

THE BRIDGE SARASOTA

A NON-TRADITIONAL PRIVATE SCHOOL

2023 - 2024

ENROLLMENT PACKET



ABOUT US

THE BRIDGE SARASOTA/FL DOE CODE: 7457

2023 - 2024



The Bridge Sarasota is a non-profit, non-traditional private school. The Bridge Private School is a diverse and flexible home educational support program. We offer higher levels of accountability to homeschooling families. The Bridge Private School emphasizes leadership, higher level thinking, and authentic communication with a focus on project-based and experiential education – live it to learn it!

The philosophy of The Bridge is rooted in the firm belief that students are unique individuals, created in the image of God, and therefore, capable of self-learning once shown how. Students are not containers into whom we pour knowledge. Instead, they are filled by the Creator with unique abilities and interests that influence how and what they learn.

Parents hold the ultimate authority in directing the education of their children. Considering this, we at The Bridge strongly urge parents to seek God for an understanding of their child's calling. When families aim to understand a child's passion and purpose, they can better prepare the child for the great things God has planned. Our mission is to partner with families in achieving their academic goals by providing a high standard of excellence through accountability.

The Bridge Sarasota Private School offers assistance, support, encouragement, and monthly opportunities for homeschoolers and their families. It was created through the growing educational needs of families, like yours, in our community. Education is changing and The Bridge offers a unique option for home educated and parent directed education. Families enrolled in The Bridge Sarasota have the advantage of a private school confirming their course of study and do not have to report achievement test scores or file a notice of intent with the local school district.

We are dedicated to excellence and are here to answer your questions about Parent Directed Education and the blessings that it brings. "Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

We are a 501(c)3 organization. The Bridge Sarasota admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

THE BRIDGE BENEFITS

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Elementary School

- Certificate of Completion at the end of the school year
- 1 – 30-minute personal consultation
- List of tips for elementary years
- Higher level of accountability
- Access to our monthly events (TBD)

Middle School

- Certificate of completion at the end of the school year
- High school planning worksheet
- List of tips for middle school years
- 1 – 30-minute personal consultation
- Higher level of accountability
- Access to our monthly events (TBD)

High School (Grades 9-11)

- Certificate of completion at the end of the school year
- Tips for High School years
- 1 – 30-minute personal consultation
- Higher level of accountability
- Assistance with NCAA athlete registration and submissions
- Access to our monthly events (TBD)

High School Seniors

- High School Diploma
- High School Transcript (4): 1 - for your personal records, 3 - we will mail/upload for you to schools of your choice
- Transcript and service hours submission for Florida Bright Futures Scholarship
- Assistance with NCAA athlete registration and submissions
- 1 – 30-minute personal consultation
- Higher level of accountability
- Graduation Ceremony (The Bridge will provide location, cake and drinks, key-note speaker, and programs.)

Note: Students enrolled at The Bridge are no longer under the Florida Homeschool Statute since they are enrolled in a private school. This means a Notice of Intent (NOI) to homeschool does not need to be filed with the county. If a NOI has been filed in the past, once the student has been enrolled in The Bridge Sarasota, the county will need to be notified the student is now enrolled in a private school.

POLICIES & PROCEDURES

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ACADEMIC/CURRICULUM PLAN

The Curriculum Plan is a particularly important registration requirement for all students. Parents record information concerning the courses that are planned for the student for the year. This information includes the course name, along with the textbook name and publisher or the source of instruction. Parents are free to choose the curriculum and style of home schooling that best suits their family. Parents may change curriculum during the school year if they find a course of study is not working for their student. Curriculum changes are notated on the quarterly reports. A new plan must be submitted for each school year.

RECORDS

For enrollment in The Bridge Sarasota, families will need to submit proper payment, the completed and signed "Registration & Payment" form, the initialed and signed "Required Acknowledgements" form, as well as copies of the following documents:

- Student's birth certificate
- Most recent medical physical, or notarized letter of exemption
- Immunization records, exemption form, or notarized letter of exemption
- Academic/Curriculum plan
- Proof of Florida residency using one of the following:
 - Gas, water, sewage, electric, or home/cellular telephone bill
 - Rent receipt with name of lessee and contact information
 - Lease agreement with name of lessee and contact information
 - Mortgage statement or mortgage commitment
 - Home purchase contract, including specified closing date, with copy of deed to be provided within 60 days of closing date
 - Property tax statement
 - Automobile insurance statement
 - Current Florida driver's license or Florida identification card
 - Bank account statement

ATTENDANCE

All students enrolled in The Bridge Sarasota must complete 180 days of instruction during the school year. The Bridge's school year begins July 1 and ends June 30 of the following year.

