



## **Literacy & Creative Writing Program Registration Form**

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

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address: (PLEASE PRINT CLEARLY)**

**Mother:** \_\_\_\_\_

**Father:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Emergency Contact Phone:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Are you a returning student? Yes or No**

**If yes, please list the programs you've attended:**

\_\_\_\_\_

**\*Referral Program: How did you hear about us?** \_\_\_\_\_



## **School Information**

**Name of School:** \_\_\_\_\_

**School Address:**

Street	City	State	Zip code
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**District:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**Teacher's Email Address:** \_\_\_\_\_

**Teacher's Office Number:** \_\_\_\_\_

**Thank you for registering your child to Pace University, School of Education Center for Academic Enrichment. Please call us with any questions at (914) 422-4135.**



## **Literacy & Creative Writing Program Prices**

***Regretfully, all fees are non-refundable. Payment is due by the first day of service.***

Please mark a check next to the program you are registering for.

\_\_\_\_\_ **Registration Fee \$20**

\_\_\_\_\_ **Late registration fee \$30**

\_\_\_\_\_ **Pre-K – 5<sup>th</sup> Grade**

\_\_\_\_\_ **NEW STUDENT: 10 Classes for \$125 (includes evaluation testing date)**

\_\_\_\_\_ **RETURNING STUDENT: 9 Classes for \$108**

\_\_\_\_\_ **6<sup>th</sup> – 12<sup>th</sup> Grade**

\_\_\_\_\_ **NEW STUDENT: 9 Classes for \$108 (includes evaluation testing date)**

\_\_\_\_\_ **RETURNING STUDENT: 8 Classes for \$96**

**\* Make up class - \$20 or homework may be assigned upon request.**

**Check our website for our semester dates.**

***Please write a check out to: Center for Literacy - SOE Pace University.***

**Payment Policy:** Payments are due *before* services begin. If paying weekly, please submit a payment on the date of service. If paying monthly, please submit a payment by the *first* Friday of the month. Please speak to the Director if you are not able to pay on time. Please pay on time to avoid a late fee of \$10.00 by the 15<sup>th</sup> of every month. Bounced checks will receive an additional \$20.00 fee.

**Your child will be placed in the appropriate classroom after they are evaluated.**

**VISIT OUR WEBSITE FOR SEMESTER DATES**

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## **Literacy & Creative Writing Program Requirements**

### **Supply List:**

- Please provide any recent report cards, progress reports, sample work and classroom schedule from your child's teacher/s.
- Dictionary
- Notebook

*\*Note: Throughout the program, the tutor may ask for supplies for special activities planned for the student.*

**You must use our Kinderlime iPad Kiosk located in the main office to sign in and sign out your child.**

\*Please notify any staff member if you need a Kinderlime training guide or you can visit the Kinderlime website at <https://help.kinderlime.com/parents-help-articles> for additional guidance.

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## Pick Up Form

Please list all persons who have permission to pick up your child from the Center for Academic Enrichment. **ONLY** those who are named on this list will be allowed to have your child released to their care. Please notify the office and update this form if you are adding a new person to your pick up list. The person picking up will be asked to present proper ID before releasing the child to the person approved. Your child will **NOT** be allowed to leave the facility without proper notice and identification. Thank you.

**NOTE:** *Parents do not list yourselves. Every person picking up or dropping off your child will have their own 4-digit pin for our Kinderlime Kiosk.*

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship to Child \_\_\_\_\_

**Thank you for registering your child to Pace University, School of Education Center for Academic Enrichment. Please call us with any questions at (914) 422-4135.**



## **Photo Release Form**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Throughout the program, it may be possible that your child may be chosen to take part in publications, presentations, videos, web pages, or news releases produced by the Center for Academic Enrichment, or agencies working with us for the sole purpose of promoting the Center for Academic Enrichment.

Please indicate your preference below:

- ☐ I **DO** give consent for my child(ren) to take part in being photographed, interviewed, and videotaped.
- ☐ I **DO NOT** give consent for my child(ren) to be photographed, interviewed, and videotaped.

Do you give consent for your child's first/last name to be published? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**OTHER**

\_\_\_\_\_

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

\_\_\_\_\_  
Date

**Thank you for registering your child to Pace University, School of Education Center for Academic Enrichment. Please call us with any questions at (914) 422-4135.**



### **Attendance Policy**

We love for all of our students to get the most out of our programs by attending on a timely basis, so they do not miss any instruction or special activities. We understand that every family has different needs and schedules. We ask that you please be considerate of our tutors when arriving late or picking up early. In doing so, please notify the office with changes to your schedule. It will keep our program running smoothly for both students and tutors. Thank you.

### **Late Pick Up Fee**

#### **Late Pick up Fees Must Be Paid in Cash**

We understand that situations may arise that will keep you from picking up your child ON-TIME. However, we like to be considerate of our staff and their scheduled time as well.

We give our parents a grace period of 10 minutes. Thereafter, we will apply a late fee of \$1.00 per minute.

If you feel that you may need extra time, you may pay \$25.00 for the FIRST 30 minutes or \$50 per additional hour.

Please keep in mind that our center will stay open no later than 6:30 PM.

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

\_\_\_\_\_  
Date

**Thank you for registering your child to Pace University, School of Education Center for Academic Enrichment. Please call us with any questions at (914) 422-4135.**



## **STUDENT FORM**

Child's Name: \_\_\_\_\_

Birthday (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade: \_\_\_\_\_

Is the student a returning student? Yes \_\_\_\_ No \_\_\_\_

Is the student repeating a grade? Yes \_\_\_\_ No \_\_\_\_

Is the student classified? Yes \_\_\_\_ No \_\_\_\_

*\*If you checked yes, please provide us with a copy of the students IEP to better understand their needs and academic level of achievements.*

What educational curriculum is the student learning? E.G. NYS Common Core Standards or Other

Are you seeking tutoring services to support a specific skill or subject? If yes, please provide specific information on the skill or subject.

Are you seeking remediation services based on academic/teacher reports or concerns? If yes, please provide documentation. Yes \_\_\_\_ No \_\_\_\_

Current academic goals, concerns and challenges to be addressed:

Please detail anything else we should know about your child (e.g. interests, temperament, social skills):

Please List any allergies (food and environmental) that your child has:





Dear Parents,

It's great to have you as part of our family! We appreciate you all and we love the opportunity to help our students learn and grow. We strive to cultivate a fun and academically sound environment here at Pace University, School of Education, Center for Academic Enrichment. While our main focus will always be on the children, our new initiative is to improve communication with our parents. Our goal is to increase parent engagement, messaging, and the safety and security of the children. We want you to feel more connected to your child and their day.

So we are very excited to announce the launch of Kinderlime at the Center for Academic Enrichment! Kinderlime will help us achieve this goal and help simplify your day.

**Here is what you can expect:**

**Sign In & Out:** Caregivers will receive a unique 4-digit pin. With this pin, you will be able to sign in and sign out your child quickly and more securely via the kiosk setup in the main office. For additional safety and security, the Kinderlime system will notify both parents who picks up or drops off your child via push notification and email.

**View Billing:** View your invoices and statements directly from the app.

**Parent Engagement & Messaging:** Get more involved in your child's day. Teachers can now take fun pictures throughout the school day and send them directly to your phone where you can easily view and download them. Message teachers directly and see daily reports of your child's day.

We look forward to better communication! If you have any questions getting set up, please visit the Kinderlime website at <https://help.kinderlime.com/parents-help-articles>.

Sincerely,

Ashley Ledesma  
Director  
914-422-4135  
aledesma@pace.edu