

## **Contract of policies for Linda Edgar's Tutoring Service**

1. The entrance to the Learning Center is on the North side of the house. Please be prompt when dropping off or picking up your child as there is no supervision provided before or after instruction.
2. If you would like to discuss your child's progress, please feel free to call me weekday mornings prior to instruction time.
3. The tuition is \$35.00 per hour for the 2 to 1 student/teacher ratio and \$50 an hour for the 1 to 1 ratio. Payments are made on a monthly basis and are due the 25<sup>th</sup> of the month for the following month. For example October tuition is due September 25<sup>th</sup>. If tuition is late a late fee of \$20 will be added. Make checks payable to Linda Edgar. Testing fee is \$90.00 per subject. Parents are responsible for paying the tuition on time. Failure to pay your tuition on time may result in your time slot being given to the next student on the waiting list.
4. Tuition is due on the 25<sup>th</sup> of the month for all scheduled sessions for the following month. There are no make-ups, refunds or credits for missed sessions. As a courtesy to the parents I do have a waiting list during the school year (September to May). If you notify me of the absence a minimum of 24 hours prior to the absence I will offer that time slot to the parents on the waiting list. You may receive a credit to your account if the time slot is filled. Absences with less than 24 hour notice and no shows do not get credited.
5. During the summer months (end of May to August) there is no waiting list. All summer sessions scheduled must be paid for. There are no credits, refunds or make-ups given for summer sessions not attended. In the summer parents have the option to pick and choose which weeks their child will attend. On the summer enrollment form schedule only those weeks your child will be able to attend.
6. The school year schedule is as follows.  
Tuesday –Thursday 1:45-2:45, 2:45-3:45, 3:45-4:45, 4:45-5:45, 5:45-6:45  
Mon./Wed. 1:30-2:30 2:30-3:30 3:30-4:30 4:30-5:30 5:30-6:30 6:30-7:30  
It is recommended that a student attend two hours a week. Scheduling is done on a first come first served basis. Scheduling preference will be given to those students who are currently enrolled and attend at least two hours a week.

I HAVE READ ALL OF THE ABOVE POLICIES AND AGREE TO FOLLOW THEM.

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME OF PARENT \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

THIS SIGNED FORM MUST BE RETURNED WITH THE ENROLLMENT FORM AND TUITION CHECK BEFORE YOUR CHILD WILL BE PUT ON THE SCHEDULE.