



Tutoring Agreement

Name of Student: _____

Sessions Per Week: 2 **Charge:** _____ per 50-60 minute session

Location: _____

Understandings:

- Appointments:** All sessions are standing appointments. Keeping appointments is critical to student's success and growth. The tutor will confirm the following month's appointments between the 20th and the 26th of each month.
 - Please arrive on time for drop-offs and pick-ups, as students are scheduled back-to-back.
- Payments:** Due by the first tutoring session of the month. Payment methods include check made payable to Project 1 in 5, and Chase Quick Pay OR PayPal by using nicole.project1in5@gmail.com as a friend/family member. Please be sure to document the student name and month of tutoring in the memo line.
- Cancellation Policy:** There is a 3 hour cancellation policy. If a session is cancelled, no make-ups will be given and you will be charged the full amount of the missed session.
- No Call/No Show:** No make-up will be given and you will be charged the full amount of the missed session.
- Make-Ups:** In emergency situations, or when "life happens" for either student or tutor, an attempt will be made to make-up the session. If, on the part of the student, a session cannot be made up with the tutor's availability, a charge in the full amount of the missed session will occur. If the tutor must move a session, and the student cannot make up the session, the student will receive a credit for the following month for the missed session.
- Breaks and Vacations:** It is recommended that students take off no more than 1 weeks' worth of tutoring during breaks. Students begin to lose their retention of information, and often need extra review time when the student returns. These breaks are great opportunities to get in extra sessions of tutoring to move the student along more quickly in the program.



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7. Summers: Between April 15th and May 15th, please discuss a summer schedule with your tutor. Between July 1st and July 15th, please confirm your standing appointments for the upcoming school year. *Note that summers are another great opportunity for students to get in extra sessions to move along in the program.

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8. Termination of Services: It is anticipated that students will continue through the Barton System through Level 8, and for those at an appropriate age, through Level 10. If the student will be ending services prior to their "graduation," please give the tutor a 30 Day Notice.
9. Student Updates: Monthly updates will be sent out with the following month's invoices.
10. Teacher Communication: If a parent would like the tutor to be in communication with the child's teacher, please be sure to discuss this with the tutor and provide the current teacher's e-mail information.

I have read, and agree to, the policies and procedures set forth by this tutoring agreement.

Signature: _____

Date: _____

Name Printed: _____