

## ***Registration Checklist***

All of the below forms and payment must be received before students are fully registered for class.

- Registration Form (one per family)
- Student Information Form (one per student)
- Facility Forms (completed and signed)

**Email Type-In Forms (above) and Send Payment Via PayPal (see below)**

- Payment made payable to:

Kyra Gartrell  
P.O Box 3029  
Indian Trail, NC 28079

**Or**

**You may pay via PayPal using “family and friends” to:**  
[readtowrite@earthlink.net](mailto:readtowrite@earthlink.net)

❖ You may also send in the book order form for most texts used in the classes.

# Writing Classes 2021-2022 Registration Type-In Form

Taught by: **Kyra Gartrell**

[readtowrite@earthlink.net](mailto:readtowrite@earthlink.net)

704-236-1249

## Family Information

Parent's Names:

Best Phone #1:

Phone #2:

Street Address:

City:

State:

ZIP Code:

E-mail:

Where did you hear about the writing classes?

## Class Locations

- Monday – On Line **OL** / The Homeschool Room – **HR**
- Tuesday - On Line **OL**
- Wednesday - On Line **OL** / The Homeschool Room – (Matthews) – **HR**

## Classes Offered

WriteShop Jr. - Book D ( <b>WS Jr. D</b> )	Intermediate Writing, Lev. II * ( <b>Lev II</b> )
WriteShop Jr. - Book E ( <b>WS Jr. E</b> )	Advanced Writing* ( <b>AW</b> )
WriteShop Jr. - Book E ( <b>WS Jr. F</b> )	Composition & Literature* ( <b>CL</b> )
Introduction to Writing ( <b>IW</b> )	American Composition & Literature, 1860 to Present* ( <b>ACL</b> )
Practical Composition Skills ( <b>PC</b> )	Study Skills ( <b>SK</b> )
Intermediate Writing, Lev. I ( <b>Lev I</b> )	

\* Add "H" after these classes if interested in honors

## Student Information

Student Name	Grade	Class Name (Initials) (1 <sup>st</sup> / 2 <sup>nd</sup> Choice)	Location - Day & Initials (1 <sup>st</sup> / 2 <sup>nd</sup> Choice)
		/	/
		/	/
		/	/
		/	/

### To Register: Complete the Entire Form / Sign Policy and Class Agreement Below / Submit Fees \*/ Mail

Class Deposit (non refundable)	\$100.00 (per student)	\$
Class Payment in Full	Tuition less \$100.00 class deposit. See Class Cost Chart or Individual Class Description	\$
1 <sup>st</sup> Month Payment	See Class Cost Chart or Individual Class Description	\$
Payment Plan Fee Those wishing to use monthly payments must add a one-time \$30.00 processing fee with the first payment	Payment Plan Fee \$30.00	

**Complete Fill in Form and Send Payment using PayPal (see page 13) or Mail Form and Fees to: Kyra Gartrell  
P.O. Box 3029  
Indian Trail, NC 28079**

**Total Enclosed**  
\$

**PLEASE READ THE REGISTRATION, FINANCIAL, AND CLASS POLICIES AGREEMENT ON PAGES 16-17**  
*website – [www.thewriterstoolbox.info](http://www.thewriterstoolbox.info)*

I \_\_\_\_\_ have read, understand and agree with the registration, financial, and class policy agreement.

Signature:

Date:

**Thank you for the opportunity to partner with you and teach your student(s) this school year.**  
[www.thewriterstoolbox.info](http://www.thewriterstoolbox.info)

# 2020-2022 The Writer's Toolbox - Student Information Sheet

Needed for Each Student

## General Contact Information

Student's Name:

Class Name (Abbreviation):

Location:

Honors -  Yes  No

Student's e-mail Address (needed for group emails and ThinkWave):

Parent's Name(s):

Address:

City:

State:

Zip

E-mail Address:

Best Phone #1:

Best Phone #2:

## Student Information

(This information will be used to help me generate and recommend writing topics)

### Current Year Classes

English:

Math:

History/Social Studies:

Science:

Recent Books Read:

Books You Would Like to Read:

Favorite Books:

Favorite Authors:

Favorite Hobbies:

Goals (3 things you would like to accomplish this year):

Desired Career Interest(s) or Hobbies:

## On-Line Programs – For New Students Only

(Returning students do not need to complete this section. You will keep the same user name and password as 2020-2021 school year.)

