

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)
- ☐ Agreement Waiver for Indian Trail Town Hall (one per family)
- ☐ **Email Type-In Forms to readtowrite@earthlink.net and Send Payment Via PayPal, Zelle, Venmo or Check (see below)**

Or You may pay via **PayPal** using “family and friends” to:
readtowrite@earthlink.net or dkgartrell@earthlink.net

Or You may pay via **Zelle** (Dwight Gartrell – 704-236-5911 or Kyra Gartrell – 704-236-1249)

Or You may pay via **Venmo** (Dwight Gartrell – 704-236-5911)

Or If mailing forms and paying by check, email / text/ or call for address to send information.

Writing Classes 2025-2026 Registration Type-In Form

Taught by: Kyra Gartrell

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 – Indian Trail Town Hall – **MITTH**
- Tuesday - Online **OL**
- Wednesday – Indian Trail Town Hall – **WITTH**

Classes Offered

WriteShop Jr. E (**WS Jr. E**)

WriteShop Jr. F (**WS Jr. F**)

Introduction to Writing (**IW**)

Study Skills (**SS**)

Intermediate Writing, Lev. I (**Lev I**)

Intermediate Writing, Lev. II * (**Lev II**)

Literary Analysis* (**LAC**)

Advanced Writing* (**AW**)

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

Student Name	Grade	Class Name (Initials) (1 st / 2 nd Choice)	Location - Day & Initials (1 st / 2 nd 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 st 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	\$
		Total Enclosed \$

PLEASE READ THE REGISTRATION, FINANCIAL, AND CLASS POLICIES AGREEMENT
website – 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

2025-2026 The Writer's Toolbox - Student Information Sheet

Needed for Each Student

General Contact Information

Student's Name:		Age:	Grade:
Class Name (Abbreviation):	Location:	Honors - <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student's e-mail Address (needed for student 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 Grammar Program – www.grammarbook.com – Available for All Students. Assignments for students in the Intermediate Writing classes, Advanced Writing class and the Literary Analysis & Composition class.

For New Students Only (Returning students do not need to complete this section. You will keep the same username and password as 2024-2025 school year.)

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

Password:

Agreement Waiver for Indian Trail Town Hall

The following waivers require your agreement.

In the agreement below we (Dwight and Kyra Gartrell) are referred to as the lessees and all students and families as well as Dwight and Kyra Gartrell are referred to as the USERS.

The USER agrees to abide by all ordinances and regulations of IT Parks & Rec Dept. In the event of inclement weather conditions, the USER agrees that IT may make the decision whether to postpone or cancel the event/meeting.

The lessee of town hall, or any part thereof, shall be responsible and liable for any and all injuries and damages to town hall building, fixtures, furnishings, or the land on which the building is located during the period of their use under rental contract (Mondays from 10:00 am to 2:00 pm and Wednesdays from 9:00 am to 5:00 pm. – September 25, 2025 to May 4, 2026).

The lessee shall agree as a part of the rental contract to be so responsible and liable and reimburse the town for any and all such damages and injuries. The lessee shall agree as a part of the consideration for the rental contract covering the use of the complex or any part thereof to save harmless the town for any and all accounts, bills, damages, suits and claims in any way arising out of the use of the complex by the lessee pursuant to the written contract. The town manager or his duly authorized agent may require the person renting the complex to furnish the town a bond or procure a public liability insurance policy from a satisfactory insurance company licensed and authorized to do business in the state (in such amounts as considered advisable by the town manager) to insure the town and the lessee from any and all damages, claims and suits on account of injuries and/or damages sustained by third persons, firms or corporations arising or resulting from the use of town hall during the period for which rented. [We carry the mentioned insurance].

HOLD HARMLESS, INDEMNITY AND INSURANCE - USER's Indemnification:

USER's Indemnification- I expressly WAIVE, RELEASE, and DISCHARGE the Town of Indian Trail, its officers, agents, and employees or any other person from any and all LIABILITY, expense (including defense costs and legal fees) and claims for damages including, but not limited to, bodily injury, death, personal injury (including illness or death that may be caused by exposure to contagious and potentially harmful or deadly diseases such as influenza, chicken pox, meningitis or measles and or COVID 19, the virus that causes corona virus disease) or property damage for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above described event.

I expressly INDEMNIFY AND HOLD HARMLESS the Town of Indian Trail, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the Town, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

General Regulations:

Applicant's Term is inclusive of SET-UP time and CLEAN-UP time. Applicant is responsible for terminating all activities to include clean up by the end of their event.

Only closed / sealed water bottles are permitted in all areas.

IT staff will be present and on duty during each event. No alcohol is allowed in the Town Hall. Games of chance are prohibited. This does not apply to games that award prizes when there is no charge for participation.

Weapons of all kinds are prohibited with the exception of selected public officials, and local, state, and federal law enforcement officials and approved public demonstrations.

IT is not responsible for any lost or stolen merchandise or property. Applicant will be charged if any property of IT is stolen during the event.

We are responsible for removing all garbage, trash, or equipment left in building to the outside garbage cans. (All trash and garbage must be removed from tables). Report any spills immediately to Town staff.

Smoke Free: The Town Hall is a smoke free facility. Patrons wishing to smoke must use designated smoking areas outside of the building.

Lost & Found: Items found before, during or after an event should be turned in to the reception desk. Item(s) will be held for 30 days. After 30 days, item(s) becomes property of the Town and will be disposed of properly.

Parking: Parking will be allowed in designated parking spaces only. Event parking will be allowed only in the Town Hall parking area and / or upon public street parking spaces. Parking is not allowed in areas designated as 'No Parking' by the Town. Vehicles shall not be parked in the fire lanes or block any exits. Fire lanes in and around the facility must remain clear and unobstructed.

Exits: All exit doors and aisles must be kept clear and unobstructed.

Animals or Pets: Except for Seeing Eye dogs (or other similar animals used for assistance by the handicapped), and except for animals used as part of an Authority-approved exhibit or activity, no animals or pets are permitted in the Town Hall.

Inclement Weather: If a rental is cancelled by the Town Hall due to inclement weather (ice, snow, hurricane, etc.), we will most likely have classes on Zoom that day, so we do not disturb our class schedule.

I fully understand and acknowledge that the Town of Indian Trail is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

Print Parent Name as Family Representative

Date

Signature of Parent – Family Representative

