

TUTORING SESSIONS APPLICATION
2023-2024 Academic Year

Checklist – Please complete and submit the following

- Applicant Information
- Parent/Guardian Information
- About Your Child
- Health and Emergency Contact
- Release & Authorization
- Policies & Procedures

Hand-deliver or e-mail your complete application to: info@mauihomeschoolhale.com. If you need to mail a hard copy, please email or text us (907) 529-9624 for a mailing address.

Once your completed application is received, your submission will be reviewed and we will follow-up about next steps.

For Maui Homeschool Hale use only

Child's legal name _____ Age _____
Date of birth _____ Entering grade _____
Date application received _____

APPLICANT INFORMATION

Student's legal name _____ Preferred name _____

Age _____ Date of birth _____ Current grade _____

Current school or homeschool setting _____

Previous educational programs or experiences _____

Siblings (name and age) _____

PARENT/GUARDIAN INFORMATION

Full name _____

Home Address _____

Mailing Address _____

Home phone _____

Cell phone _____

Email _____

How did you hear about Maui Homeschool Hale?

- Search engine
- Friend or word-of-mouth
- Facebook
- Instagram
- other

ABOUT YOUR CHILD

Please describe your child's personality.

Does your child have favorite interests, topics, or activities?

Please describe your child's home life rhythm: waking time, mealtimes, activities, bedtime, etc

Do you currently homeschool your children? If yes, please describe curriculum, in-person/distance, etc. If no, skip to the next page!

What is your main objective or focus in homeschooling?

What are you currently doing to create the homeschool life you envision?

ABOUT YOUR CHILD cont.

How does your child best learn? (hands-on, visual, auditory, 1:1, small group)

Is your child familiar with Waldorf methods, traditions, festivals, etc. at home or in an educational setting? Please describe.

What do you want to achieve with your child at Maui Homeschool Hale?

What do you want your child to achieve and do with their life?

Do you have any concerns about your child?

Does your child have an IEP or similar plan?

Is there anything else you'd like us to know?

HEALTH & EMERGENCY CONTACT

Student's legal name _____

Age _____ Date of birth _____

Is there any special medical issue we should be aware of?

Does your child have any allergies?

Any specific activities your child is not able to participate in?

Parent/guardian to contact in case of emergency

Name _____

Phone number 1 _____

Phone number 2 _____

Physician to contact in case of emergency

Name _____

Address _____

Phone number _____

Emergency contact (if parent/guardian is unavailable, someone other than a parent)

Name _____

Relationship to child _____

Address _____

Phone number 1 _____

Phone number 2 _____

If your child scrapes a knee, elbow, hand or experiences another minor injury is it OK to administer calendula or arnica cream?

If your child is upset while in our care is it OK to give a few drops of Rescue Remedy?

Anything else we should know about your child and how they respond to accidents or injury?

RELEASE & AUTHORIZATION

As the parent/guardian of (print child's legal name) _____, I grant permission for the use of my child's image, voice, and or work in publications (website, flyers, magazines, online, social media) developed by Maui Homeschool Hale, and for the purpose of increasing our educational contribution to the community of Maui and beyond.

- I grant permission to Maui Homeschool Hale to take my child on outings in the community.
- I do not grant permission to Maui Homeschool Hale to take my child on outings in the community.

Please list who is authorized to drop your child off and pick-up at the end of the day.

1. First and last name _____

Relationship to child _____ Phone _____

2. First and last name _____

Relationship to child _____ Phone _____

I authorize the release of all records to Maui Homeschool Hale, for the child named above, including:

- Transcripts or written reports for past two years
- Assessments and testing – academic and psycho-educational
- Attendance records
- Most recent grades or written reports

Current/previous school setting _____

Current/previous school setting _____

By signing below, I acknowledge that I have read, understand, and affirm that all of the information herein is accurate.

Parent/guardian name _____

Signature _____ Date _____

POLICIES & PROCEDURES

Schedule & Adjustments

The standard tutoring session length is 1-hour for our initial meeting and 2-4 hours for each additional plus my prep time, as needed, which is included in the hourly rate. While I do make recommendations based on my experience with your student, it is up to you to determine the length our sessions. Requests to adjust our session schedule need to be discussed and arranged in advance.

