

ABOUT INTEGRAL ACADEMY

Welcome!

We are excited to welcome your family to the Integral Academy! Integral Academy is a unique educational after-school program for students in grades Kindergarten to College. Our curriculum is specially designed to focus on conceptual understanding and problem solving. Each lesson at the academy builds carefully on the concepts introduced in previous lessons and preceding years. We do not teach to a test or rush through concepts. Instead, we emphasize development of logical and critical thinking over memorization. At Integral Academy students are placed based on their skill level into small group setting (4 – 10 students). During the school year, the classes meet twice a week for one hour long sessions. We highly recommend that your child is attending each session, as consistency in learning process is very important!

OUR PROGRAMS

Math Program

Placement Test Required.

Our Singapore math curriculum is specially designed to focus on conceptual understanding and problem solving with a concrete-pictorial-abstract learning progression through real-world, hands-on experience. Each lesson at the academy builds carefully on the concepts introduced in previous lessons and preceding years. We do not teach to a test or rush through concepts. Instead, we emphasize development of logical and critical thinking over memorization. Our math program ensure that all students are appropriately challenged, and motivated to successfully move to the next level of mathematics.

***Students who are unable to keep up with the content and pace of our math program will be recommended for a private tutoring for more intensive and personalized instruction.

Reading Program

Placement Test Required.

Reading is essential for a child's success. All too often, the barriers faced by children with difficulty reading outweigh their desire to read and, without proper guidance, they never overcome them. Our reading program based on comprehension strategies and individualized approach that help students become purposeful and active readers. Our main focus (depending on the grade level):

- Phonemic awareness
- Phonics
- Vocabulary development
- Reading fluency, including oral reading skills
- Reading comprehension strategies

***Students who are unable to keep up with the content and pace of our reading program will be recommended for a private tutoring for more intensive and personalized instruction.

Homework Help Program

Homework Help Program was designed to monitor and assist students with their daily school homework in math and reading. ***Homework Help is not a tutoring or teaching program.*** Appropriate materials and online tutorials will be provided along with face-to-face assistance from our staff. Your child can participate in our Homework Help program everyday Monday through Friday anytime between 5 – 7 pm.

One-on-One Tutoring

One-on-One tutoring is highly recommended for students who received a level 1 or 2 on FSA/EOC exam or did not demonstrate proficiency on Integral Academy placement test. The goal of one-on-one tutoring is to provide more intensive and personalized instruction that will help the student to achieve the appropriate level of knowledge to be placed in our small classroom setting. Integral Academy have excellent, highly qualified tutors. If your teacher recommends extra one-on-

one tutoring, please contact the office to schedule the sessions. Specific time is subject to tutor and room availability.

Integral Academy also provides tutoring in SAT, ACT, PERT, GED, TEAS and other college admission tests.

Languages Program

At Integral Academy children as young as 5 years old begin learning a second language. We believe that exposing your child to a second language while young allows him or her to optimize his or her learning potential, helping to shape the brain at its most flexible stage. Learning a second language at a young age is cognitively as easy as learning a first language. Our language programs are designed for students of all ages, international learners and even local, native speakers who want to continue to improve their language skills.

STEM Program

Integral Academy is offering exciting, engaging, hands-on science, engineering & robotics experience! Our STEM Program brings together young inventors, age 5 & up, that are curious on how things work and are willing to get messy to experiment, learn and have fun!

Integral Academy also offering STEM camps/programs several times a year during Fall, Winter, Spring and Summer breaks, as well as some Saturdays. Please see our STEM Program schedule for more information.

Enrollment Process

- Students can be enrolled at any time through:
<http://integralmathacademy.com/>
If you are signing up several children, please note that you **do not** need to submit several Integral Academy applications, instead add additional child to your family application.
- Once you register, you will receive an e-mail confirming the application.
- Please make sure to list an email address and phone number which you check frequently as well as any allergies and health conditions that affect your child.
- Students starting mid-session should take a placement test so they can be placed in the most suitable class. If you haven't already, please contact our office to schedule a test.

Payment Policy

All students must pay a **non-refundable** registration fee of \$50 each year. There is NO registration fee for our summer programs and one-on-one tutoring program. Enrollment is not finalized until the registration fee is received. **All payments are due on the first of the month.** Late fee of \$25 will apply after 7 days. There is **no refund for any missing classes.** If a class has been canceled by Integral Academy, a make-up session will be scheduled at a different time/date.