HONOR CODE

All students enrolled in The Bridge Sarasota, their families, and The Bridge staff are expected to follow the honor code. The honor code at The Bridge is simple – live each day honorably, with integrity, showing respect to self and others, while being responsible and diligent in all things. "Whatever you do, work at it with all your heart, as working for the Lord..."

TRANSFER STUDENTS

If a student is transferring to The Bridge Sarasota from another school, a Release of Records form must be requested, filled out, and emailed back to us. We will notify the student's previous school to send us the cumulative folder. For high school students, the transcripts from all previous public or private schools are required in order to transfer past courses and credits to The Bridge transcript. Do not notify the school that the student is home schooling. The student is enrolled in The Bridge Sarasota; therefore, tell the school officials the student is transferring to a private school.

QUARTERLY REPORTING

Upon enrollment, quarterly progress reports will be required each quarter for each student. These reports constitute the student's academic record, so accurate reports are particularly important. Parents need to keep a copy of the confirmation email, sent by The Bridge, of each quarterly report for their own records. Parents agree to submit quarterly attendance (form provided on website) and other required submissions on or postmarked by the following dates:

- October 11, 2023
- January 10, 2024
- April 10, 2024
- July 10, 2024
- Quarterly submissions may also be delivered in person the first Wednesday after the aforementioned dates, these will be considered received on time.
- Email submissions will **not** be accepted.
- A confirmation letter will be emailed once submissions are recorded.
- A \$25 late fee will be assessed for ALL late submissions.
- After two weeks, a \$50 late fee will be assessed. Please note: If a quarterly report is received more than two weeks late for two consecutive quarters, the student will become inactive. There is a \$25 reactivation fee, and all records need to be completed before reactivation.
- After 30 days, students will be dismissed from the school without a refund. You will receive a letter by mail.

Following is information regarding the requirements for each grade level. These requirements are in addition to the enrollment requirements. At the end of the year, after the 4th quarter packet is submitted and received, you will receive a certificate of completion from The Bridge Sarasota.

Kindergarten

Please note that parents of kindergarten students do not need to track attendance. If you would like The Bridge Sarasota to maintain samples of your child's work, a list of books that you have read together, or written progress notes, please feel free to mail them in as you see fit.

Grades 1 - 5

You are not required to provide quarterly grades or evaluations. However, it is important that you maintain a portfolio of work in the event that you are ever required to substantiate your child's education in a court of law.

Each quarter, we require you to submit the following for your elementary student:

- **Attendance form** (On our website you can print a set, please only turn in one quarter at a time)
Mark the days you are doing school with your child and give a total for the quarter.
- **Reading list** (Please indicate whether the student read books independently, listened to an audio book, or was read to by another)
- **1 – 2 work samples from each subject** (These samples can include tests, drawings, papers, and or photos of projects or field trips)

At the end of the year, after the 4th quarter packet is submitted and received, you will receive a certificate of completion from The Bridge Sarasota. The Bridge does not require you to submit annual test scores for your student. An evaluation or test is for the parent's benefit. Testing and evaluations can be a great tool to assess your student's strengths and weaknesses, however, please keep in mind that assessments are for a moment in time, and are affected by many different factors.

Middle School Grades 6 – 8

At this stage, it is important to begin evaluating your student's work in preparation for high school transcripts and for certain internships and apprenticeships.

Each quarter, we require you to submit the following for your middle school student:

- **Attendance form** (On our website you can print a set, please only turn in one quarter at a time) Mark the days you are doing school with your child and give a total for the quarter.
- **List of curriculum or course descriptions** – This is only required at the beginning of the year unless you make a change.
- **Grading rubric** – This is **not a requirement** however it is a great tool which adds validity to your personal homeschool standard of excellence. It is a written documentation of what you are expecting of your children when it comes to their work.
- **Report Card** (We provide a template on our website)
- **Reading list** (Please indicate whether the student read books independently or listened to an audio book)
- **1 – 2 work samples from each subject** (These samples can include tests, drawings, papers, and or photos of projects or field trips)

At the end of the year, after the 4th quarter packet is submitted and received, you will receive a certificate of completion from The Bridge Sarasota. The Bridge does not require you to submit annual test scores for your student. An evaluation or test is for the parent's benefit. Testing and evaluations can be a great tool to assess your student's strengths and weaknesses, however, please keep in mind that assessments are for a moment in time, and are affected by many different factors.

High School Grades 9 – 12

In preparation for college and employment applications, we require families to submit a complete course description for each subject. The more you can make notes of during these years the easier thing will be for you if you prepare for college or your profession. Be sure to check out the high school tip sheet.

NOTE: Students entering high school in years other than 9th grade will be required to have a completed course of study form for each grade the student needs included on the transcript. This information may come from another school's transcript, or it may come from a homeschool setting. We will be unable to add any prior or completed courses to a transcript if this form is not filled out.

