



Procedures and Policies



This tutoring agreement is dated _____ and is between **Sandy Turley**, herein known as the tutor,
and _____, parent/guardian of
_____ herein collectively, the student.

INITIAL MEETING:

The initial session will be a meet and greet and initial assessment session. This session will take place on _____

at _____ at the residence of 11684 N. Standard Dr., APT C105, Spokane, WA. This session will be free of charge and will serve to ensure all parties understand the needs, goals and policies of the tutoring sessions. This may include, but is not limited to:

- Identifying the learning needs and strengths of the student
- Identifying if the parent desires tutoring homework that ties into what is being taught to be sent home with the student. **Yes/No**
- Choosing a regular session schedule (time and days)
- The tutor, student and parent getting to know each other and going over policies
- **Preparing for the INITIAL session; Parents will need to bring:**
 - **Signed Procedures and Policies**
 - **Most current Acadience or other Academic Testing results if available**

REGULAR SESSIONS:

The tutor and the student will meet at the set days/time duration identified in the initial meeting as shown in the box below. The sessions are one-on-one for individual tutoring or 1 to 2 for group tutoring with only the tutor and the student(s) present. Parents/guardians can wait for their student in their cars outside or pick them up after their session is completed. During regular sessions, the tutor and the student(s) will work on the agreed upon program. The tutor is not able to assist the student(s) with graded assignments or take-home exams and quizzes.

PAYMENT:

The fee is \$40.00 per 40-minute individual tutoring session and \$35.00 per 40-minute group tutoring session. Payments can be made by Venmo, Zelle, Cash or Check made out to Sandy Turley. Payment for weekly tutoring sessions will be paid for every Friday. The tutor will only provide a weekly invoice upon parent request.

CANCELLATIONS:

Notice of Cancellation: The parent is expected to give 24-hour advance notice of a session cancellation. If the parent does not give the proper 24-hour advanced notice for a cancellation, a non-cancellation fee of \$25.00 will be charged except for emergencies and illness.

Cancelling an appointment: To cancel an appointment, the parent must contact the tutor by phone, or send a text message. E-Mail is not acceptable. The tutor will reply to acknowledge the cancellation and identify if the 24-hour advance notice policy has been breached.

LATE and NO SHOWS:

No Show: In the case of student no-shows, the tutor is only required to wait 15 minutes and is entitled to the full session rate.

Late Student: If a student does not show up within 15 minutes of the appointment start time, the tutor is entitled to get paid for their time. If the student shows up 15 minutes late, the student will not be refunded for the missed time.

Leaving Early: If the student needs to leave early, the tutor will charge the full session rate and is under no obligation to make up any missed time.

(To be filled out by tutor)

Session Schedule: (Days/Time): _____ ◇ individual session ◇ group session

Session Duration: 40 minutes **Amount Due EVERY FRIDAY:** _____

Signing below indicates you agree to all indicated terms, policies and agreements above:

Parent/Guardian Signature

Sandy Turley

Tutor Signature