

MANCHESTER WRITING

Application

Please photograph/scan this completed form and email it to contact.manchesterwriting@gmail.com.
DO NOT SEND PAYMENT until your classes have been confirmed.

Student's Name: _____

Current Grade Level: _____ Current School: _____

Parent's Name: _____

Mailing Address: _____

Cell Phone Number: _____

E-mail Address (please print clearly): _____

MARK AN X ON ALL THE COURSES FOR WHICH YOU ARE APPLYING, AND RANK THEM IN ORDER OF YOUR PREFERENCE. For example, for your first choice, mark the class with an "X" and a "1". You can mark as many classes as you would like, but no student will be admitted into more than six classes.

2023 SUMMER SESSION:

	10:00 A.M. - 12:20 P.M.	1:00 P.M. - 3:20 P.M.
June 5 - June 9	6th - 8th Grade Research and Presentation	
June 12 - June 16	4th - 5th Grade Research and Presentation	6th - 8th Grade Narrative
June 19 - June 23	6th - 8th Grade Essay and Debate	4th - 5th Grade Narrative
June 26 - June 30	4th - 5th Grade Essay and Debate	6th - 8th Grade Research and Presentation
July 24 - July 28	6th - 8th Grade Narrative	4th - 5th Grade Research and Presentation
July 31 - August 4	4th - 5th Grade Narrative	6th - 8th Grade Essay and Debate
August 7 - August 11	6th - 8th Grade Research and Presentation	4th - 5th Grade Essay and Debate
August 14 - August 18	4th - 5th Grade Research and Presentation	6th - 8th Grade Narrative

2023 FALL SESSION: August 28 - November 16

The session will be 12 lessons. Note: classes will be held on one-day holidays such as Labor Day and Veterans Day.

IN-PERSON CLASSES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
2:15 - 3:15			4th - 5th Grade Research and Presentation	
3:30 - 4:30	3rd Grade Narrative	4th - 5th Grade Essay and Debate	6th - 8th Grade Essay and Debate	4th - 5th Grade English Conventions and Vocabulary
4:45 - 5:45	4th - 5th Grade Narrative	3rd Grade Narrative	6th - 8th Grade Essay and Debate	6th - 8th Grade Narrative
6:00 - 7:00				6th - 8th Grade Research and Presentation

ZOOM CLASSES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3:30 - 4:30	6th - 8th Grade ZOOM Narrative			4th - 5th Grade ZOOM Research and Presentation
4:45 - 5:45	6th - 8th Grade ZOOM Reading Writing Connection			4th - 5th Grade ZOOM Narrative

2023-2024 WINTER SESSION: November 27 - December 21; January 8 – February 29

The session will be 12 lessons. Note: classes will be held on one-day holidays such as Labor Day and Veterans Day.

IN-PERSON CLASSES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
2:15 - 3:15			4th - 5th Grade Essay and Debate	
3:30 - 4:30	3rd Grade Narrative	4th - 5th Grade Narrative	6th - 8th Grade Research and Presentation	4th - 5th Grade Narrative
4:45 - 5:45	4th - 5th Grade Research and Presentation	3rd Grade Narrative	6th - 8th Grade Research and Presentation	6th - 8th Grade Essay and Debate
6:00 - 7:00				6th - 8th Grade English Conventions and Vocabulary

ZOOM CLASSES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3:30 - 4:30	6th - 8th Grade ZOOM Reading Writing Connection			4th - 5th Grade ZOOM Essay and Debate
4:45 - 5:45	6th - 8th Grade ZOOM Narrative			4th - 5th Grade ZOOM Research and Presentation

2024 SPRING SESSION: March 4 – 28; April 8 – May 16; May 27 – June 6

Note: the week of May 20-24 will be off.

The session will be 12 lessons. Note: classes will be held on one-day holidays such as Labor Day and Veterans Day.

