



LivingWaters Personal Development, LLC Informed Consent for Tutoring Services

Owner/Operator: Princess C. Lee, M.Ed.

Phone: (404) 922-1962 **Email:** livingwaterspd@gmail.com

Location: In-person and Online

Student and Parent Information

Student Name: _____

Date of Birth: ____ / ____ / ____ **Current Grade:** _____

School: _____

Parent/Guardian Name: _____

Relationship to Student: _____

Parent/Guardian Phone: _____

Parent/Guardian Email: _____

Preferred contact method: ☐ Phone ☐ Text ☐ Email

Purpose and Description of Services

LivingWaters Personal Development, LLC provides individualized and small-group tutoring services to support academic growth, confidence, and skill development. Services are available in most core content areas:

- PreK–5th Grade: (English Language Arts (ELA), reading, writing, mathematics, science, and social studies).
- 6th–8th Grade: English Language Arts (ELA), Reading, Science, and Social Studies.

Emerging Kindergarten (Foundational Readiness):

- Letter and number recognition
- Phonemic awareness and pre-reading skills
- Fine motor and early writing skills
- Classroom readiness and basic social-behavioral skills

Primary subjects/skills requested for this student:

☐ Reading ☐ ELA/Writing ☐ Math ☐ Science ☐ Social Studies

☐ Foundational Kindergarten Readiness

Other/Comments: _____

Fees and Payment

- Fees range from \$50.00 – \$75.00 per 1-hour session, depending on grade level, subject area, and specific learning needs.
- Payment is due at the time of service, unless other arrangements have been made in writing.

Accepted payment methods: ☐ Cash ☐ Online (Zelle and PayPal)

A 24-hour cancellation notice is required to avoid being charged the full session fee.

**By signing below, I acknowledge that I understand and agree to the fee and payment policies.*

Initials (Parent/Guardian): _____

Scheduling and Attendance

- Sessions are scheduled in advance and start and end at the agreed-upon time.
- Consistent attendance is important for progress.
- Frequent cancellations, no-shows, or late arrivals may result in loss of a reserved time slot.

Preferred session format: ☐ Individual ☐ Small group (if available)

Preferred days/times: _____

Initials (Parent/Guardian): _____

Virtual/Online Tutoring Procedures

**LivingWaters Personal Development, LLC offers virtual tutoring to increase flexibility and access to services.*

Platform: Online sessions are conducted via:

☐ Zoom ☐ Google Meet ☐ Other: _____

Technology Requirements:

- Reliable internet connection
- Device with audio and video (computer, tablet, or Chromebook)
- Quiet, well-lit space with minimal distractions

Supervision:

- For students under age 12, a parent, guardian, or responsible adult should remain nearby and available during sessions.

Session Conduct

- Student(s) will log in on time, with materials (notebook, pencil, assignments, etc.) ready.
- Respectful, engaged participation is expected.
- Persistent disruptive behavior may result in the session being ended early.

Privacy

Sessions may not be recorded, photographed, or shared without written consent from LivingWaters Personal Development, LLC.

Initials (Parent/Guardian): _____

Parent/Guardian Involvement

- Parents/guardians are encouraged to communicate goals, concerns, and observations.
- Brief check-ins may occur at the beginning or end of sessions as needed.
- Progress updates can be provided periodically upon request.

Initials (Parent/Guardian): _____

Confidentiality and Records

- Student information, academic data, and session notes are treated as confidential and are used only for educational purposes.
- Information will not be released to schools or other professionals without written permission, except as required by law.

Initials (Parent/Guardian): _____

Limitations of Services

- Tutoring is an academic support service and **does not** replace school instruction, special education services, or formal evaluations.
- LivingWaters Personal Development, LLC and Princess C. Lee **does not** diagnose learning disabilities or provide therapy or psychological testing through tutoring.

Initials (Parent/Guardian): _____

Consent and Acknowledgment

By signing below, I acknowledge that:

- I have read and understood this Informed Consent for Tutoring Services.

- I understand the nature and limits of tutoring services, including fees, scheduling, confidentiality, and virtual session procedures.
- I have had the opportunity to ask questions and have them answered.
- I give permission for my child named below to receive tutoring services from LivingWaters Personal Development, LLC.

Student Name: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Tutor Acknowledgment

I agree to provide tutoring services to the above-named student in a professional manner consistent with the terms outlined in this document.

Tutor Name: Princess C. Lee, M.Ed.

Signature (Tutor): _____

Date: ____ / ____ / ____