

≡Welcome≡



Dear Parents,

We are thrilled to introduce you to Live Laugh Learn and our mission to revolutionize education. Alongside traditional teaching methods, our center will utilize interactive and hands-on activities to keep children engaged and enthusiastic about learning. Our tutoring practices have been tailored to cater to each child's individual learning style, whether they are visual, auditory, or kinesthetic learners.

At Live Laugh Learn, we are committed to creating an environment that is warm and welcoming, with friendly and encouraging tutors who are passionate about education. We believe that every child has the potential to succeed, and our tutors are dedicated to helping them reach their full potential.

Our goal is to create a safe and nurturing space where children can learn, grow, and have fun.

We believe that education should be enjoyable and stimulating for children. That's why we have designed a positive and supportive learning environment that will inspire children to become lifelong learners.

Your child's well-being and happiness are our top priorities. Please feel free to discuss any problems or concerns you may have with us at any time. We are excited to build a strong and trusting relationship with your family, and we thank you for choosing Live Laugh Learn for your child's education.

Let's embark on this journey together!

Sincerely,

The Live Laugh Learn Team

Live Laugh Learn

Registration Form

INFORMATION:

Name: _____	Nickname _____
Date of Birth: _____	Gender: _____
Date of Admission: _____	Age at Admission: _____
Address: _____	Zip Code: _____
City: _____	State: _____
Primary Language _____	Primary Language of Parents _____

ALLERGY INFORMATION: LIST ANY KNOWN ALLERGIES THAT YOUR CHILD HAS:

EMERGENCY CONTACT INFORMATION:

In the event of an emergency when I may not be reached, the Educator may contact the following individuals whom I authorize to take my child from Live Laugh Learn

Name: _____	Name: _____
Relationship to Student: _____	Relationship to Student: _____
Phone Number: _____	Phone Number: _____

AUTHORIZED PERSONS FOR PICK-UP:

*IF APPLICABLE

Parent/Guardian (default)	Name of Person #2: _____
Name of Person #1: _____	Relationship: _____
Relationship: _____	Phone Number: _____
Phone Number: _____	

I _____ authorize the staff of Live Laugh Learn to call a medical practitioner or ambulance in the case of accident or illness of my child, if the parents cannot be reached immediately.

Live Laugh Learn

Tutoring Center Fees

STUDENT INFORMATION:

Name: _____
Parent/Guardian: _____

Gender: _____
Address: _____
Contact Number: _____

FEE SHEET:

To continue providing services, it is essential that payments are made on time. Small group tutoring is \$15 per person, per hour. Individual tutoring is \$40 per person, per hour.

We offer classes and small group events throughout the year. These will be posted on our website, and Facebook page. The price for these events varies according to each class.

Payments for all services must be made BEFORE attending.

- Please be on time to drop off and pick up your child. If you are late for a session, you will still pay for the entire hour. If you are late picking up your child, there will be a \$10 late fee if you are more than 5 minutes late. (\$10 for each additional 5 mins). We understand that emergencies happen; however, if you are late, we do not have enough tutors to watch your child after their session has ended. You are welcome to stay inside during the tutoring session in the wait area (No siblings allowed) or wait in the parking lot.

Parent/Guardian Name (Printed) _____
Parent/Guardian Name (Signature) _____

Staff Signature: _____
Administrator Signature _____

Live Laugh Learn

Photo Release and Video Recording Form

STUDENT NAME: _____

Dear Parent/Guardian,

We, at the Live Laugh Learn Tutoring Center, would be from time to time taking photos of students during their activities within the premises. In this regard, we seek your consent for the publishing or use of photos which your child may be included.

The photos will be used for bulletin boards, marketing or advertising, and/or marketing updates posted via the Facebook page, website, and/or within the walls of the premises. For protection of privacy of the child, we guarantee that names will not be included.

For the safety and security of all participants, tutoring sessions will be recorded. These recordings are for internal use only and will not be shared on social media. Our goal is to ensure a safe and effective learning environment where both students and tutors are supported.

If you have any concerns or questions about the recording, please feel free to reach out to us before your child's session.

