



32900 Pin Oak Parkway
 Avon Lake, OH 44012
 440-933-3782
<http://www.pembrokekids.com>
tutoring@pembrokekids.com

TUTORING REGISTRATION

Child's Name _____ BOY GIRL DOB: ____ / ____ / ____
 Last First Preferred Sex: Mo. Day Year

Street Address _____ Home Phone: _____

City State Zip School Attending: _____ Grade: _____

Mother/Guardian: _____ Home Phone: _____ Cell: _____

Work Phone: _____ Email Address: _____

Father:/Guardian _____ Home Phone: _____ Cell: _____

Work Phone: _____ Email Address: _____

Referred By: _____ Returning Family? (preschool, camp, etc) New Family?

Does your child have any special needs or medical conditions that we should be aware of? _____

Does your child wear glasses? Yes No If yes, for what reason and how often? _____

What is your primary goal for your child? Skills Remediation Homework Help Enrichment

Briefly describe why you are seeking tutoring assistance at this time: _____

Subject area(s)? _____

TUITION

Tuition is based on the number of hour-long sessions scheduled. There is a \$20 registration fee. A short parent/tutor conference at the beginning of tutoring is required. You must enroll for at least 4 hours at a time, and attend a minimum of 1 session per week. You may purchase larger blocks of ongoing hours at a discounted rate. A 2nd or 3rd sibling each receives a 10% discount. Tuition is due in advance and is non-refundable. Missed sessions can be re-scheduled. Please read our Absences or Cancellations policy below.

1:3 Small Group Tutoring - \$20 per hour

4 hours	\$80
8 hours	\$160
After purchasing 8 hours or more, you may sign up for an ongoing schedule with discounted rates	
2x week ongoing schedule example	\$155 / 8-session month \$180 / 10-session month or \$75 every 2 weeks

1:1 Individual Tutoring - \$40 per hour

4 hours	\$160
8 hours	\$320
After purchasing 8 hours or more, you may sign up for an ongoing schedule with discounted rates	
2x week ongoing schedule example	\$300 / 8-session month \$360 / 10-session month or \$150 every 2 weeks

Important Note: Although recommended, students are not required to attend 2x per week. Schedules should always be individualized and based upon the needs and objectives of the student and their parents.

SCHEDULE YOUR SESSIONS

Please put an x in the time slot(s) you would like to attend each week. All sessions last one hour. A regular schedule is recommended in order to create consistency for your child. We recommend that students attend at least two days per week. Same-day-same-time sessions are available based on session and staff availability. Priority is given to regularly scheduled sessions, but you may sign up for sessions on a first-come-first-served basis. If you choose not to select a regular schedule, all sessions should be scheduled by Friday, a week in advance.

1:3 SMALL GROUP TUTORING

1:1 TUTORING

	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday
3:00 – 4:00 p.m.						9:00 – 10:00 a.m.	
4:00 – 5:00 p.m.						10:00 – 11:00 a.m.	
5:00 – 6:00 p.m.						11:00 – 12:00 a.m.	
6:00 – 7:00 p.m.							

BEGIN DATE: _____ # OF HOUR SESSIONS: _____ @ \$ _____ per hour = \$ _____

Tuition is due in advance and can be paid by cash, check, or credit card.

Registration: \$ 20

Less 10 % Sibling Discount: \$ _____

TOTAL: \$ _____

IMPORTANT INFORMATION

SIGN IN / OUT POLICY

A Parent/Guardian or other authorized adult must sign each child in/out of every session. The only people that your child will be released to are those you have listed on the CHILD ENROLLMENT AND HEALTH INFORMATION FORM (ODJFS form 01234). If someone other than a parent will pick up your child, please give us prior written notice. If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call **440-933-3782** to give permission for another adult to pick up the child. Or, you must send a signed note of authorization with that person who must present a photo ID. Please be on time to pick up your child! Repeated late pickups will be charged an additional session fee. Students arriving via school bus will be met and signed in by the Director. **Avon Lake residents must call the School District Transportation Department at 440-933-9802 to make bus arrangements.**

ABSENCES OR CANCELLATIONS - STUDENTS

Please call **440-933-3782**, 24 HOURS IN ADVANCE and leave a message if you need to re-schedule a make-up session. All make-up sessions must be used within 45 days. This is especially important if your child arrives via school bus. When you call, please be specific, stating your child's full name and the day and time of the session. Longer absences, such as a vacation, must be re-scheduled at least a week in advance. Cancellations that occur less than 24 hours in advance will be charged. Requests for tuition adjustments due to a significant illness, injury or family issue will always be considered and must be made via email or in writing so that we can plan ahead. If you have scheduled ongoing sessions and wish to cancel, please provide at least two weeks notice via email or in writing.

SCHOOL YEAR SCHEDULE AND CANCELLATION OF TUTORING

Pembroke closely follows the Avon Lake City Schools calendar. We will be closed on all major school holidays with the exception of in-service days when we will be open. In the case of bad weather or other incidents when Avon Lake Schools are canceled, tutoring will also be canceled. We will post an announcement on our website, change our voicemail message, and list our closing status on News Channel 5 – newsnet5.com. A modified schedule will be available over Summer Break.

ILLNESS AND MEDICATIONS

If your child becomes ill during a session, we will notify you immediately so you may pick up your child. If you are not available, we will call the emergency contacts on your child's information form (please keep this information current). In an emergency, we will call emergency personnel. Medications: You must inform us if your child is carrying or self administering medication of any kind and ODJFS Form 01217 must be filled out and kept on file at the Center. PLEASE NOTE: Our staff has current Red Cross training in infant/child CPR and First Aid.

Parent/Guardians must sign the Give Permission to Transport section of the CHILD ENROLLMENT AND HEALTH INFORMATION FORM (ODJFS form 01234) giving the Center permission to transport your child to an area clinic or hospital in the case of a medical emergency.

Parent/Guardian Signature: _____ Date: _____

The Pembroke Kids Child Development Center Tutoring Program recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered or public school district initiated desegregation. The Pembroke Kids Child Development Center Tutoring Program will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.