IN-PERSON CLASSES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
2:15 - 3:15			4th - 5th Grade Reading Writing Connection	
3:30 - 4:30	3rd Grade Narrative	4th - 5th Grade Research and Presentation	6th - 8th Grade Narrative	4th - 5th Grade Research and Presentation
4:45 - 5:45	4th - 5th Grade Essay and Debate	3rd Grade Narrative	6th - 8th Grade Narrative	6th - 8th Grade Research and Presentation
6:00 - 7:00				6th - 8th Grade Essay and Debate

ZOOM CLASSES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3:30 - 4:30	6th - 8th Grade ZOOM Essay and Debate			4th - 5th Grade ZOOM Narrative
4:45 - 5:45	6th - 8th Grade ZOOM English Conventions and Vocabulary			4th - 5th Grade ZOOM Essay and Debate

Cancellation Policy:

Cancellations more than three weeks from the start of the course will receive a full refund. Cancellations between three and two weeks from the start of the course will receive a 75% refund. Cancellations between two and one week from the start of the course will receive a 50% refund. Cancellations less than one week from the start of the course will receive a 25% refund, and cancellations during the course will not be refunded.

Please sign and date the following “Consent for Emergency Medical Treatment.”

As the parent or authorized representative, I hereby give consent to Eric and Heather Manchester to obtain all emergency medical or dental care prescribed by a duly licensed physician (M.D.) osteopath (D.O.) or dentist (D.D.S.) for _____. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of the child named above. The child has the following medication allergies:

_____.

Parent/Guardian Signature: _____ Date: _____

Please sign “Course Behavior Understanding” agreement.

As the parent or authorized representative, I hereby give consent to Eric and Heather Manchester to end my child’s enrollment in the writing courses without refund if they deem my child’s behavior disruptive to the learning of the other students in the class.

Parent/Guardian Signature: _____ Date: _____

Please photograph/scan this completed form and email it to contact.manchesterwriting@gmail.com. DO NOT SEND PAYMENT until your classes have been confirmed.

Manchester Writing
Admission Agreement and Policy Contract

Child's Name: _____

Registration

- There will be no credits or refunds for days missed.
- There will be no transfers of days for days missed.
- The Admission Agreement is subject to change. Changes will require a new form for parents to complete and submit.

Pick Up and Drop Off

- In accordance with state law, I agree to sign my child in and out each day. In order to do so, I will park in the parking lot and walk to the classroom.

Health and Safety

- As required by law, my child will have a health check each day. In the event that my child must be excluded from Manchester Writing because of health reasons for that day, I agree to abide by the program's decision and take responsibility for my child's care. If my child becomes ill while in class, I understand that Manchester Writing is not responsible for my child's care. My child may not return to Manchester Writing until fever-free for 24 hours if s/he has a fever of 100 degrees or higher without the use of a fever reducer/pain medication.
- I will immediately notify Mr. Manchester or Mrs. Manchester if my child contracts any type of communicable disease. A physician's note will be required for my child to return to Manchester Writing.
- Anyone with a fever of 100 degrees Fahrenheit or higher may not stay at the facility and must be sent home immediately.
- A mask is recommended but not required. However, during periods of high rates of infections, a mask may be required for all adults and children.

Liability Waiver

- I understand that Manchester Writing is not responsible for medical or other expenses resulting from a child or parent enrolled in the program who contracts Covid-19. Manchester Writing has put in place protective measures to reduce the spread of Covid-19; however, Manchester Writing cannot guarantee that I or my child(ren) will not contract Covid-19.
- By signing this agreement, I have acknowledged the contagious nature of Covid-19 and on behalf of myself, child(ren), and anyone that may come in contact with my child thereafter, voluntarily assume the risk that we may be exposed or infected by Covid-19.
- I understand that the risk of becoming exposed or infected by Covid-19 while at Manchester Writing may result from the actions, omissions, or negligence of myself or others, including, but not limited to, Manchester Writing, program participants and their families and/or any other individual who may be present on the property.

Signature

- I have received, read, and agree to all policies and conditions as outlined in the Admission Agreement and Policy Contract. If any of the provisions of this contract are violated at any time, Manchester Writing reserves the right to immediately terminate this contract.

Parent/Guardian Signature

Date