

Dear _____,

The staff at Lucy Zelman's Learning Center is committed to helping students reach their true potential at school. This requires that students be active participants in the **Learning Experience**.

Different students are here for different reasons:

- *Some students are here to work on one subject with a tutor.
- *Some students are here to work on a number of subjects.

Regardless of the reason you are here, we hope to help you with your learning, organization, and study skills.

The Learning Center's goals are to:

- *Improve Grades
- *Work on assignments
- *Help with long term projects
- *Help you become an organized/efficient student

Please work **quietly**. We are a small facility, so every conversation can distract another student from studying. We try to provide a comfortable, positive atmosphere. Because you are a part of it, we ask you to be considerate of others during your time with us.

Please make sure to **turn off all electronic devices** including cell phones, pagers, i-pods and i-pads (unless used as textbooks) upon entering the Learning Center. If your parents must contact you, they can call the center at (305) 378-8582.

We have **regular contact with your teachers and parents**. We believe in being open and honest with you regarding anything we are doing on your behalf, and we will share these communications with you.

If you are not comfortable with a staff member working with you for any reason please let Lucy know, and your concern will be handled as best as we can.

If you wish to use the telephone, please ask a staff member and state your purpose. Please remember that it is a business line, so conversations must be brief.

No one may leave the Learning Center without permission.

Academic Requirements

We want this to be a positive experience; however, the Learning Center requires compliance to these rules:

1. Upon entering the Learning Center, please **fill out** your name, date, and time on the sign-in sheet located at your table.
2. Come in quietly, place your books at a table, and proceed to the restroom where you **must** wash your hands **using soap**. This is to protect all of us from the common cold and repeated illnesses.
3. Your **agenda** should be taken out and your assignments should be reviewed and updated.
4. **All students are required** to read for 10 minutes.
5. **You must bring all books** required to complete your assignments at the Learning Center.
6. After completing assigned homework, you will be expected to do additional activities that will reinforce your studying and learning skills.
7. **Please remember to notify your tutor** of upcoming tests, book reports, and long-term projects, so we can help you successfully complete them.
8. **Please use the Learning Center** resources including staff, to help you complete all assignments and research papers.
9. When your session is finished, please remember to **sign-out** on the sign-in/out sheet and **take all your personal belongings** (textbooks, binders, etc) with you as you exit the Learning Center.

**The Learning Center's goal is to help you become a self-motivated learner.
Working as partners, we can achieve this.**

Failure to comply with student signed Lucy Zelman's Learning Center contract will result in a conference with parent and possible dismissal from the Learning Center.

Student Signature

Tutor Signature

LZLC Staff Member

Mailing Address:
11440 SW 102 Court
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(305) 233-3777 Main Office

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Located in the library of
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