most courses, 36-40 for lab sciences, 45-55 for AP courses). Completion rates vary based upon homework completion, attendance and timeliness, maintaining focus in class, prerequisite subject knowledge, and/or learning challenges that affect acquisition of course material. I understand that a repeated course may take less time than a new course, but this is dependent upon how much mastery was achieved and retained in the original course as well as the factors noted above.

_____ I understand that **Tilden can never guarantee an “A”**. Sometimes students who have received a “B” have a desire to work longer with the hope of raising their grade. If a student has retaken a final and has not successfully raised their grade from a “B” to an “A”, before they make a third attempt, there will be a conference with the parent, student, and Head of School to assess the student’s genuine interest in the material and readiness to work to a higher level of understanding.

_____ I understand that **there is a \$500.00 non-refundable deposit for full-time students and a \$200.00 non-refundable deposit for part-time and tutoring students due with registration forms**. If I have an existing Tilden account with funds exceeding the deposit due, I agree that the deposit may be deducted from my account. This deposit will be applied toward tuition and fees when the student begins their course(s). Registration forms will be processed and students will be scheduled only after the deposit has been received. For students registering after fall session begins, scheduling may take up to one week after all registration materials are received.

_____ I understand that **tuition is paid four weeks in advance** (based on estimated hours of instruction) for all classes. I understand that if my student is enrolled at Tilden full-time, I will receive an email when my register has \$1,000.00 left in it to give me plenty of time to send payment. Whether my student is enrolled full-time, part-time, or for tutoring only, I understand that I will receive an email when my register has \$500.00 left and again when it is at \$250.00. I understand that once my register reaches \$0, I have until 5:00 p.m. to make a payment and that **if I do not make a payment by 5:00 p.m., my student’s class(es) will automatically be put on hold until I am able to do so**. I understand that if this occurs, Tilden cannot guarantee that my student will have the same teachers or time slots once the classes are reactivated.

_____ I understand that **it is my responsibility to log onto my student’s progress reports** to see how they are doing in their course(s). Please refer to the Parent Student Handbook for instructions on accessing the progress reporting system.

_____ I understand that **if my student will miss a class, I must notify my student’s teacher(s) and school administration by email by 7:00 p.m. the night before the class** in order to avoid being charged the full rate for the class. I understand that **if I cancel more than five class hours within a semester course, I will be charged in full for further cancellations**, even if notice is given by 7:00 p.m. the night before.

_____ I understand that emails and/or phone calls to teachers beyond occasional, brief questions **will be billed at the regular hourly rate**.

_____ I understand that if my student’s teacher is absent, **Tilden will make every effort to arrange for a substitute teacher unless I designate my preference for no substitutes on this form**. If a substitute teacher is assigned and my student will be absent, I understand that I need to email the substitute and administration by 7:00 p.m. the night before in order to avoid a charge.

_____ I understand that Tilden has a strict policy regarding cell phone use in school. **If my student takes a cell phone out during class or study hall, my student’s cell phone will be taken** for the remainder of the day and a parent will be notified. On a third occurrence, my student will be sent home for the remainder of the day and I will be charged for any remaining classes that my student has scheduled that day.

_____ I understand that **Tilden has a policy on academic integrity** and that if my student is found to have violated this policy, they will be subject to appropriate consequences as determined by the instructor and Head(s) of School.

