

2020 -2021 TUTORING CONTRACT

I, _____, agree to enroll _____ in the May Center Tutoring Program.

The May Center Tutoring Program uses the same research-based methodologies used in our school programs. Our tutors are trained in multisensory language instruction and are provided continuing professional development on relevant topics. May Center tutors work in a 1:1 setting with students in order to develop an individualized program of reading, writing, mathematics, and/or executive function skills.

Tutoring sessions cost \$65 per hour. Longer sessions can be scheduled with the approval of the program director.

MINIMUM COMMITMENT In order for tutoring to be effective, sessions must occur regularly. At least two sessions per week with a minimum commitment of one school semester is strongly recommended.

I am committing my child to attend May Center tutoring sessions _____ times per week for _____(minutes) per session. I acknowledge that this agreement can be terminated with 2 weeks notice. _____(parent's initial)

LATE ARRIVALS & CANCELLATIONS Students are expected to arrive on time for their sessions.

It is the responsibility of the student/parent to contact the tutor directly to advise of a late arrival, to cancel or to reschedule a tutoring session.

If a tutor **has not been** directly notified of a late arrival (of up to 15 minutes), they will wait for 15 minutes prior to cancelling a session. This session is then logged as a **“no show”** and the student is charged for the missed session.

If a tutor **has been** directly notified of a late arrival (of up to 15 minutes), the session will take place and end at the regularly scheduled time. Extending a session to make up for a late arrival is at the tutor's discretion and subject to his/her availability. The student will be charged for a full session regardless of arrival time.

Student Name: _____

If a student must miss a scheduled session due to illness or other circumstances, **the tutor must be directly notified as far in advance as possible, but by no later than 8:00 am on the day of the session.** For cancellations after 8:00 am, the student will be charged for a full session. In the event of an emergency, reversal of charges for a late cancellation is made at the discretion of the Director of Community Engagement.

Rescheduling of missed sessions is at the discretion and availability of the tutor.

FINANCIAL POLICIES:

Payments Tutoring is billed every two weeks based on frequency agreed above. In the event of a session cancellation, the client will not be charged provided cancellation was done 24 hours in advance of the session. If the tutoring contract is cancelled without 2 weeks notice, the client agrees to continue paying the regularly scheduled fees for the remaining 2 weeks of unused tutoring. Charges may be paid by bank draft or by credit card (this method incurs a 3% fee). The recurring payment authorization form must be completed and on file five business days before the first session. If charges are declined, May Center reserves the right to pause tutoring services until the balance is paid or payment arrangements have been made.

Interest on Late Payments Interest of 2% per month will be charged for each month, or portion thereof, on payments that are more than 30 days overdue.

Insufficient Funds In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that May Center for Learning may at its discretion attempt to process the charge again within 10 days, and agree to an additional \$35 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment.

Student Name: _____

CONDUCT POLICY

On behalf of my child, I agree to abide by the policies, rules and regulations of May Center for Learning as contained in the Student-Parent Handbook and other publications (or as interpreted by May Center for Learning). I understand and agree that any violation or breach thereof by the student may result in disciplinary action, including suspension or dismissal.

May Center for Learning reserves the right to dismiss any student whose conduct is no longer consistent with the expectations of the organization.

PHOTO POLICY

We use photos of students in May Center publications and online. We never include a student's name with their photo without parental consent.

Please initial whether you give us permission to use your student's photograph:
_____ I give permission for the use of my student's photo as outlined above.

_____ Do not use my student's photograph

I have read and understand the above policies.

Parent/Guardian 1

Name Printed: _____

Address: _____

City/State/Zip _____

Daytime Phone:

Additional Phone:

Email

Signature _____

Parent/Guardian 2

Name Printed: _____

Address: _____

City/State/Zip _____

Daytime Phone _____

Additional Phone _____

Email

Signature _____

Date _____

Office Use Only: Accepted & Approved: _____ Date:
