

**MICHIGAN DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDER APPLICATION**

INSTRUCTIONS: Pages 1 and 2 of this application should be completed using this electronic document. The narrative should be created using a separate document. Mail or deliver the original and three copies of the complete application, including the signed assurances, narrative, and attachments to: Office of School Improvement, Michigan Department of Education, PO Box 30008, Lansing, MI 48909. Also, email the completed pages 1 and 2 of this application as an attachment to MarshH@michigan.gov.

CHECK THE APPROPRIATE BOX:

- | | | |
|---|---|---|
| <input type="checkbox"/> For Profit Company | <input type="checkbox"/> Local School District | <input type="checkbox"/> Community-Based Organization |
| <input checked="" type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Public School Academy | <input type="checkbox"/> Private School |
| <input type="checkbox"/> Institution of Higher Education | <input type="checkbox"/> Intermediate School District | <input type="checkbox"/> Faith-Based Organization |

Section 1: Provider Identification

Name of Entity The Homework Mastery Center

Name of Director Paul Gardner or Ruth Lawton

Address 12508 Payton City Detroit State MI Zip 48224

Phone 313 372-6888 Fax 313 372-6901 Email admin@homeworkmastery.com

Proposed Location of Services (if different from above):

Address _____ City _____ State _____ Zip _____

If different from Director:

Name of Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Section 2: Provider Geographic Service Area Information

1. Our organization can provide services to:

All local school districts/PSAs in Michigan: Yes No

To only the following areas: (Please list the counties or local school districts/PSAs you are willing to serve)

2. Proposed Location of Services – Provide addresses for the locations where you plan to deliver SES services to students:

Site Location #1: 12508 Payton Detroit MI 48224

Site Location #2: 12800 Harper Detroit, MI 48224

Site Location #3: 1000 Beach St. Flint MI 48502

3. Transportation – Provide information about accessibility to public transportation from your site:

The 7 mile bus stops 3 doors from the 12508 Payton Center.

The Harper bus stops in front of the 12800 Harper center.

4. Indicate if you are willing to provide services to eligible students at the school site:

Yes No

Section 3: Provider Academic/Instructional Program Information

1. Subject Areas Covered – List all subject areas you address in working with students:

Math and Reading

2. Grade Level Able to Serve – Indicate the grade levels you are able to serve: K-12

3. Time of Services – Indicate when you deliver services to students:

Before School After School Weekends Summer Other _____

4. Mode of Instructional Delivery – Describe the methods by which your program delivers instruction to students:

Individual Tutoring Small Group Instruction Large Group Instruction
 Online Web-Based Other _____

5. Schedule of Services – Indicate the length of each tutoring session and number of sessions per week:

Length of Session 2 hours Number of Sessions per Week 2-3

6. Staffing – Indicate the type(s) of staff that provide instruction to students: _____

Certified Teachers Paraprofessionals Volunteers Other

7. Special Populations Served – Indicate special populations you are able to serve:

Special Education Limited English Proficient Other _____

Section 4: Provider Fees

Cost/Fee Structure – Check and complete the cost/fee structure you use:

\$35 per hour (unit of time, e.g., hour, week, etc.) per student.

\$ _____ (flat fee) for _____ (unit of time, e.g., month, semester, year) per student.