



# Tutoring Agreement

**Laurel Sanders**  
 2996 Langley Crescent  
 Prince George, BC, V2K 3J8  
 Cell: 778-349-1995  
 Email: laurel@bftutoring.ca

Student Name:			Assessment Date:		
First Name		Last Name			
Birth Date:		Age:		School:	
Month	Day	Year	Grade Sep, 20__:		
Parent/Guardian's Name:					
(if student under 19 years of age)		Relationship		Last Name	
Parent/Guardian's Name:					
(if student under 19 years of age)		Relationship		Last Name	

ADDRESS: Apt/street number/PO Box		City/Town		Postal Code	
Tel		Cell		Tel	
Email				Email	

**Reading Diagnostic Assessment \$80 fee:** administered on \_\_\_\_\_

**Foundation in Sounds Card Deck** (if applicable): \$50 deposit; \$30 refund when card deck is returned in gently used condition; \$0.00 Refund if card deck returned in poorer than "gently used" condition

**Sessions per week:** \_\_\_\_\_, charged at **\$45.00 per 50-minute tutoring 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 tutoring sessions will be held On-Site at 2996 Langley Crescent Online via Zoom
- Tuition for the entire month will be paid in advance on the first session of the month.
  - Tutoring will cease if not paid by the 2<sup>nd</sup> session of the month.
- There will be an additional fee for student materials.

**Your student's sessions are standing appointments.**

Consistency in attendance is critical to achieve educational growth.

**The attached page shows scheduled holidays and vacations for the current school year.** Please plan your vacations at the same time, if possible. Advise me if you have unavoidable conflicts.

**If an emergency occurs**, please call me in advance, if possible, and advise me of your cancellation. There are **no refunds for missed or cancelled appointments**. Make-up sessions will be offered for missed appointments where some notice was given. These make-up sessions are usually held on Fridays. Laurel Sanders will make two scheduling opportunities available for make-up sessions. If a make-up session cannot be arranged during these two opportunities, the fee for the missed session will be considered earned by Laurel Sanders and no future make-up opportunity for that absence will be offered.

Excessive cancellations without make-up sessions may result in the termination of services for your student because I am unable to provide a professional level of service.

Prompt arrivals and pick-ups are essential as appointments are tightly scheduled. Parents are invited to attend the tutoring sessions in an “in the background” listening mode or wait in the unsupervised waiting area outside the classroom. It is not recommended that siblings of the student or other children are brought to the tutoring site unless they can work/play quietly in the waiting area.

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.

If you plan to discontinue services, please provide one week’s written notice so I can wrap things up with the student and provide you with documentation for their next tutor.

By May 1<sup>st</sup> of each year, please state what days and times you want during the summer. On May 1, I will accept new clients for the summer. But when school starts again, students who have been with me the longest will have priority to reclaim to their previous year’s tutoring times and days.

### **Other Services**

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

I do not do advocacy work. I will not attend IEP 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.

Using the attached **Roadmap** as a reference, a **Progress Report** will be provided to the parents monthly for each student.

I am available to the parents of a student for a professional consultation at no 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 tutoring session early enough to consult with you.

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

I have read, and agree to, the policies and procedures set forth by Brilliant Futures Tutoring.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_