



Fall 2011 Tutoring Program

Student Information

Full name :

Home Address :

Home Telephone :

DOB :

Grade as of September 2011 :

Home phone :

E-Mail Address :

Has student previously received Reading Support Services? Yes No

If so, when and where :

Has any assessment testing been performed? Yes No

If so, when/where results :

Please list any specific areas of concern :

Parent Information

Full Name (Father/Guardian) :

Telephone (Day) :

Cell Phone :

E-Mail Address :

Full Name (Mother/Guardian) :

Telephone (Day) :

Cell Phone :

E-Mail Address :

Emergency and Medical Information

Emergency Contact Name :

Emergency Contact Address :

Emergency Contact Telephone :

Doctor's Name :

Doctor's Address :

Doctor's Telephone :

Medical Insurance Carrier and Member Number :

Known medical conditions/Allergies :

Current medications :

Tutoring Service Requested: (select one – Note: Times assigned based on registration date)

Reading____ Mathematics____ Standard ____ OG Certified ____ Sessions per week (1,2,3,4)____

Sessions requested: 1st choice: Mon__Tues__ Weds__Thurs__ Other____ Off-Site____

Time: 3:00- 4:00 ____ 4:00-5:00 ____ 5:00-6:00____ Other____

2nd choice: Mon__Tues__ Weds__Thurs__ Other____ Off-Site____

Time: 3:00- 4:00 ____ 4:00-5:00 ____ 5:00-6:00____ Other____

Student Information

Cancellation Policy :

- This registration form is a contractual agreement for full session payment. Payment is required for all sessions. For reported absences, make-up sessions will be re-scheduled if feasible.
- Absences – Must be reported to School Office at 410-329-6956 no later than one hour prior to scheduled session. Make-up sessions for reported absences will be scheduled based on tutor availability.

Additional Program Information :

- Reading Programs can be taken in conjunction with PlayCenters care. Please check here if you wish to co-ordinate reading and on-site daycare :
- A non-refundable registration deposit of \$180 is required with submission of this form. Make checks payable to the KHRC
- Additional payments are due at the beginning of each month.
- Registration forms can be returned by mail or dropped in the Our Lady of Grace Parish Drop Box.
Mailing address : Karl Heldrich Reading Center at Our Lady of Grace School
18310 Middletown Rd. Parkton, Md 21120
Attn : Heldrich Fall 2009 Tutoring Program
- Refer any questions or concerns to the Director, Maggie Craig at 410-925-3506 or email mcraig@ourladygrace.org or mscraig51@verizon.net

Sign-Up :

I have read and agree to the KHRC Fall 2011 Tutoring Program conditions as specified above. I also verify that the information I have provided is correct, and have enclosed my registration deposit in the amount of \$200. (Please make checks payable to KHRC) :

Signature :

Date :

Office Use

Deposit Amt :

Check Number :

Check Date :