Each quarter, we require you to submit the following for your high school student:

- **Attendance form** (On our website you can print a set, please only turn in one quarter at a time) Mark the days you are doing school with your child and give a total for the quarter.
- **Course descriptions for each subject** – This is only required at the beginning of the year unless you make a change. Please include resources used and add any additional activities that would support a subject. (Ex: Marine Biology – Additional classes taken at MOTE Marine.)
- **Grading rubric** – This is **not a requirement** however it is a great tool which adds validity to your personal homeschool standard of excellence. It is a written documentation of what you are expecting of your child when it comes to their work. This would also not be necessary if you are taking a class outside of your home or through a virtual school.
- **Report card** (We provide a template on our website)
- **Reading list** (If college bound and you have an avid reader, this could make a positive impact)
- **Portfolio submissions: 1 – 2 featured work samples from each subject** (These samples can include tests, drawings, papers, certificates, or awards that are pertinent to the student's specialty field, and/or photos of projects)
- **24-Credit form** (Provided on our website)

TRANSCRIPTS

One of the benefits of The Bridge program is the formal transcripts that the student will receive. The Bridge will prepare the student's academic transcript based on courses recorded on our Graduation Requirements page. The core courses include Math, Language Arts, History/Social Science, Science, Fine Arts, and HOPE (or the equivalent). Elective courses should be chosen selectively so they do not over-shadow the academic courses.

Parents are encouraged to create an extracurricular page highlighting the following:

- Community Service/Volunteer Opportunities
- Sports
- Part-time Jobs, Apprenticeships, Internships
- Theatre/Choir/Artwork
- Scouts, 4-H, Leadership Training, Civil Air Patrol
- Home Businesses, Entrepreneurial Efforts
- Work Projects
- Travel Experiences
- Awards & Achievements
- Mission Trips & Projects

The Bridge reserves the right to edit and modify the transcript to best reflect what college admission offices want to see in a transcript. In order for a transcript to be prepared, an academic/curriculum plan for each high school year needs to have been completed, report cards from each year, as well as a Graduation Requirements form. Please make sure these are completed prior to the transcript request, so the transcript request is not delayed. For students that have taken any concurrent courses through a private or public high school, correspondence course, or a community college, third-party transcripts are required. In order for courses taken at a third-party institution to appear on the student's transcript, an unofficial transcript must be submitted from the institution (i.e., State College of Florida, FLVS, etc.). Please make sure we have received the transcripts from any third-party institution, so the transcript request is not delayed. All transcripts will be mailed and marked as an "Official Document." Once opened, it becomes unofficial. If The Bridge has the ability to upload "Official Documents" to a college, university, or other website, this will be done and will count towards the four transcripts included in the senior fee. If a transcript needs to be delivered in person, there is a \$25 base fee up to 10 miles; anything over this will be an additional \$.50 per mile.

Due to testing, senior preparation, and graduation, we will not process 9th-11th grade transcript requests from April 1 through May 31. Any requests made during this period will be processed starting the first week of June, regardless of the delivery method requested. Transcripts needed faster than 7-10 business days require a rush fee of \$10.

ADDITIONAL FEES

Transcripts, grades 1 – 11	\$ 25.00 for two official copies
Transcripts, grades 1 – 11, after first 2	\$ 5.00 each
Senior Transcripts, after first 4	\$ 5.00 each
Transcript rush fee	\$10.00
Transcript request 12+ months after graduation	\$ 5.00 each plus postage
Records Transfer, grades 1 – 11	\$15.00 each
Permanent records copy, grades 1 – 11	\$25.00 each
In-person transcript/records delivery	\$25.00 plus \$0.50 per mile over 10 miles
Initial late fee, quarterly report, 1 – 13 days	\$25.00
Late fee, quarterly report, 14 – 29 days	\$50.00

REQUIRED ACKNOWLEDGEMENTS

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The Bridge Sarasota policies and procedures are established to create a consistent, productive environment for our students and families. Failure to comply with any of the policies and procedures outlined below will result in written dismissal without refund. Please **initial each section on this page and on the next page** to indicate that you have read and understood the contents of the section, **sign** below the initialed boxes, and **return** with your enrollment forms.