Fees & Payment

My hourly rate for tutoring, testing and report writing is on a sliding scale \$50-\$75. I trust you will honor my expertise and let me know what is do-able for you. Materials fee is determined on a case-by-case basis. You agree to pay for any additional materials deemed necessary by me.

Payment is due in advance on a monthly basis or on the day of each session. Accepted methods of payment are cash, personal check or Venmo @Aria-Thomases.

You are responsible for paying on time. While I understand that you may occasionally forget the means of payment, no tutoring will be available until the previous sessions' payment has been made.

A \$25.00 service charge + fees will be charged for any checks returned for any reason or any other nonpayment on the day of your session. Cancellations and re-scheduled sessions will be subject to a full charge if NOT RECEIVED AT LEAST 24 HOURS IN ADVANCE. This is necessary because a time commitment is made to your child and is held exclusively for your child.

Fees are considered Past Due thirty (30) days after the due date and are subject to collections. You are responsible to pay all collection fees, attorney fees and any other costs associated with collection of outstanding balance due.

Refunds

No portion of fees paid or outstanding balance shall be refunded or cancelled in the event of absence, vacations, withdrawal, and/or dismissal of the student from Maui Homeschool Hale. The Tutoring Agreement is not contingent on any specific teacher nor location at the time of enrollment and throughout the year.

All fees paid including deposits, pre-payments, on-time payments, application fees, are non-refundable. Refunds shall not be given, even in the case of unforeseen circumstances such as those we saw during the COVID pandemic. A shift to any alternative format other than in-person learning, location change, or service provider change, shall be at the absolute discretion of Maui Homeschool Hale.

POLICIES & PROCEDURES cont.

Travel Time

Charges for travel time to your home or other designated location for custom or in-home tutoring will be made according to the regular rate.

Lateness Policy

No adjustment of fees or schedule shall be made for time lost because of late arrival or early departure by the student. In addition, a student who is picked up late more than once will be subject to additional fees for the time, charged by the minute at the normal rate.

Cancellation and No-Show Policy

Please remember to cancel or reschedule 24 HOURS IN ADVANCE. You will be responsible for the entire session fee if a cancellation is within 24 hours. This includes appointments where I am unable to access the property, am turned away, or the client is a no-show. If Maui Homeschool Hale cancels a session, a new appointment will be scheduled subject to availability.

Communication

Parents/guardians agree to inform Maui Homeschool Hale of any major incident or situation that may impact their child's ability to focus or perform in the Maui Homeschool Hale setting. Parents/guardians agree to work closely with Maui Homeschool Hale to meet the needs of the child and to ensure the safety of all children in our care. In an effort to keep all lines of communication clear, Maui Homeschool Hale maintains written communication (letters, emails, text). Maui Homeschool Hale will make best efforts to communicate with all parents/guardians named in this Tutoring Agreement regarding their child.

Learning Differences

In the event that it is determined by Maui Homeschool Hale that the needs of your child are better served in a different setting, Maui Homeschool Hale reserves the right to terminate the Tutoring Agreement. Maui Homeschool Hale shall refund prepayment in accordance with any remaining days of the payment period.

Conflict Resolution

Maui Homeschool Hale teaches and practices Compassionate Communication (Non-Violent Communication). We make every effort to integrate these methods with parents and students alike. On occasion, a misunderstanding or other conflict will arise and require focused conversation among adults. In this case, Maui Homeschool Hale will invite parents/guardians to participate in an adult-only meeting to resolve. At the discretion of Maui Homeschool Hale, a professional NVC mediator will be hired to support the process. Parents/guardians shall be responsible to pay all mediation fees.

Dismissal

If the unfortunate situation arises where Maui Homeschool Hale determines that it cannot meet the needs of the child and/or parents/guardians, and that the child/family shall be dismissed, pre-paid fees shall be forgiven in ratio to remaining portion of pre-paid period, except in those

Maui Homeschool Hale
c/o Aria Thomases
Haiku, Maui, Hawaii

(907) 529 9624
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instances where the separation is due to a violation of these policies by the parents/guardians.
Any and all additional fees (materials, application etc.) are non-refundable.

I/we the undersigned have read and understand all of the above, and agree to abide by the
policies outlined herein.

Parent/guardian name _____

Signature _____ Date _____

Parent/guardian name _____

Signature _____ Date _____

Thank you for your application to Maui Homeschool Hale. Your submission will be reviewed
and we will follow-up about next steps. Blessings and gratitude!