

Purposeful Minds Educational Center Registration Form



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

Child's Information:			
Last Name:	First Name:	DOB:	Age:
Gender: ___ Female ___ Male		Grade:	
Is your child in the Response to Intervention (RTI) process at his/her elementary school? ___ Yes ___ No		If yes, in what subject area(s):	
Is your child in the Student Support Team (SST) process at his/her elementary school? ___ Yes ___ No		If yes, in what subject area(s):	
Does your child have an IEP? ___ Yes ___ No		If yes, in what subject area(s):	
Does your child have a 504 plan? ___ Yes ___ No		If yes, please explain:	
Is your child in the ELL/ESOL Program? ___ Yes ___ No		Is your child in the Gifted Program? ___ Yes ___ No	
Allergies:			
Please let any medical conditions that may or may not impact the scholar's learning:			
Type of Educational Sessions(s) Requested:			
<i>*Please note, we will do our best to honor your request. Due to staffing changes, CDC recommendations, and/or the safety of our staff and students, your request may change. If your child's session delivery does change, you will be notified.</i>			
Please check your request:			
<input type="checkbox"/> Face to Face Session			
<input type="checkbox"/> Virtual Session			
Parent/Guardian Information:			
Last Name:	First Name:	Relationship:	
Address:			
City:	State:	Zip Code:	
Home Phone:	Cell Phone:	Work Phone:	
Email Address:			

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Parent/Guardian Information:		
Last Name:	First Name:	Relationship:
Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Work Phone:
Email Address:		

Please check one that applies:

Child's Living Arrangements: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other
Child's Legal Guardian: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other

The child may be released to the person(s) signing this enrollment form or to the following:			
Last Name:	First Name:	Relationship:	Phone:
Last Name:	First Name:	Relationship:	Phone:

In Case of Emergency, contact the following if you are not able to reach the parent(s):			
Last Name:	First Name:	Relationship:	Phone:
Last Name:	First Name:	Relationship:	Phone:

Emergency Medical Release:	
Primary Care Physician:	Phone:
Health Insurance:	Policy #/Group #

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Permission and Liability Waiver:

My child, _____ has permission to participate in tutoring services and learning activities offered by Purposeful Minds Educational Center, LLC. As a parent/guardian of the child mentioned above, I do hereby grant Purposeful Minds Educational Center, LLC staff and designated adults the right to authorize medical treatment for my child in the event that I, or my designated representative(s) cannot be reached. I agree to hold harmless Purposeful Minds Educational Center and its agents from liability resulting from an accident. The Georgia Good Samaritan Law will apply.

I hereby grant permission for the staff to take whatever steps deemed necessary to obtain emergency treatment for my child. These steps may include, but are not limited to the following:

1. In a life-threatening situation or urgent emergency, staff will call 911 before attempting to contact parent/guardian.
2. For non-life-threatening emergency, we will attempt to call the parent/guardian first, if we are not successful in reaching the parent, we will attempt to contact the in case of emergency contacts listed above. If we are not able to make appropriate contact, we will call the paramedics or the child's health care provider.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Print Name of Parent/Guardian

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Publicity Release Form

Please complete this form in its entirety and return it with your enrollment package.

Check one that applies:

_____ I hereby authorize Purposeful Minds Educational Center, LLC permission to use a photograph or other image of my child for public relations purposes connected to tutorial services and future programs associated with Purposeful Minds Educational Center, LLC.

_____ I do not authorize Purposeful Minds Educational Center, LLC permission to use a photograph or other image of my child for public relations purposes connected to tutorial services and future programs associated with Purposeful Minds Educational Center, LLC.

Signature of Parent/Guardian

Date

Signature Parent/Guardian

Date

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Notice of Exemption

I, _____ acknowledge I have been informed that Purposeful Minds Educational Center, LLC is not a licensed childcare facility, and does not offer programs one would find in such a facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning, and this program is exempt from state licensure requirements.

Parent Signature

Date

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Tutoring Contract 2021-2022

FEE AGREEMENT/FEEES PAYABLE TO THE TUTOR

All payments are due *before* services are rendered.

Payments are to be submitted via PayPal at www.paypal.com on the ***1st of EVERY*** month. An invoice will be sent to you 2 days prior to the due date. Please click on the Pay button on the invoice to submit your tuition-based payment for the month. If for some reason, you are not able to submit your payment via the button on the invoice, please go to www.paypay.com to submit your payment.

Instructions if you are not able to click on the submit button via the invoice:

When logging in to your PayPal account, please enter the email address purposefulmindsined@gmail.com to submit your tuition-based payment for the month. In the notes section, be sure to include the child's name and what the payment is for. For example, Student Name: Jenny Smith, Services: September Tutoring.

If your payment is not received by the **3rd of the month**, a \$35.00 late fee will be assessed to your account.

Please note: the way to submit payments is subject to change. If changes are made, an addendum will be made to this contract, and you will be notified via email.

PAYMENTS

Purposeful Minds Educational Center, LLC will charge a \$60.00 Enrollment/Registration fee.

This ***non-refundable fee*** covers the application processing, the cost of Diagnostic Testing, curriculum, and various supplies that will be used during tutoring sessions. This fee must be paid prior to the 1st session when diagnostic testing will be administered. Once you have signed and returned the registration form, you will be instructed on how to submit your child's Enrollment/Registration fee.