Blue Book of Grammar ([www.grammarbook.com](http://www.grammarbook.com) – for all students)

User Name – student's first initial.last name. ex. j.smith (all small letter):

Password:

## 2021-2022 Writer's Toolbox Writing Classes Group Book Order Form

Classes Taught by: **Kyra Gartrell**

[readtowrite@earthlink.net](mailto:readtowrite@earthlink.net)

704-236-1249

### Family Information

Parent's Names:

Best Phone #1:

Phone #2:

Address:

City:

State:

ZIP Code:

E-mail Address:

### Class Locations

**Monday** – On Line (OL)/ The Homeschool Room – HR

**Tuesday** –On Line (OL)

**Wednesday** - The Homeschool Room – (Matthews) HR

### Student Information

Student Name	Class Name	Location	Book (s) Use abbreviations – see below

### Complete the Entire Form / Submit Total Book Fees / Mail - Payments Due by July 24, 2021

Books	Quantity	Cost	Total
WriteShop Jr. E (WS Jr. D)		\$47.00	\$
WriteShop Jr. E (WS Jr. E)		\$47.00	\$
WriteShop Jr. F (WS Jr. F)		\$48.00	\$
WriteShop I (Introduction to Writing) (WS1)		\$56.00	\$
WriteShop II (Lev I & Lev II) (WSII)		\$56.00	\$
The Power in Your Hands: Writing Non-Fiction in High School 2 <sup>nd</sup> ed. (Adv. Writing) (PH)		\$45.00	\$
The Writer's Toolbox: Using Rhetorical Devices to Improve Communication (Adv. Writing) (WT)		\$22.00	\$
Read with the Best American Literature, Volume 2 (1860-Present) (Amer. Lit.) (AL)		\$30.00	\$
Study Strategies Plus (SS)		\$21.00	\$
<b>Complete Fill in Form and Send Deposit/ Payment using PayPal (see page 13) or Mail Form and Fees to: Kyra Gartrell P.O. Box 3029 Indian Trail, NC 28079</b>			<b>Total</b> \$

# The Homeschool Room - Matthews Enrichment Room Registration Form

Class Name \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

Instructor Name \_\_\_\_\_

Class Tuition (made payable to the instructor) \$ \_\_\_\_\_

Student Name \_\_\_\_\_  
*(One child per registration form.)*

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Parent's Email Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Mother's Cell # \_\_\_\_\_

Father's Name \_\_\_\_\_ Father's Cell # \_\_\_\_\_

## Additional Person to Contact in an Emergency

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Allergies (medications or substances) \_\_\_\_\_

List any unusual health information \_\_\_\_\_

**\*Please print legibly or use the computer and print.**

# LIABILITY WAIVER

## The Homeschool Room LLC North Carolina

As the parent or legal guardian of \_\_\_\_\_ (the “child”), I am in complete understanding that the child is participating in enrichment classes and activities located at The Homeschool Room LLC. I, on behalf of myself and the child, our personal representatives, heirs and assigns, release and covenant to hold harmless

The Homeschool Room LLC and its’ employees from all demands, claims and causes of action I or the child may have for personal injury, property damage, economic loss or emotional distress, or otherwise, arising from, or in any way relating to, the enrichment classes or activities.

I have carefully read and understand that by signing below, as the parent or guardian, I agree to and will adhere to the preceding statements and grant permission for the child to participate in this activity.

\_\_\_\_\_  
Parent/ Legal Guardian Signature  
(please sign your name)

\_\_\_\_\_  
Date

# The Homeschool Room - Matthews

## Enrichment Class Policies

\*Parents will need to be familiar with these policies for children to attend classes\*

### Weather Cancellations:

The Homeschool Room store in Matthews follow the CMS and UCPS cancellations during winter weather. If the school system in that area is closed due to inclement weather, all classes at the store will be automatically cancelled.

The store may be open to shoppers, but students will not have classes. We will NOT follow the CMS delay schedules. Only if CMS classes are cancelled are store classes affected.

### Emergency Cancellations:

In the event of an emergency cancellation (due to illness, etc.) the instructor will contact parents directly by phone or email. Checking emails before class times is suggested to avoid missing cancellation notices.

### Pick Up and Drop Off:

Students may be dropped off for classes. For the safety of students, The Homeschool Room requires class instructors to remain in the store until all students are picked up from class. Because of this policy, please be punctual and plan accordingly to pick up your students on time. Young children (that would not old enough to go shopping elsewhere alone) may not be left in the **store** unattended under any circumstances.

**If parents are attending a class or orientation with a student, all siblings must remain with the parent in the classroom as well.**

Although the store looks similar to a library, please remember, it is not. Items in The Homeschool Room belong to an individual, are for sale, and priced based on the condition when originally consigned. Should families choose to wait for siblings in the store, **please encourage children not to entertain themselves with consignors' merchandise. Over the course of time this creates unnecessary wear and a maintenance issue for the staff.**

**Please do not send your children to the store with snacks or drinks of any kind. Even water on a display or bookcase can cause serious damage.**

Each teacher designates their own class schedule, class fees, make up policies etc. Should you have any questions regarding these matters, please contact your teacher directly.

Thank you for allowing us to be a part of your educating journey.

Sincerely,

The Homeschool Room