Payment Methods

- Cash
- Check
- Credit/Debit Card
- Online Payment through an invoice

The First Day

- Before classes start for the year, you will receive a welcome email with instructions from Integral Academy.
- Ensure your child comes prepared for class with a **three-ring binder** of any color with clear front pocket. We will provide notebooks and other supplies.
- Please come to Integral Academy a few minutes before your class and accompany your children to the reception area where you will be greeted by our staff. If you are new to Integral Academy, visit the office and our staff will direct your child to their classroom.
- After class, please pick-up your child **on time.** No students will be allowed to leave the office without a parent/guardian.

Food and Allergies

- Please make sure your child has a bottle of water for the duration of class.
- Please make sure that your children are not hungry when they come to class. Hungry children are tired children. Tired children have trouble focusing and learning. This is especially important for evening classes.
- Due to allergies, we ask your children to not share food. Please talk to your children about the importance of this rule.
- Please make sure the office is aware of any allergies that your child may have. If you did not indicate the allergies or any other health conditions on your application, let us know as soon as possible by contacting the administration office.

Parking, Drop-Off and Pick-Up

- Please drive slowly, but do not block traffic.
- Never allow your children to walk in the parking lot unattended.
- Do not leave your child unattended during drop off. Wait with them in the lobby until the teacher picks them up for the class. We cannot be responsible for the safety of your child if they are left unattended.
- Please come inside the school to pick up your children after class. Your children will not be allowed to leave the school unattended. This rule universally applies to all children regardless of their age.
- Please do not be late for dismissal time.
- If your child is part of a carpool, please email our office and your teacher to let us know who is authorized to pick up the child.

Homework

- Your child will be given a homework assignment every class with a possible exception of the days of major holidays and vacations.
- If you have specific questions on the homework assignment received by your child, please contact your child's teacher.

Communication from Integral Academy to You

- Our main means of communication for all essential messages is email. It is critical that we have up-to-date email addresses in our records. Please notify us immediately of any changes.
- Please make sure that we have at least one emergency phone number on file for your child.

Withdrawal and Cancellation Policy

- **Please get in touch with us early if you have concerns about your child's progress or are in any way dissatisfied with the program.** We are committed to making sure every child has a great experience at Integral Academy. Sometimes we may need to work together to find the right class options for your child.
- Students may withdraw from our program at any time. We need to receive a cancellation notice at least two weeks in advance.

Frequently Asked Questions:

Q: How old must my child be to enroll?

A: A child needs to be 5 years old by August 31st to attend Kindergarten class at Integral Academy. Some exceptions can apply.

Q: Is your curriculum the same as our child's regular school curriculum?

A: Integral Academy has developed an innovative and unique mathematics and reading curriculum based on leading research on child development. Our curriculum covers all the topics offered in public and private schools and it meets or exceeds the SAT 10, FSA, EOC, PERT & SAT/ACT test requirements.

Q: What if the class is too difficult for my child?

A: Students who are unable to keep up with the content and pace of our program will be recommended for a private tutoring for more intensive and personalized instruction.

Q: The current class is too easy for my child. Can he/she just transfer to the next grade?

A: Yes. The transfer can be done if the space in the other class is available, but only with the current teacher's recommendation and after an evaluation.

Q: Can we start attending Integral Academy at any time during the year? What is the cut-off date?

A: We have rolling admission. You can start beginner level classes at any time; there is no cut-off date. In some cases, several weeks of additional one-on-one paid tutoring may be required to get up to speed.

Q: None of the classes you currently offer work for our schedule, but we still want to start at Integral Academy this year. Can we have tutoring instead of classes?

A: Since we believe in small group education, we will try our best to find the class that will work for you in the future, even if your child cannot attend a class right now. We will offer paid tutoring as a temporary solution to help your child join a class in the future.

Q: My child is going to take the SAT this year. Do you have a short SAT prep course?

A: Yes, we have an intensive 3-week SAT boot camp several times during the school year and summer. Please check our schedule online.

Q: We carpool with neighbors; could you place both children in the same class?

A: We try to accommodate with all scheduling needs, but our first priority is on the proper placement of each child. In our experience, the right classroom is crucial to each child's development.