PMEC is a tuition-based company, and payments are due the ***1st of EVERY*** month. Payments per session will cover 50 minutes of instruction and 10 minutes of additional time (i.e., time spent in "warm up" activities, reviewing progress with student and/or parent, stretching breaks, etc.) The decision on how to best use the instructional time will be made by the PMEC Tutor based upon student's individual needs and abilities.

Educational Sessions are as follows:

1 day per week= \$217.00/month

2 days per week= \$387.00/month

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Please select your child’s Educational Session Monthly Tuition Package:

- 1 hour per week price: \$217.00 per month due on the 1st of the month
- 2 hours per week price: \$387.00 per month due on the 1st of the month

Please note: Please be sure to discuss your child's monthly package with owner, Demeshia Ware, prior to completing this form. You must give 30 day written notice to cancel or switch your child's monthly package. Your request to switch your child's monthly package maybe denied due to staffing availability. If a 30-day notice is not received, the parent/guardian will be responsible for submitting payments until services are officially switched and/or terminated on the 30th Calendar Day.

CANCELLATION POLICY

If for any reason, the parent/guardian must cancel the tutoring session please contact owner, Demeshia Ware at (404) 981-8329 and your child’s assigned tutor. Please note, if the tutoring session is canceled by the parent/guardian, the session will not be made up. Payment for missed sessions will not be refunded.

However, if the tutoring session is canceled by the tutor, the session will be made up during a time that is convenient for both the tutor and parent/guardian.

CONSENT TO DISCUSS STUDENT’S PROGRESS WITH TEACHER

___ The Parent/Guardian **DOES NOT AUTHORIZE** Purposeful Minds Educational Center, LLC to contact or communicate with the student’s school/ teacher(s).

___ The Parent/Guardian **AUTHORIZES** Purposeful Minds Educational Center, LLC to contact or communicate with the student’s school/teachers. It is the Parent/Guardian’s responsibility to provide appropriate contact information to the tutor. Furthermore, the Parent will need to inform the classroom teacher(s) that he/she would like them to communicate with PMEC, LLC. Communication made to a student’s teacher will be made solely to obtain further data or information to aid and assist PMEC in helping the student improve his/her academic success.

Please note: Teachers are not obligated to communicate with PMEC and may not agree to do so.

Name of Teacher	Subject/Class	Teacher’s Email Address

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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 tutoring contract is between Purposeful Minds Educational Center, LLC and

_____. You may terminate this tutoring contract at any time by **giving PMEC, LLC 30 days' prior written notice**. If a 30-day written notice is not received, the parent/guardian will be responsible for submitting payments until tutoring services are officially terminated on the 30th calendar day.

SWITCHING EDUCATIONAL MONTHLY PACKAGES

You may revise and switch your child's educational monthly package by **giving PMEC, LLC 30 days' prior written notice**. If a 30-day written notice is not received, the parent/guardian will be responsible for submitting payments until tutoring services are officially switched on the 30th calendar day. Please note, due to staffing availability your request to switch your child's educational package maybe denied.

NO WARRANTES

While the tutor at Purposeful Minds Educational Center, LLC is confident in his/her teaching ability, the tutor makes not promises or warranties concerning the student's performance due to the tutoring services provided.

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TUTORING AGREEMENT

During the session(s), your child will receive assistance in one or both of the following area (s):

Math

Reading/ELA

If you desire for your child to receive assistance in one Subject Area **ONLY**, please indicate which subject area you would like for your child to receive services in, Math or Reading/ELA:

_____.

Please Note: As the parent/guardian, you can change the type of assistance you would like for your child to receive at any time during tutorial services. However, if you decide to change, you will need to discuss the change with owner, Demeshia Ware. There will be an additional fee of \$25.00 for any new Diagnostic Testing to add an additional subject area.

A member of the P MEC team will contact you to schedule your child's Diagnostic Assessment and to finalize the tutoring day and time.

I, _____ agree to the contract above. I further understand in order for my child to make adequate progress, I must remain consistent with attendance, and implement strategies given by the tutor. 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

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Corona Virus Updates

Parents/Guardians:

Purposeful Minds Educational Center is closely monitoring and following CDC recommendations for keeping you, your family, and our staff members safe. We strongly encourage all members of the community to follow these best practices to ensure the health and safety of others:

- Wear a mask when you are conducting business outside of your home.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water, especially after visiting the restroom, eating, blowing your nose, coughing, sneezing, or touching your face.
- Cover your sneeze or cough with a tissue, discard the tissue in the trash, and wash your hands.
- Keep disinfectant with you as a precaution and use hand sanitizer in addition to soap and water when available.
- Please keep a distance of at least 6 ft.

Please note, that if you have signed up for in home tutoring services, your tutor will practice the above-mentioned precautions before, during, and after entering your home in addition to the best practices listed below:

- Temperature checks prior to entering a client's home.
- Tutors may use PPE, but it is not a requirement.

If at any reason, a member of our team becomes ill, especially the tutor who works inside of your home, the following actions will take place:

- You will be notified immediately.
- In person tutoring services will be canceled until further notice and virtual tutoring will commence.
- If the tutor is well enough to teach virtually, the tutoring session will continue as scheduled. If your tutor is not well enough to teach the virtual session, Ms. Ware will contact you to discuss another member of our P MEC team filling in for your tutor until he/she is well enough to resume tutoring services.

If you have any questions or concerns, please feel free to contact me at (404) 981-8329 or via email at purposefulmindsined@gmail.com. Thank you and have a purposeful day!

Sincerely,

Demeshia Ware, Owner