

CLC Policies and Expectations

CLC Contact Information

Hours and Contact:

- School Year Hours:
 - Monday–Thursday 9:00 AM – 7:00 PM
 - Friday 10:00 AM – 5:30 PM
- Summer Hours:
 - Monday–Thursday 9:00 AM – 4:00 PM
 - Friday CLOSED
- Office Line: (970) 668-0954
- Scheduling & Text: (970) 279-1232
- Email: admin@clcsummit.com
- Website: clcsummit.org
- Physical Address: 699 N Summit Boulevard, Frisco, CO 80443
- Mailing Address: Colorado Learning Connections, PO Box 459, Frisco, CO 80443

Directions: Colorado Learning Connections (CLC) is located at 699 N Summit Blvd in Frisco, just off Summit Blvd in the Columbine Center, situated between Alpine Bank and Mountain Comfort Furnishings. We are located upstairs above the chiropractic office; the stairs are just inside the main entrance.

Student Policies

Come Prepared:

- Students arrive on time and bring classwork, tests, homework, assignments/projects, textbooks, workbooks, calculators, laptops, etc.
- Attend scheduled sessions even if students do not have homework or long-term projects. Tutors will develop study and organization skills or pre-teach concepts

Expectations for Safe & Responsible Conduct

Students are expected to behave in a respectful, cooperative, and responsible manner during all sessions at CLC, including:

- Respectful communication with tutors, staff, and other students
- Following tutor instructions and session guidelines
- Using appropriate language and tone
- Respecting CLC property, materials, and shared learning spaces

- Refrain from any physical aggression, threats, or unsafe physical behavior
- Using technology, devices, and online platforms appropriately and responsibly during sessions
- Remaining within designated supervised areas during their scheduled session time
- Avoiding behavior that could put themselves or others at risk of harm or injury
- Staying engaged in session activities to the best of their ability
- Refrain from engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group

CLC reserves the right to intervene immediately in any situation involving unsafe behavior. CLC strives to maintain a learning environment that is supportive and free from harassment, intimidation, discrimination, or disruptive behavior.

Parent/Guardian Policies

Expectations for Cancellation and Missed Without Notice (MWON)

Client Cancellations

- 24-hours notice is required for cancellation
- If appointment is missed without 24-hours notice (MWON) the session is billed for the full-length of the scheduled appointment
 - We understand that things come up, emergencies happen, and people get sick, yet we appreciate open communication and as much notice as possible. The cancellation fee for these events may be waived on a case by case basis
- If student is late or leaves early the session is billed for the full-length of the scheduled appointment unless otherwise arranged by the tutor
- Virtual Sessions: CLC can accommodate virtual tutoring via Zoom in place of canceling or rescheduling if a student or tutor cannot attend in-person because of bad weather, running late, illness, quarantine, etc. but this must be arranged prior to the start time of the scheduled appointment

Tutor Cancellations

- If a session is canceled on CLC's behalf then client is not be billed for the appointment
- If a student's regularly scheduled tutor is unavailable, CLC will provide options to cancel, reschedule, or work with a substitute tutor, depending on tutor availability

Summit School District Cancellations

- CLC follows the Summit School District (SSD) Calendar:
 - We will be closed on the following dates unless sessions are specifically requested by families and tutors are available to accommodate them. To keep or request a session when school is closed contact CLC Admins or your tutor.

■ September 7, 2026	■ December 21, 2026 –
■ October 15–16, 2026	January 1, 2027
■ November 25–27, 2026	■ February 22–26, 2027

- March 19, 2027
- April 19–23, 2027

- May 31, 2027

- When schools are closed so is CLC (scheduled days, snow days, and canceled activities) but students can request virtual sessions
- Link to school calendar: [2026-2027 Summit School District Calendar](#)
- Snow day hotline: (970) 368-1777
- Activity cancellations hotline: (970) 668-3015

Expectations for Invoices

Invoice Billing Schedule

- Billing Period: 21st-20th of each month
- Invoice Emailed: 1st of the month
- Payment Due Date: 10th of the month

How client will receive an invoice:

- By default, invoices are emailed from Quickbooks.
 - Add quickbooks address to inbox: quickbooks@notification.intuit.com
- A printed statement can be mailed to client upon request

How to pay an invoice:

- Online via Quickbooks paid with credit cards (Visa, MasterCard, American Express, Discover) or bank transfer
- Written checks (business, personal, or cashier's [bank drafts]); please write out to Colorado Learning Connections and deliver to the CLC office in Frisco or mail to PO Box 459, Frisco, CO 80435
 - If a check is returned unpaid (a "bounced check"), or if a credit card charge is disputed by the issuing bank (a "chargeback") then a \$25.00 processing fee is charged in addition to the original payment. If multiple payments are returned CLC requires cash payments, cashier's check, or money order.
- Cash (or money orders) delivered to the CLC office in Frisco
- All payments must be in U.S. currency and must be drawn on a U.S. bank

Financial Aid / Scholarships:

- A completed [scholarship application](#) is required in order to receive funding. Scholarships are not provided retroactively - your scholarship application must be submitted prior to your student's scheduled appointment in order to receive funding.
- [Click here](#) for full scholarship policies

Late or Unpaid Invoice(s):

- After 30 days, any unpaid balances receive a 10% late feed.
- After 60 days, scheduled appointments are canceled until payment is received.
- After 90 days, outstanding invoices are eligible to be sent to collections
- CLC reserves the right to request prepayment for services
- If you require financial assistance to pay overdue balance(s), please contact CLC.

