



READING & MATH CLINIC

Application and Contract

Student Information

Student Name _____ Birth Date _____

Grade Level _____ School/College _____ District _____

If you wish us to send copies of test results to the student's school telling what you are working on at The Reading and Math Clinic, please list the name of the person who would be most interested in this information:

First name: _____ Last name: _____ Can they be reached at the school you listed above? _____ If not, list phone number _____

Responsible Party Information

Parent/Responsible Party #1: Name: _____ Relation to Student _____

Address _____ City _____ Zip _____

Phones: Home _____ Work _____ Mobile _____

Occupation _____ Employer _____ E-Mail address: _____

Parent/Responsible Party #2: Name: _____ Relation to Student _____

Address _____ City _____ Zip _____

Phones: Home _____ Work _____ Mobile _____

Occupation _____ Employer _____ E-Mail address: _____

In addition to primary responsible party/parties above, list two other people to call in case of emergency:

1. Name: _____ Relation to Student _____

Phones: Home _____ Work _____ Mobile _____

2. Name: _____ Relation to Student _____

Phones: Home _____ Work _____ Mobile _____

How did you hear about The Reading and Math Clinic? Internet Friend Magazine Drive-by Other

If you heard about from a friend, former client, or professional, what is their name? _____

Has student been tutored before? Yes No If yes, please describe. _____

Does student have any behavior challenges? Yes No If yes, please describe. _____

Does student have any known health problems that could contribute to learning difficulties? Yes No If yes, please describe. _____

Does student have any other health problems that we should know about? Yes No If yes, please describe. _____

When was the last time the student's vision was checked? _____ Does he/she wear glasses? _____

Is the student taking any medications? _____

MATH PAYMENT PLAN—COMPLETE FOR MATH STUDENTS

Please select and initial either a prepaid block of hours or the monthly payment option. If you need to change your payment option, notify our office by the 20th of the month preceding the month you want the change to become effective. **In all cases, we must be paid before we can provide services.**

_____ **Prepay 40 Hours:** Tuition is due on the first day of the first lesson for 40 hours and you will receive a **5% discount** on your bill. To have positive results, students should attend no less than two days per week. Students will have 21 weeks to use the 40 hours.

_____ **Prepay 20 Hours:** Tuition is due the first day of the first lesson for 20 hours and you will receive a **3% discount** on your bill. A bill will be sent home no later than the 25th of the previous month. A late fee of \$5 per day will be added to payments received after the 1st and lessons are subject to cancellation unless an alternative due date is arranged prior to the 1st of the month. To have positive results, students should attend no less than two days per week. Students will have 11 weeks to use the 20 hours.

_____ **Monthly:** Tuition is broken into monthly payments and is due on the 1st of the month. Bills will be sent home no later than the 25th of the previous month. A late fee of \$5 per day will be added to payments received after the due date (the 1st) and lessons are subject to cancellation unless an alternative due date is arranged prior to the 1st.

READING PAYMENT PLAN—COMPLETE FOR READING STUDENTS

Please select and initial either prepay, monthly or bi-monthly payment option. If you need to change your payment option, notify our office by the 20th of the month preceding the month you want the change to become effective. **You will receive a 3% discount on your bill if you select the monthly payment option and pay in full by the 5th of the month. We must have payment by the 5th.** Exceptions: (1) If the 5th falls on a Saturday or Sunday, payment will not be counted late if it is handed in the following Monday (2) If you find an error in an invoice paying it, you will have the latter of the 5th or 1 day after the invoice is corrected to make payment to receive the discount.

_____ **Prepay 40 Hours:** Tuition is due on the first day of the first lesson for 40 hours and you will receive a **5% discount** on your bill.

_____ **Monthly:** Tuition is due the 5th of the month for that month's services. A bill will be sent home no later than the 1st of each month. A late fee of \$5 per day will be added to payments received after the 5th and lessons are subject to cancellation unless an alternative due date is arranged prior to the 5th of the month.

_____ **Bi-Monthly:** Tuition is broken into two monthly payments and is due on the 5th and 20th of the month. Bills will be sent home no later than the 1st of the month. A late fee of \$5 per day will be added to payments received after the due date (the 5th or the 20th) and lessons are subject to cancellation unless an alternative due date is arranged prior to the 5th of the month.

Policies and Procedures

Read the remainder of this document carefully before registering for The Reading and Math Clinic.

Tutoring at The Reading and Math Clinic requires a commitment. Absences and vacations cause significant disruptions both for us and for the student. Improving math skills or overcoming reading difficulties requires consistency. The Reading and Math Clinic's key to success is steady, step-by-step reinforcement and progression. Gaps in tutoring, therefore, significantly affect a student's progress.

Many times it is true that we end up inconvenienced because of the unfortunate conduct of others. A number of students have difficulty staying on schedule. Some do not understand the consequences of inconsistent attendance and plan significant vacations in the middle of the training. Others decide to pull their students out for a few days here and there. Most have little idea, or perhaps give little thought to, how these absences affect their child's learning, others, or us. Even occasional absences often require significant time for us to reschedule

Absences and vacations also complicate the conclusion of tutoring. We will mutually come to a conclusion about when your student's tutoring will end. It is likely that we will schedule another student to start at the completion of your student's training. Significant absences, of any sort, often push back the start time of another student. This can cause significant problems for us and the other family. Because of these considerations and others, we strictly enforce the vacation and absence terms of our contracts. Please notify us of any planned vacations, of any duration, at least two weeks before your vacation is scheduled. Preferable, notify us as soon as you know of an absence on our change forms.

_____ **Student Achievement.** The progress of each student is the foremost concern of the staff at The Reading and Math Clinic. Lessons are planned under careful supervision, and students are retested after every 40 to 50 hours of instruction to monitor achievement. The methods we use have very strong track records for improving students' abilities; however, every student is different and there are many factors affecting a student's education. Newton Resources, LLC d/b/a The Reading and Math Clinic cannot guarantee specific changes in a student's test scores or school performance.

_____ **Scheduling.** Each month we will give you a schedule. Students make the most progress when their instruction is not disrupted by significant breaks. Consequently we will schedule students for lessons Monday through Friday with Saturdays reserved for make up lessons. You agree to adhere to the schedule we give you.

_____ **Holidays and School Breaks.** At the end of this contract is a list of the holidays and school breaks we observe. We will not schedule lessons on these days. Please review the schedule closely as it may not coincide with your holidays and school breaks. Unfortunately, because The Reading and Math Clinic serves students from many school districts, it is not possible to accommodate everyone. Unless we receive two weeks notice of an absence, you will be scheduled for lessons during your school break.

_____ **Extra Lessons.** We may elect to offer extra lessons during some scheduled breaks. For instance, we will likely remain open for lessons during the fall and spring breaks. We strongly encourage you to use this time to either maintain your usual lesson schedule or add additional lessons. We will let you know when we intend to remain open.

_____ **Absences.** Unplanned absences (illness, traffic delay etc.) cause significant problems. We arrange for tutors to be here for your student. Rarely can we fill in the gap caused by an unplanned absence. Instead, most often, the tutor is left with little to do. Accordingly, refunds are not given in the event of a missed or canceled session. IF you give us 12 hours notice, you have 30 days to make-up the missed lesson. We will not make-up the lesson or refund money for unplanned absences. Make-ups are given in addition to regularly scheduled lessons and are scheduled with the tutor at his/her convenience.

_____ **Planned Absences.** For planned absences (vacation, field trip, doctor's appointment, etc.) of two or more days in a row, you must give us two weeks written notice using our form. Even planned absences can be a problem when we have a new student scheduled to begin at the conclusion of your child's instruction. Again, we do not refund any tuition paid for lessons missed; however, if you give two weeks notice of a planned absence, you will have 30 days to make-up the missed lessons. These lessons may not be at your regular time.

