



LEARNING HORIZON ACADEMIC

TUTORING AND EDUCATIONAL CONSULTING SERVICES

MAXIMIZING POTENTIAL THROUGH INDIVIDUAL ATTENTION

Learning Horizon Academic Tutoring and Educational Consulting Services, LLC (L.H.A.T.)

Motto: MAXIMIZING POTENTIAL THROUGH INDIVIDUAL ATTENTION

Owner/Client Tutoring Agreement

Parent(s)/Guardian Adult: _____

Student: _____

Birth Date: _____

Name of School: _____

Home Address: _____

Email: _____

Phone Numbers(s): _____

In case of Emergency, contact: _____

Health concerns: _____

THIS AGREEMENT communicates the RESPONSIBILITIES and EXPECTATIONS between the Student, Parent/Legal Guardian, and Learning Specialist. The following terms are agreed upon responsibilities that we, as Partners will perform to support _____ academic success.

LEARNING SPECIALIST RESPONSIBILITY

THE LEARNING SPECIALIST WILL:

- Utilize the **Lindamood-Bell** approach. Lindamood-Bell programs focus on the sensory-cognitive processing necessary for reading and comprehension. **Orton-Gillingham** methodology will be infused into the Lindamood-Bell approach sessions to develop and strengthen, but not detract from, the overall student learning experience.
- Share the screening/placement results with student/parent/guardian and inform as to where students will begin.
- Give student/parent/legal guardian an update on student work progress.
- Give student informal assessments and share with student/parent/legal guardian.
- Maintain confidentiality of all student's information.
- Maintain a caring and positive environment, recognizing the unique learning needs of individuals.
- Attempt to build confidence, motivation and joy in the journey while improving reading skills.

LEARNING HORIZON ACADEMIC TUTORING AND EDUCATIONAL CONSULTING FEES

EDUCATIONAL CONSULTING: For home school parents or other adults, who are the primary instructors in the teaching of reading for those who simply want ideas on how to be better support their children's/student's reading goals. We are available for consultation, guidance and parent/teacher conferences by appointments scheduled with Ms. Kimberly Center Assistant at \$45 per hour. This fee **MUST** be paid in advance to Cash App \$1shundahoward.

ASSESEMNT FEE: Every potential client will be given a soft oral and written assessment before beginning their assign tutoring sessions. This assessment is given to get a general idea of the child's phonic, sounds, reading and math abilities for a starting plan of action. The assessment fee is \$45.00 and will be paid by Cash App. or Zelle to Ms. Shunda **before the given date and time.**

INDIVIDUAL TUTORING SESSIONS: A minimum of 2 session hours are required per week. Sessions are 45 minutes of direct student/tutor time. Payment is expected on the 1st of each month. There is a grace period given if needed until the 5th of the month. Payments are to be rendered prior to services for that month. Payments are to be paid in full unless approved by the Owner/Center Assistant. Cash, credit card, check will all be available in the future but presently: Cash App and Zelle payments are accepted. **Cash App payments to: \$1shundahoward or Zelle payment to 954 699-4574.**

NO SHOW, LATE ARRIVAL, LATE PICK-UPS: A **24-hour cancellation noticed to cancel a session is required** for "ALL" sessions. Cancellations can be made to Ms. Kimberly/Assistant via text, phone at 786 346-6227 or by e-mail to: lhatparents@gmail.com. If the cancellation notice is not received within 24 hours prior to the scheduled session, a \$25.00 fee is owed and will be charged. This fee must be paid within 24 hours of the missed session via Cash App or Zelle to Ms. Shunda. Three (3) no shows could result in termination of services.

Note If a client is late, the Learning Specialist of (L.H.A.T) is not responsible to makeup the time that was lost and will only proceed with the minutes that are left in the scheduled session. The session will end at the scheduled time.

FEES FOR LATE PICK-UP: everyone is given a **fifth teen (15) minute** grace period. Please be on time to pick-up our child or children so that the flow of tutoring sessions for the next child is not disturbed. If you are thirty (30 mins) late picking up your child or children, the fee is \$40.00 per child. If you: one (1 hour) late picking up your child or children, the fee is \$80.00. ***NO EXCEPTIONS TO THIS RULE*** This fee will be paid to Ms. Shunda's Cash app or Zelle the same day of the late pick-up.

TUTOR ILLNESS OR INJURY/ DEATH IN FAMILY: Assistant/Learning Specialist will contact parent/legal guardian ASAP. Attempts will be made to make up tutoring sessions(s) missed no later than within one month. If

rescheduling is not possible due to conflicts, fees already paid will be credited to the account. L.H.A.T. will follow all CDC Guidelines. Every child or adult that enters our learning center must have on the appropriate mask to help keep the center safe of covid, flu and other illness. If your child is displaying flu or cold like symptoms, fever, sore throat, running nose please alert Ms. Kimberly or Ms. Shunda, 24 hours prior to the child's scheduled session before bringing the child to the learning center. If a family member or the child has been exposed to possible Covid, flu or other illnesses please communicate this to the Center Assistant. If the child has tested positive for Covid or any direct family member: please let the Ms. Kimberly know this information. We must follow the "CDC" guidelines and keep every child safe.

SCHEDULING NUMBER OF SESSIONS PER WEEK: No changes to the overall total days and hours of instruction initially agreed upon within the contract shall be made unless the purpose is to terminate the contract. Any changes must be made up. This ensures the student a definitive amount of tutor instruction face time as well as financial planning and stability for the tutor.

OTHER

TERMINATION: This tutoring contract may be terminated by either party at any time by giving the other party 30 days prior written notice, during which time the Learning Specialist agrees to work the prior agreed upon schedule and the parent agree to pay the Learning Specialist according to such schedule.

NO GUARANTEE: Specific rate of process or results can not be guaranteed due to the variability of many factors in each student. Excellence and fidelity to the program are top priorities of the Learning Specialist with trust being built over time.

AUTHORIZED PERSONS TO PICK UP STUDENT

1. Name Relationship: Phone:

2. Name Relationship: Phone:

3. Name Relationship: Phone:

This agreement, when signed by the parent(s) or guardian(s), constitutes a binding contract between Learning Horizon Academic Tutoring and Educational Consulting and the parent or guardian of the student. L.H.A.T. and Educational Consulting reserves the right to dismiss any student whose conduct is no longer consistent with the standards and expectations of our organization.

Parent/Guardian Name Printed: _____

Signature: _____ Date: _____

Learning Horizon Owner or Assistant:

Signature: _____ Date: _____