I understand and agree to the following conditions:

Live Laugh Learn will exercise discretion and respect in the use of photographs and videos and will not disclose any personal information about my child.

I acknowledge that I will not receive any compensation for the use of my child's photographs and videos by Live Laugh Learn.

I have the right to revoke this permission at any time in writing.

Live Laugh Learn will take all necessary precautions to protect the privacy and safety of my child.

Parent/Guardian Name (Printed) _____

Parent/Guardian Name (Signature) _____

Staff Signature: _____

Date: _____

Administrator Signature: _____

Operating Guidelines

2025-2026 Live Laugh Learn Policies

Rules of Live Laugh Learn

- At Live Laugh Learn, we strive to create a safe and respectful learning environment for all members. Parents play a crucial role in ensuring the safety of their children and their belongings while at our center. While we cannot be held accountable for lost or stolen items, we are dedicated to fostering a culture of responsibility and care.
- All individuals at Live Laugh Learn, whether teachers, students, or staff, are expected to embody the values that define our tutoring center. This includes demonstrating respect towards educators, peers, personal property, as well as adhering to the rules and regulations of our facility.
- Furthermore, we emphasize the importance of maintaining appropriate boundaries regarding physical contact. It is imperative that all members refrain from invading the personal space of others to a degree that causes discomfort.
- In alignment with our commitment to creating a positive and wholesome atmosphere, Live Laugh Learn strictly prohibits the use of drugs, alcohol, and any form of profanity or vulgarity. We believe in fostering a language and behavior that uplifts and respects everyone in our community.
- Lastly, we urge our community to prioritize health and well-being. If there is a confirmed or suspected communicable disease within your household, we kindly request that you stay home to recover and prevent the spread of illness. Let's work together to ensure a safe and nurturing environment for all at Live Laugh Learn.

I have read and understand the Operating Guidelines of Live Laugh Learn and agree to abide by the above.

Parent/Guardian Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Parent Agreement

(Please keep for your reference)

In desiring to enroll my child with Live, Laugh, Learn, Tutoring Center, I agree to the following conditions:

1. To participate with Live, Laugh, Learn my child must be in a good state of health while in attendance. Please do not send children who are sick (coughing, runny nose, sore throat, fever, etc) or have been around anyone who was sick in the last 48 hours. You have 1 month from the date missed, to make-up that class if your child is sick.
2. I understand that at Live, Laugh, Learn, students may be dropped off for class. If a parent or guardian wishes to stay with the student, they must remain in the waiting area inside or need to sit in their vehicle during the session unless the teacher makes arrangements otherwise. Siblings are not allowed inside during the tutoring session.
3. As a parent, it is my responsibility to check the Live, Laugh, Learn Facebook to make myself aware of any announcements or upcoming news. Upcoming events will also be posted on our website. www.livelaughlearncenter.com
4. I understand that my child should arrive on time for class. I am responsible for paying for the entire session, even if I am late. (We understand that things come up beyond our control, but please try to be on time if possible) There will also be a late fee charge if you are late picking up your child. (\$10 for 5 minutes late, and \$10 for each additional 5 minute increment after that)
5. I have read and understand the parent handbook from Live, Laugh, Learn Tutoring Center.
6. I agree to contact my child's teacher/tutor via email only. The teacher/tutor will respond to emails daily (Monday-Friday) during regular classroom business hours. This does not include when the tutoring center is closed for holidays. In the event an issue arises, I understand that it is my responsibility to contact the teacher about the problem immediately. (via email)
7. I agree that Live, Laugh, Learn Tutoring Center, the Staff, and the Volunteers, are hereby released from all claims arising out of an accident or mishap that may occur in connection with the operation of Live, Laugh, Learn.
8. I understand that my child has the freedom to wear whatever they want at Live, Laugh, Learn Tutoring Center. However, we agree to refrain from any revealing clothing and inappropriate language or innuendos on clothing.
9. I also understand that bullying, foul language, verbal or physical aggressions from students or parents will not be tolerated. In addition, we will not tolerate disrespect of any kind from parents or children. We strive to provide an environment of mutual respect and understanding regardless of background, ideas or views. In the event that this agreement is violated, the offending family may be asked to leave Live, Laugh Learn Tutoring Center without a refund.
10. I understand that Live, Laugh, Learn Tutoring Center does not discriminate against any people groups based on their race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, age, genetic information, or disability.
11. I understand that in the event my child damages the property of Live, Laugh, Learn Tutoring Center or the property of anyone else, I am responsible for all repair or replacement costs.
12. I understand that the beliefs and opinions expressed on social media by staff are not a reflection of the beliefs and opinions held by Live, Laugh, Learn Tutoring Center.
13. I understand that if my child brings an electronic device and it becomes a distraction, it may be taken by the teacher. If taken, it will be returned at the end of the class.
14. I understand that if my child brings a snack/lunch and is around anyone with a peanut food allergy, I will be asked to bring only peanut-free products. Live, Laugh, Learn Tutoring Center will not be held responsible for food allergy related incidences.
15. I understand that my child cannot receive outside tutoring from any staff member of Live, Laugh, Learn
16. I understand that Live, Laugh Learn Tutoring is NOT held responsible for your child if they are outside of the building and/or not with a tutor should an accident occur.