_____ **Excessive Absences.** Students will not be offered make up lessons if they miss 3 or more tutoring hours, planned or unplanned, consecutive or non-consecutive, in any three-month period. Furthermore, after the 4th hour, we reserve the right to terminate this contract and fill your reserved lesson time with another student.

_____ **Tutor Illness.** When we must cancel a lesson for any reason, including a tutor's illness or other unavailability, you will be offered a make-up lesson scheduled at the convenience of you and the tutor.

_____ **Waiting List/Reservation Deposit.** If space is not currently available, you may place your student's name on our waiting list. We will fill space from the waiting list on a first-come, first-served basis. You will be contacted when space is available that meets your criteria. Because it may take us two weeks to arrange for another student to fill the space you reserve, we ask for a \$200 deposit to hold this reservation. We cannot guarantee you a spot without the deposit. The deposit is non-refundable, but will be applied toward your first invoice.

_____ **Termination.** You must give us at least two weeks written notice of your intent to terminate instruction. Commencing the day we receive written notification, you will be financially responsible for the lessons that normally occur (according to your regular tutoring schedule) within the following two-week period. If you have not yet paid for lessons, you must do so according to the payment schedule selected in the "Payment" section of this contract. If you have

already paid for lessons beyond two weeks, we will issue a refund. Refunds are only given with two weeks advance notice. We have a form for providing the written notification.

_____ **Lesson Length.** The length of the lesson will be shortened by five minutes to allow the tutor to prepare for the next student or to meet with you concerning the progress of your student. If you wish to speak with the tutor about tutoring, please do so within the allotted hour so that the following students receive their full lesson time.

_____ **Student Safety/Open Door Policy.** The one-on-one instruction at The Reading and Math Clinic occurs in tutoring rooms with closed doors to eliminate distractions. Our tutors have fingerprint clearance cards and have signed a contract; however, we cannot be liable for students' safety while they are at The Reading and Math Clinic. You are invited to sit in on any or all tutoring lessons. We accept no responsibility for students' safety before or after tutoring.

_____ **No Guaranteed Tutor.** We try to match students with tutors by personality and temperament. We cannot, however, guarantee that once a student begins instruction he or she will complete their instruction with the same tutor. All of the tutors' work methods are closely supervised. It may become necessary for us or beneficial to your student to have the student instructed by other tutors.

_____ **Non-Solicitation.** Tutors at The Reading and Math Clinic have received extensive instruction in our instructional methods. By signing below, you agree that you will not solicit any employee of The Reading and Math Clinic to perform the same or similar services outside of The Reading and Math Clinic. You agree that if you do, The Reading and Math Clinic can immediately terminate your contract, retain any fees and deposits you have paid and pursue all other rights and legal remedies it has.

THE READING AND MATH CLINIC and THE READING CLINIC are trade names of NEWTON RESOURCES, LLC.

Financial Agreement—CHOOSE ONE

Adults:

I, _____ (Responsible Party), have read the above policies and procedures and understand and agree to them.

Responsible Party Signature

Date

If student is a minor, the parent/guardian needs to sign below.

Parents of Minors:

I, _____ (Responsible Party), give permission for _____
_____ (Student) to receive instruction at The Reading and Math Clinic according to the payment plan selected in this Agreement. I read the above policies and procedures and understand and agree to them.

Responsible Party Signature

Date

Scheduling Requests

When would you like to start tutoring? (mo/day) _____

How many hours per week would you prefer math tutoring? _____

What days of the week are best? M T W TH F S What times are best? _____

Do you anticipate any major vacations that would affect the tutoring schedule? If so, when? _____

Days Closed for Vacation

Labor Day

Fall Break (Kyrene School District)

Veteran's Day

Thanksgiving Holiday

Winter Holiday (Kyrene School District)

Martin Luther King Day

Presidents' Day

Spring Break (Kyrene School District)

Memorial Day

Independence Day
