

## **PHBC Parent Partnership & Tutoring Ministry Enrollment Agreement**

This program is to provide working parents with children ages K – 5 that attend school by online classes; with educational assistance, supervision, tutoring to assist students in completing their class work and testing required by their online curriculum.

Tutors will staff the program. Students will have free internet service, properly spaced seating, clean environment and space for free time, study breaks and lunch (provided by parents/legal guardians).

### **Fee's**

#### **Fulltime: (4 – 5 days per week)**

1. Non-refundable enrollment fee of \$50 for each semester (Fall and Spring)
2. Monthly tuition fee of \$100 per week paid monthly for fulltime students. Payments are due on the first Monday of the month. There will be a charge of \$10 per day that payment is late.

#### **Part-time: (1 – 3 days per week)**

1. For part-time Students, a non-refundable enrollment fee of \$30 for each semester (Fall and Spring).
2. Drop-in Day by Day Students: Daily tuition fee of \$30.00 per day paid each day for drop in as needed (if space is available to accept drop-ins. Please call in advance).
3. For pre-registration for certain days each week (ex: Tuesdays only, or M,W,F schedule) the tuition cost is \$25 per day for 2 – 3 days per week. So is you choose a Tuesday & Thursday schedule, the tuition fee is \$50/week. If you choose M,W,F schedule tuition fee is \$75/week. (A one day a week schedule will be charged at the drop-in fee detailed in #2 above).

\*\* Please make checks out to Poplar Heights Baptist Church

### **Notification of withdrawal from program**

Parents/Legal Guardian must inform Program leader by writing or email of withdrawal 2 weeks before the child's last day.

## **Spring Semester**

Start Date: January 4

Martin Luther King Holiday: January 18

Presidents Day Holiday: February 15

Spring Break: March 15-19

Good Friday Holiday: April 2

Last Day: May 21

## **Schedule**

Arrival Time: 7:30 a.m. Pick-Up Time: 3:30 p.m

Upon arrival, the child will have their temperature taken, a mask will need to be worn if mandate is still in place for Madison county and they will need to wash their hands before going to class room.

(If a child is sick please keep them at home) Should the child have a temperature of 99 degrees upon arrival (or at any time during the day), the student will be removed to a private setting and will not be able to attend. Parent/legal guardian will be called to pick up the child as soon as possible. The child will need to be fever and symptom free for 48 hours before they can return.

After wellness check, child will be escorted to their station.

Tutoring will begin at 8 a.m.

Breaks/Lunch/Free time: will be staggered by age groups for proper spacing and safety.

## **Students must bring the following supplies**

Clean mask, computer, mouse, mouse pad and earphones, any printed material, all items required from the online class curriculum. Lunch, snacks, and drinks.

***\*I understand that I am signing up for the full semester and I agree to pay all fees due. Should I need to withdraw early, I understand that I still owe for the full semester.***

***Parent/Legal Guardian Signature*** \_\_\_\_\_

### **Video/Photograph Consent**

This consent is to allow the student to be photographed or videotaped during normal activities and to use such photographs or videos in promotional material produced by PHBC.

Parent/Legal Guardian Signature \_\_\_\_\_

### **Prohibit of Video/Photograph**

I do not want my child to be photographed or in a video or to appear in any promotional material produced or used by PHBC.

Parent/Legal Guardian Signature \_\_\_\_\_

### **Code of Conduct**

Thank you for placing your child in the Partnership & Tutoring Ministry. We hope that this Code of Conduct will convey our commitment to care for, guard and protect you child. This Code represents your understanding of the behavioral expectations for your child while in the care of the leaders of the Partnership & Tutoring Ministry. Please read the following expectations and sign and date below

There will be no foul language used.

There will be no inappropriate Actions: Fighting, Bullying, Touching, or any action that would cause emotional, spiritual, or physical harm to anyone.

No Handheld games, cell phones, earbuds or Mp3 players

Appropriate dress will be expected: No ripped jeans, no writing on t-shirts, no spaghetti straps, or short shorts. Dresses, skirts, or shorts will be fingertip length.

Jeans or pants must be at the hip and under attire must not be seen.

Tennis shoes are to be worn or closed toe sandals or shoes.

Tobacco products, alcohol, or objects that could cause harm to any individual are not allowed.

Will follow instruction, will be respectful, honest and have integrity.

Childs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents / Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\*In an effort to keep our practices excellent, this Code of Conduct may be rewritten/changed at any time by PHBC as deemed necessary by the Leader in charge of the event. If it is changed, parents and student will be asked to sign the most current form. Thank you in advance for your cooperation

## ENROLLMENT REQUEST FORM

(PLEASE CHOOSE FULL-TIME OR PARTIME, IF PART-TIME PLEASE SELECT DAYS REQUESTED)

\_\_\_\_\_ FULLTIME (4 – 5 DAYS PER WEEK) (No need to request certain days)

\_\_\_\_\_ PART-TIME (2 – 3 DAYS PER WEEK) please indicate below the days for each week tutoring services are being requested.

**Monday    Tuesday    Wednesday    Thursday    Friday**

\_\_\_\_\_ DROP-IN ONLY (Please call ahead to check availability for that day)

Parent/Legal Guardian Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Age: \_\_\_\_\_ Student's Grade: \_\_\_\_\_