



PO Box 491691
Atlanta, GA 30349
purposefulmindsined@gmail.com
(404) 981-8329

PURPOSEFUL COACHING FOR VIRTUAL LEARNING CONTRACT

2020-2021

Does your child need assistance with keeping up with his/her assignments due to the digital divide? Purposeful Minds Educational Center, LLC now offers Purposeful Coaching, a program designed to assist your child in becoming more accountable for his/her online learning.

A PMEC Coach will work with the student and family to provide mentoring assistance to students who are learning virtually to help them keep up with their daily/weekly assignments. The PMEC Coach will review assignments, quizzes, videos, and/or projects assigned by the student's teacher(s), and based on the information received will create a weekly assignment calendar for the student to use as a guide when completing assignments. The PMEC Coach will also discuss time management, staying organized, and provide self-care tips to assist students in staying on track with their school assignments.

It will be the student and parent's responsibility to contact his/her PMEC coach immediately when they receive information about assignments added after the coach reviews and sends the weekly assignments. In addition to creating a schedule, the PMEC coach will follow up with the student via text, phone call, or virtual call to ensure the student understands the expectations for each assignment. Please note, Purposeful Coaching for Virtual Learning is not a tutoring program and will not provide tutorial services. The PMEC coach will only aid in helping the student remain on task, use his/her time wisely, and submit completed assignments on time.

PAYMENTS:

Purposeful Minds Educational Center, LLC will charge a \$60.00 enrollment fee.

This **non-refundable fee** covers the application processing, consultation fee, administrative fee, and fee for supplies that will be used to make the coaching experience for all parties a memorable one.

The enrollment fee and monthly coaching fee can be paid via Pay Pal at www.paypal.com. When logging in to your Pay Pal account, please enter the email address purposefulmindsined@gmail.com to submit your payment for your child's Purposeful Coaching plan. In the notes section, please be sure to include the child's name, what the payment is for, and the date of service. For example, student name: Jenny Smith, service: Purposeful Coaching for the month of September 2020. If you do not have a Pay Pal account, please contact owner, Demeshia Ware, to discuss other payment options.



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During the consultation, the PMEC coach, parent/guardian, and student will discuss the mentoring needs of the student, and all members of the PMEC team (student, PMEC coach, parent) will decide on a date and time for the coach to have a one on one virtual coaching session with the student each week. Multiple coaching sessions are available, upon request. Please arrange multiple sessions with your PMEC coach.

FEE AGREEMENT

PMEC charges \$240 per month for Purposeful Coaching. Fees must be paid by **the 1st of each month**. Parents/Guardians can submit their monthly payments via Pay Pal at www.paypal.com. When logging in to your Pay Pal account, please enter the email address purposefulmindsined@gmail.com to submit your payment for your child's Purposeful Coaching plan. In the notes section, please be sure to include the child's name, what the payment is for, and the date of service. For example, student name: Jenny Smith, service: Purposeful Coaching for the month of September 2020.

Payments not received by the 1st of the month are subject to a \$35.00 late fee. If a parent signs up for coaching services after the 1st of the month, services will be provided at a prorated rate, however, the following month, payments will be due on the 1st of the month.

SERVICES OFFERED:

The PMEC Coach will provide the following services:

- Provide on-going support to the student to help him/her maintain accountability.
- Discuss time management and the importance of remaining on task when completing school assignments.
- Provide a master list to the parent/guardian and student to keep up with websites, usernames, and passwords if needed.
- Provide an outline of assignment due dates. The outline will be shared digitally. Upon request, assignment due dates can be shared via the student and/or parent/guardian's digital calendar.
- Provide a breakdown of assignments if multiple tasks are listed in one assignment/project.
- Be available to answer questions the parent/guardian and/or student may have about assignment requirements.
- If the student needs a binder to keep track of PMEC Coaching materials, the PMEC coach will provide a binder to the student. An additional \$10.00 fee will be added to the first month's fee if the student and parent/guardian requests a binder. Following CDC guidelines, the parent/guardian and PMEC coach will arrange for the student to receive his/her coaching binder.



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CANCELLATION POLICY

If for any reason, the student or parent must cancel the weekly coaching session please contact owner, Demeshia Ware at (404) 981-8329 immediately to reschedule. Please note, our P MEC team will make every effort to reschedule the session within the week, but due to scheduling conflicts rescheduling may not always be an option. Please know our team is committed to ensuring your child's success during their virtual learning experience, and will do what we can to accommodate rescheduling requests.

CONSENT TO OBTAIN STUDENT'S LOGIN CREDENTIALS

____ The Parent/Guardian **DOES NOT AUTHORIZE** Purposeful Minds Educational Center, LLC to obtain login credentials for the student's personal school information to access assignment information. Login credentials will need to be provided by the parent so the P MEC coach can review assignment requirements. *Disclaimer:* P MEC understands that student login information is confidential. The credentials **WILL NOT** be shared outside of the student's coach and the owner, Demeshia Ware. The credentials obtained will be used **SOLELY** for the purpose of assisting the student in understanding the assignment requirements.

____ The Parent/Guardian **DOES NOT AUTHORIZE** Purposeful Minds Educational Center, LLC to obtain login credentials for the student's personal school information to access assignment information, **BUT WILL PROVIDE** the P MEC Coach with all assignment information with due dates in order for the coach to successfully mentor the student during their virtual learning experience. *Disclaimer:* P MEC understands that student login information is confidential. The credentials **WILL NOT** be shared outside of the student's coach and the owner, Demeshia Ware. The credentials obtained will be used **SOLELY** for the purpose of assisting the student in understanding the assignment requirements.

____ The Parent/Guardian **AUTHORIZES** Purposeful Minds Educational Center, LLC to obtain login credentials for the student's personal school information to access assignment information. Login credentials will need to be provided by the parent so the P MEC coach can review assignment requirements. *Disclaimer:* P MEC understands that student login information is confidential. The credentials **WILL NOT** be shared outside of the student's coach and the owner, Demeshia Ware. The credentials obtained will be used **SOLELY** for the purpose of assisting the student in understanding the assignment requirements.



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REFERRALS

Any parent/guardian who refers another student will receive a \$10 credit to his or her account once the referred student has signed a contract. **Please note:** When referring, pricing may vary from student to student and subject to subject.

TERMINATION OF SERVICES

This Purposeful Coaching for Virtual Learning contract is between Purposeful Minds Educational Center, LLC and _____. You may terminate this coaching contract at any time by **giving P MEC, LLC 30 days' written prior notice**. If a 30-day written notice is not received, the parent/guardian will be responsible for submitting payments until coaching services are officially terminated on the 30th calendar day.

NO WARRANTIES

While the P MEC Coach at Purposeful Minds Educational Center, LLC is confident in his/her ability to support/coach the student during his/her virtual learning experience, the coach makes no promises or warranties concerning the student's grades due to the coaching services provided.

I, _____ agree to the contract above. I further understand in order for my child to receive adequate coaching services, my child and I must remain consistent with attending coaching meetings, answering phone calls, and providing the P MEC coach with updates to assignments and class expectations. By signing this contract, I am consenting that I acknowledge, understand, and agree with the terms and requests mentioned above.

All parties agree to the above terms.

SIGNATURES

_____ Signature of Parent/Guardian	_____ Date	_____ Signature of P MEC Employee	_____ Date
_____ Print Name of Parent/Guardian		_____ Print Name of P MEC Employee	