INITIALS	Students are enrolled in The Bridge Sarasota only when completed registration forms, required documents (birth certificate copy, most recent physical, immunization record or exemption, and academic/curriculum plan), and full payment are received. Once received, a confirmation letter of enrollment will be emailed to parents.
INITIALS	The Bridge Sarasota school year runs from July 1 through June 30 of the following year. Families are welcome to structure their school year calendars however they see fit. The Bridge Sarasota does not prorate tuition fees for families who join at any point after July 1. Tuition rates will remain the same throughout the school year, regardless of enrollment date.
INITIALS	There is a one-time, non-refundable \$25 registration fee for all new students enrolling in The Bridge. <i>*INITIALS REQUIRED FOR NEW STUDENTS ONLY*</i>
INITIALS	Parents agree to establish and maintain an educational schedule of at least 180 days per calendar year. This schedule will be sent to The Bridge with quarterly submissions.
INITIALS	Parents agree to submit quarterly attendance (form provided on website) and other required submissions on or postmarked by the following dates: October 7, 2022/January 6, 2023/April 7, 2023/July 7, 2023. Quarterly submissions may also be delivered in person the first Wednesday after the aforementioned dates, these will be considered received on time. Email submissions will not be accepted. A confirmation letter will be emailed once submissions are recorded. A \$25 late fee will be assessed for all late submissions. After two weeks, a \$50 late fee will be assessed. Please note: If a quarterly report is received more than two weeks late for two consecutive quarters, the student will become inactive. There is a \$25 reactivation fee, and all records need to be completed before reactivation. After 30 days, students will be dismissed from the school without a refund. You will receive a letter by mail.
INITIALS	At the end of the school year, after the 4th quarter packet is submitted, you will receive a certificate of completion from The Bridge Sarasota, unless you are a senior. If you would like transcripts before 12 th grade, we will furnish up to two copies for \$25, additional copies are \$5 each. High school seniors receive four transcripts with their enrollment fee, additional copies are \$5 each.
INITIALS	The family and the student must be willing to work cooperatively toward the goals of The Bridge Sarasota and the agreed upon academic/curriculum plan to continue to be enrolled. The Bridge Sarasota reserves the right to dismiss any students from the non-traditional private school for any reason it deems appropriate, including, but not limited to an apparent failure to complete a sufficient academic program. In the event of a dismissal, no tuition refunds will be issued.

INITIALS	Families are free to withdraw students at any point in the year by submitting a signed statement of withdrawal. If families would like copies of student's records, they may request such in writing, we will respond by email within ten business days of the receipt with an invoice reflecting a fee of \$25. Records will be mailed to families via certified mail within 30 days of receipt of payment. No tuition refunds will be issued upon withdrawal of students.
INITIALS	A copy of permanent record will be kept on file indefinitely (even after families have withdrawn) and can be requested at any time with a signed statement. We will respond by email within ten business days of the receipt with an invoice reflecting a fee \$25. Records will be mailed to families via certified mail within 30 days of receipt of payment.
INITIALS	I understand that all materials received from The Bridge Sarasota are copy written, and I hereby acknowledge that I will not copy, reproduce, or share these materials with any non-The Bridge Sarasota members. I understand that reproducing and/or sharing any of The Bridge Sarasota materials in an unauthorized manner is a violation of copyright laws and could result in damages levied against me in a court of law.
INITIALS	If there is a change of address, phone number, or change in email address, please notify us of the new information as soon as possible.

I have read and I understand The Bridge Sarasota Philosophy, Mission, Policies and Procedures, and I agree to order my conduct according to the statements contained therein.

_____	_____	_____
Signature	Printed Name	Date

REGISTRATION & PAYMENT FORM

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Parent's Names: _____

Address: _____

City: _____ FL Zip Code: _____

Home Phone: _____

Mom's Cell: _____ Do you text? Yes No

Dad's Cell: _____ Do you text? Yes No

Primary Household email address: _____

(We communicate primarily through emails; please be sure this is one you check regularly)

Nationality/Ethnicity (required for governmental reporting): _____

STUDENT NAME:	DOB	Gender	Grade Level	Fee Due:	Special Note:

SOCIAL SECURITY NUMBER FOR SENIORS (BRIGHT FUTURES ONLY): _____

Additional Fees or Discounts:	
TOTAL AMOUNT PAID:	

FEE SCHEDULE	
Elementary School, Grades K – 5	\$ 75.00
Middle School, Grades 6 – 8	\$100.00
High School, Grades 9 – 11	\$150.00
High School, Grade 12	\$300.00
DISCOUNTS & OTHER FEES	
Additional Students, excludes seniors	25% off
Non-refundable Registration Fee, one time only	\$25.00 (Per student, NEW students only)

CONTACT INFORMATION

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Mailing Address:

Mail the following items (none of these items will be accepted via email):

- The Bridge Sarasota Registration Forms
- Academic/Curriculum Plan
- Copy of Birth Certificate
- Copy of Immunization form (or exemption)
- Copy of Medical Physical (or exemption)
- Quarterly Records

To:

The Bridge Sarasota
ICO Nova Bookkeeping Service
2012 75th St NW
Bradenton, FL 34209

Contact Us:

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Founder / Support Director

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Website: <https://thebridgesarasota.com/>

Look for us on Facebook:  The Bridge Sarasota Look for us on Instagram:  The Bridge Homeschool