

CCLC Tutorial Services Enrollment Form

Date:

I am interested in...

- Homework Assistance Study-skills Test Prep (ACT/SAT)
 One-on-One Tutoring Indicate: Subject(s) _____

Other e.g. special project, chapter review, College essay/personal statement, mid-term or final exam.

Child's or Student Details

Full name:

Date of birth:

Student's age:

Student's grade:

Name of school student attend

My student's strengths:

My student's areas of need:

What do you want your child/student to receive tutoring assistance in or learn throughout the scheduled tutorial session:

Are there other academic needs or concerns you want the director or assigned tutor to be aware of? If so, please specify:

Parent/Guardian Details

First Name:

Last Name:

Home phone:

Mobile:

Email:

Address:

City:

Postcode:

Emergency contact:

Phone Number:

How did you hear about Caterpillar Corner Learning Center?

Number & Weeks of Tutoring: Tutoring is 45 minutes; add 5 minutes for start-up/review and 5 min for wrap-up/next session planning = 55 minutes per session **Select your Choice Below**

- Once a week
- Twice a week
- Three to Four weekly
- 6 weeks
- 8 weeks
- 10 – 12 weeks

Schedule Preference: Please circle the day(s) and time(s) you are requesting.

K- 8 tutoring is Monday – Friday from 2:00 p.m. – 6:00 p.m.

9th – 12 tutoring is Monday – Thursday 6:00 p.m. – 9:00 p.m.

- M T W Th, F
- 2:00, 3:00, 4:00, 5:00
- 6:00, 7:00, 8:00
- M T W Th, F
- 2:30, 3:30, 4:30, 5:30
- 6:30, 7:30

Please allow up to a minimum of two weeks from the date of the form or submission for the start of tutoring to begin. A request may be filled within 3 – 5 days; if so, you will be notified.

Preferred date tutoring to start: _____

Authorized Consent: (please initial)

- I hereby give permission for Caterpillar Corner Learning Center to provide Tutorial Services to my child/student based on the **Individualized Action Plan** discussed. I understand that:
 - o I can adjust my tutoring sessions by adding or subtracting weekly sessions
 - o I may withdraw my child/student at any time with appropriate notification i.e. (1 week advance notification required; otherwise, client will be billed for missed session(s).
 - o I understand I will be billed for missed sessions if the cancellation is less than 24 hours.
 - o I authorize and give consent for my child/student’s photo to appear on the internet, for example on Caterpillar Corner’s website or on Facebook
 - o The publication may appear in print, electronic or video media, for example brochures or flyers
 - o The publication may enable readers to identify your child.
 - o If you do NOT give consent for Caterpillar Corner to take or use your child’s photo for advertisement/marketing of Caterpillar Corner Learning Center services, please initial and sign NO here _____.

I hereby agree to the terms of this contract and is the responsible party for payment of services.

Parent(s) or guardian signature: _____

Date: _____