Parent Name (printed) _____

Parent Signature: _____

Date: _____

Student Agreement

(Please keep for your reference)

As a student at Live, Laugh, Learn Tutoring Center, I agree to the following conditions:

1. To participate with Live, Laugh, Learn, I must be in a good state of health while in attendance. Please do not attend if you are sick (coughing, runny nose, sore throat, fever, etc) or have been around anyone who was sick in the last 48 hours. You have 1 month from the date you miss to make up that class when you were sick.
2. I understand that if I bring an electronic device and it becomes a distraction, it may be taken by the teacher/tutor. If taken, it will be returned at the end of the tutoring session.
3. I agree that Live, Laugh, Learn Tutoring Center, the Staff, and the Volunteers, are hereby released from all claims arising out of an accident or mishap that may occur in connection with the operation of Live, Laugh, Learn.
4. I understand that I have the freedom to wear whatever I want at Live, Laugh, Learn Tutoring Center. However, I agree to refrain from any revealing clothing and inappropriate language or innuendos on clothing.
5. I also understand that bullying, foul language, verbal or physical aggressions from students or parents will not be tolerated. In addition, we will not tolerate disrespect of any kind from parents or children. We strive to provide an environment of mutual respect and understanding regardless of background, ideas or views. In the event that this agreement is violated, the offending family may be asked to leave Live, Laugh Learn Tutoring Center.
6. I understand that Live, Laugh, Learn Tutoring Center does not discriminate against any people groups based on their race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, age, genetic information, or disability.
7. I understand that in the event I damage the property of Live, Laugh, Learn Tutoring Center or the property of anyone else, I am responsible for all repair or replacement costs.
8. I understand that the beliefs and opinions expressed on social media by staff are not a reflection of the beliefs and opinions held by Live, Laugh, Learn Tutoring Center.
9. I understand that if I bring a snack/lunch and I am around anyone with a peanut food allergy, I will be asked to bring only peanut-free products. Live, Laugh, Learn Tutoring Center will not be held responsible for food allergy related incidences.

Student Name (printed) _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____



NOTICE OF RECORDING

IMPORTANT NOTICE: RECORDING IN TUTORING CENTER FOR SAFETY

TO ALL STUDENTS, STAFF & PARENTS

We want to ensure the safety and security of everyone within our tutoring center. As part of our commitment to providing a safe environment, please be advised that the tutoring center is now being recorded at all times.

These recordings are for the sole purpose of ensuring the safety of both students and staff. They will be used strictly for security and monitoring purposes.

We understand the importance of privacy and assure you that these recordings will be handled with the utmost confidentiality. Access to them will be restricted to authorized personnel only and will be stored securely.

If you have any concerns or questions regarding this measure, please feel free to reach out to contact Elodie Dujardin.

Thank you for your understanding and cooperation in maintaining a safe and conducive learning environment.

Sincerely,
Elodie Dujardin

**I HAVE READ THE ABOVE AND UNDERSTAND
THIS RECORDING AGREEMENT**

PARENT SIGNATURE: _____