

***Teachers as Tutors***  
***5755 North Point Pkwy. Alpharetta, GA. 30022***  
***404-542-2795***

The following information is designed to provide you with both general and specific information regarding tutoring services, as well as to gather relevant and important information from you. Please read carefully through this information and let your tutor know what questions or concerns you may have. Thank you and we look forward to working with you!

**Our tutors...**

We are certified teachers, and all have had classroom experience.

**About our Services...**

Teachers as Tutors can offer tutoring by using your child's IEP (if applicable) and Common Core Standards to develop a lesson plan that best suits your child's needs. Your tutor can also help students with their homework or test preparation for classroom tests or standardized tests. We offer tutoring in person at our office, online, or in-home.

**Before tutoring services begin:**

A meeting will be set-up between the tutor and parent(s) to discuss how tutoring will be approached. The cost for this meeting is \$70. Approaches to tutoring include but are not limited to:

- Tutoring that will use student's assignments and specific questions they may have.
- Tutoring that will take IEP goals and objectives and develop lesson plans to help the student meet their goals.
- Content areas that parents want the tutor to help their child with.

Parents should bring a copy of their child's progress reports, work samples, IEP's as well as Eligibilities or Psychological reports that will help your tutor develop a personalized lesson plan for your child.

**How to prepare for your child for a tutoring session:**

Come prepared for the tutoring session by bringing any assignments that your student may need help with, have your child start the assignment first on his/her own, or have your student write down any questions for your tutor. Arrive on time.

**Scheduling and Cancellations:**

**We require 24 hours' notice of cancellation of any appointment. If a client does not arrive for a scheduled appointment or cancels inside of 24 hours they will be charged for the session.** On the rare occasion there is a *true, absolute, unavoidable emergency* We will waive the charge.

If you or your child are contagious, please call as soon as you notice these indications as we do not wish to put other clients at risk of illness. We simply ask for 24 hours' notice whenever possible. If sudden onset, call your tutor as soon as possible and request waiver of the 24-hr. notice policy.

**Session Parameters...**

Personal Tutoring Sessions are **55 minutes**. Parenting sessions to develop tutoring plans are **50 minutes**. Sessions will start and end on time. If you arrive late, the session will still end at the scheduled end-time.

## **Fees and Payment**

### **In-Person Alpharetta Office**

One session per week: \$75 for a single session in a week.

Multiple sessions: \$65 per session for more than one session per week. Multiple sessions can be one student more than once per week or multiple students in a family at least once per week each.

### **Students Online**

One session per week: \$75 for a single session in a week.

Multiple sessions: \$65 per session for more than one session per week. Multiple sessions can be one student more than once per week or multiple students in a family at least once per week each.

### **In-Home Tutoring**

In-Home Tutoring will be \$90 for a single session in a week.

Multiple sessions: \$80 per session for more than one session per week. Multiple sessions can be one student more than once per week or multiple students in a family at least once per week each.

All fees are paid directly to Teachers as Tutors. We accept Master Card, Visa, and Discover, and American Express. We also accept payments via Venmo: (Lori Spencer@Lori-Spencer-44) 404-542-2795

There is a **\$25 fee for any returned checks**. The fee is due at the time of your next session, in addition to the payment for that session. If we receive two (2) returned checks from you, we will require that you pay using cash or credit card from that point on.

*It is best that payment of fees be made at the beginning of each session or placed in an envelope before session so the business can be out of the way and you and/or your child can have needs addressed and focus on the issue at hand for the remaining session time.*

### **Weekly Reserved Appointment Times:**

Our tutors offer reserved time slots for appointments. This means you can designate the most convenient time of week for your appointment and make that “your slot.” Your tutor will not schedule anyone else during that time unless you let her know that you cannot come to that appointment. There are a few parameters to reserving your own slot.

1. By reserving a slot, you have made an appointment weekly until you designate otherwise or cancel your appointment within 24 hours. The missed appointment fee will apply if you miss that appointment without proper notice.
2. If you miss two appointments within 4 weeks you will lose the reserved time. This does not mean you cannot come at that time in the future, it only means that the slot reverts to a first come first serve bases for scheduling.
3. Reserved slots are weekly only

**Our Agreement To Enter into Tutoring Services:**

I have read or had read to me all the information in this paperwork, and I agree to abide by all the policies outlined herein. By signing this agreement, I am consenting to the terms of this contract.

**Student #1** \_\_\_\_\_ **Student #2** \_\_\_\_\_

**Parent Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If you use text or email to change an appointment, the new appointment is not official until your tutor responds with “I now have you down at...” This ensures that she received the message and the slot is still open for you. If you do not receive a response within 4 business hours, please call to verify that she received the message.

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**Fees for Services Agreement**

**Student Information:**

Student #1 \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Student #2 \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Parent/Custodian \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

How did you hear about our services? \_\_\_\_\_

Person in case of emergency you authorize us to contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

***Appointment reminders:*** You can opt to receive appointment reminders the day before your appointment.

***Text reminders are a convenience, not a requirement. If you do not receive a reminder you are still responsible for making the appointment as scheduled.***

\_\_\_ use cell phones listed above

Use the following numbers (limit 2)

Mobile #1 \_\_\_\_\_ Mobile #2 \_\_\_\_\_