



Dear Parents and Guardians;

Good day! Thank you for enrolling your child in the Galileo Enrichment Learning Program. You have made the right choice in providing your child a fun journey in Math and English. As with all of your child's other activities, we encourage involvement in the program especially in tasks which will be completed at home. You will find your participation to be an essential component in reinforcing positive attitude and values in the child which will build a strong foundation for better performance in school. We hope for your cooperation and support for the success of your child in this program. Please observe the following rules.

1. All Galileo sessions are strictly by appointment. For optimal progress, the child must attend eight (8) sessions per month ideally scheduled twice a week. Parents / Child must comply with the agreed schedule indicated in the child's monthly Attendance Card. Please inform the center ahead of time if the child will be absent to manage pick up of homework.
2. It is advisable to arrive at least 5 minutes ahead of the Galileo sessions to allow your child to warm-up. Be sure your child is ready for the session.
3. The length of the session is 30 to 45 minutes per subject. Your child has to leave the center after he/she has finished his/her center activities. Please inform the center if there will be delays in picking up your child.
4. The child with the assistance of his/her guardian or nanny must log-in and log-out in the monthly Attendance card.
5. There is a designated waiting area for parents and guardians. For security purposes, parents and guardians are required to log-in and log-out upon entering and before leaving the center.
6. Your child will be attended to by a Teacher Facilitator. If the child needs to go to the wash room, please have his/her guardian or nanny assist your child.
7. Homework is given on a daily basis. Please check whether your child has answered the assigned homework for the day. Please be advised that your child might require minimum supervision while they are doing their homework.
8. Please be informed that students who return completed sets of homework are given rewards which can be redeemed for prizes. These are the incentives which would encourage them to diligently complete the homework.
9. The center shall return marked and recorded worksheets on a monthly basis. Your child shall receive a Level-Up Badge and Certificate upon completion of a level.
10. The Teacher Facilitator will provide feedback on the performance and behavior of your child in the center through a quarterly Parent-Teacher Conference. It is highly recommended for parents to participate in this meeting.
11. Parents must comply with the one (1) month Advance Payment Policy and agreement for Grand Galileo Deal availment (if this is the preferred payment scheme).
12. The center will issue a Billing Form Envelope every 25<sup>th</sup> of the month. Payment should be inserted in the Billing Form Envelope and must be made on or before the 1<sup>st</sup> of the month. The center has the right to discontinue the supply of worksheets for unsettled payments.
13. The Student's Attendance Card is issued together with the monthly Billing Statement. The teacher will encircle the dates for the eight (8) Galileo sessions. The parent / guardian has to sign the Student's Attendance Card to confirm the schedule and return together with the next month's tuition fee.

Rest assured that we are always finding ways to improve the program and our services. If you have questions regarding the Galileo Program and your child, you may contact us at the following:

Office Number: (632)846.6495 or (632)776.0312  
Email: [sacredheart\\_sunvalley@yahoo.com.ph](mailto:sacredheart_sunvalley@yahoo.com.ph) or [info@sacredheartschoolsunvalley.com](mailto:info@sacredheartschoolsunvalley.com)  
Website: [www.sacredheartschoolsunvalley.com](http://www.sacredheartschoolsunvalley.com)  
Galileo Website: [www.galileoenrichment.com](http://www.galileoenrichment.com)  
Galileo on Facebook: [galileoenrichment](https://www.facebook.com/galileoenrichment)  
Galileo on Twitter: [galileoenrich](https://twitter.com/galileoenrich)

Thank you for considering Galileo for your child. Welcome to the Galileo family!

Sincerely,

**Christine G. Juan**

Center Director

CONFORME:

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Printed Name and Signature of  
Parent / Guardian