Supervision Outside Scheduled Sessions

CLC is responsible for student supervision only during a student's scheduled session time and only within designated tutoring or instructional spaces.

Parents/guardians remain responsible for students:

- Before and after the scheduled start time
- Outside the CLC facility and in parking lots, sidewalks, stairways, entrances, or common areas shared with other businesses

Students should be picked up promptly at the end of sessions unless other arrangements have been made in advance. CLC is not responsible for supervising students who remain on-site outside their scheduled appointment times. Parents/guardians should ensure that students understand safe arrival, departure, and pickup procedures.

Homeschool Enrichment Policies

Homeschool Documentation Requirements

Families participating in homeschool enrichment services through Colorado Learning Connections (CLC) must provide documentation demonstrating compliance with Colorado homeschool laws prior to beginning services. Required documentation includes:

- A copy of the student's filed Notice of Intent to Homeschool (NOI), if applicable under Colorado law
- Documentation of approval, acknowledgment, or registration from the applicable school district or umbrella program, if applicable
- Any updated documentation requested by CLC to maintain records

CLC reserves the right to pause or deny services if required documentation is not provided.

Parents/guardians remain fully responsible for directing and overseeing their student's homeschool education, including but not limited to:

- Compliance with all Colorado homeschool laws and regulations
- Curriculum selection and implementation
- Educational recordkeeping and attendance records
- Academic planning and educational decisions
- State testing, evaluations, and reporting requirements

- Awarding grades, credits, transcripts, or diplomas

CLC tutors and staff may provide educational support, tutoring, academic coaching, or enrichment services, but families retain sole responsibility for the student's homeschool program and legal compliance. CLC reserves the right to pause or deny services if required documentation is not provided.

General Policies & Disclaimers

Student Privacy and Confidentiality

CLC respects the privacy of students and families and takes reasonable measures to protect confidential student information, including:

- Contact information
- Academic records or progress reports voluntarily shared by families
- Session notes
- Scheduling and billing records
- Learning accommodations or educational support information

CLC uses student information only for legitimate educational, scheduling, billing, and operational purposes. CLC does not sell or distribute student information to outside parties. Parents/guardians are responsible for determining what educational records or information they choose to share with CLC.

Because CLC is a supplemental educational service provider and not a public school, records maintained by CLC may not be subject to the Family Educational Rights and Privacy Act (FERPA). However, CLC strives to handle student information in a manner consistent with reasonable educational privacy practices. Families may request access to their own billing records and information maintained by CLC by contacting administration.

Nature of Tutor Services

CLC tutors provide supplemental educational support services only. Services may include tutoring, academic coaching, study skills support, enrichment instruction, test preparation, executive functioning support, and assistance with coursework or curriculum selected by the family or school.

CLC tutors are not acting as:

- The student's teacher of record
- A school representative or school employee
- A substitute for parent/guardian educational responsibilities
- Legal, medical, psychological, or therapeutic professionals unless separately credentialed and explicitly contracted in writing for those services

Colorado Learning Connections (CLC) is not a homeschool, accredited school, private school, online school,

charter school, or school district.

Educational Outcomes Disclaimer

CLC does not guarantee specific academic outcomes, grade improvement, test scores, admissions results, graduation eligibility, or compliance with homeschool requirements.

Student progress depends on many factors including attendance, participation, consistency, parent involvement, and independent work habits.

Accessibility Disclaimer

CLC is unfortunately not currently ADA accessible. If accommodations are needed, please notify administration in advance so we can work with families and tutors to arrange an alternative accessible meeting space whenever possible.

Right to Refuse or Discontinue Services

CLC reserves the right to refuse, modify, suspend, or discontinue services at its discretion if any of the following occur:

- Frequent cancellations, late cancellations, or repeated no-shows (MWON) disrupt scheduling, staffing, or program stability
- Unpaid invoices, chronic late payments, chargebacks, or failure to maintain account in good standing
- Required homeschool or enrollment documentation is not provided or maintained, when applicable
- A family misrepresents CLC as a homeschool, school, or accredited educational institution
- Student behavior, attendance, or participation prevents effective delivery of services
- Requested services exceed the intended scope of supplemental tutoring, academic support, or enrichment services provided by CLC
- Any situation in which continued service is not in the best interest of the student, staff, or organization