



Tutoring Agreement

Name of Student: _____

Sessions per week:____, charged at \$25 tuition per 50 minute session. When your student reaches Level 4, the rate will change to \$35 per session.

Weekly sessions are scheduled for:

Monday, from _____ to _____ am,pm
Tuesday, from _____ to _____ am,pm
Wednesday, from _____ to _____ am,pm
Thursday, from _____ to _____ am,pm
Friday, from _____ to _____ am,pm

The first day of tutoring will be on _____

The first day of tutoring will be located at _____

Tuition for the entire month will be paid on the first session of the month.

Tutoring will cease if not paid by the 2nd session of the month.

Your student's sessions are standing appointments.

This special time is a commitment on your part and mine. Consistency in attendance is a primary factor in achieving educational growth.

Coaching times will be scheduled in advanced so please plan your schedule around these times. Advise me if you have unavoidable conflicts.

CANCELLATION/MISSED SESSION POLICY:

There are no refunds for missed or cancelled appointments. Make-up sessions will be offered for missed appointments where advance notice was given. These make-up sessions are usually held on Fridays. Your Reading Resource Coach will make two scheduling opportunities available for make-up sessions. If a make-up session cannot be arranged during these two opportunities, the tuition fee for the missed session will be considered earned by her and no future make-up opportunity for this absence will be allowed.

Excessive cancelations without make-up sessions may result in the termination of services for your student.

Prompt arrivals and pick-ups are essential. Appointments are tightly scheduled, and there is no supervision or private waiting are available. Parents are invited to attend the tutoring sessions in an “in the background” listening mode. Siblings of the student or other children are not to be brought to the tutoring site.

Please notify this office when there are any changes regarding who will be picking up your student. Your student’s safety and security is critical.

Reading Resources schedules all of your sessions a month in advance. If you plan to discontinue services, it is required to provide at least 2 weeks written notice for your student’s final review and exit assessment. No monthly prorated refund will be given without a 2 week written notice.

By May 5th of each year, you will need to declare when changes you need to make to your summer tutoring schedule, when more times and days become available. Also, many more people want their children to be tutored during the summer. When school starts again, students who have been with me the longest will have priority to reclaim their previous year’s during-school times and days of the week.

Other Services

Because I specialize in tutoring and testing dyslexic children, there are certain things that I do **not** do.

I do not do advocacy work. I will not attend IEP or 504 meetings.

I do not assist with homework.

I do not consult with or contact the student’s teachers or other extended relatives except by special arrangement and for a fee.

I do not follow a child/family into a litigious setting.

I am available to the parents of a student for a professional consultation at no additional charge for items that take less than 10 minutes. Please let me know at the beginning of a session that you would like to meet with me, so I can end the session early enough to consult with you.

If more time were needed, I would be happy to set up an appointment with you and would charge my hourly rate for that time.

I have read and agree to the policies and procedures set forth by Reading Resources

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Signature of Reading Resource Coach _____

Family Information:

Address: _____

Email: _____

Phone: Cell _____ Home: _____