

Helena Svanstrom
Tampa, Florida

Phone: (813) 575-0946
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Tutoring Agreement

Name of Student: _____

Sessions Per Week: _____, charged at \$ _____ per 50-minute session.

Weekly sessions are scheduled for:

Monday, from	_____	to	_____	am, pm
Tuesday, from	_____	to	_____	am, pm
Wednesday, from	_____	to	_____	am, pm
Thursday, from	_____	to	_____	am, pm
Friday, from	_____	to	_____	am, pm

The first day of tutoring will be on _____

The tutoring session will be held at _____

Tuition for the entire month will be paid on the first session of the month.

Tutoring will cease if not paid by the 2nd session of the month.

Your student's sessions are standing appointments.

Consistency in attendance is critical to achieve educational growth.

The tutor will provide current scheduled holidays and vacations. Please plan your vacations at the same time, if possible. Advise me if you have unavoidable conflicts

If an emergency occurs, please call me in advance, if possible and advise me of your cancellation.

There are no refunds for missed or cancelled appointments. Make-up sessions will be offered for missed appointments where some notice was given. These make-up sessions are usually held on Fridays. Helena Svanstrom will make two scheduling opportunities available for make-up sessions. If a make-up session cannot be arranged during these two opportunities, the fee for the missed session will be considered earned by Helena Svanstrom and no future make-up opportunity for that absence will be offered.

Excessive cancellations without make-up sessions may result in the termination of services for your student.

Prompt arrivals and pickups are essential. Appointments are tightly scheduled, and there is no supervised waiting area. Parents are invited (are required) to attend the tutoring session in an “in the background” listening mode. But siblings of the student or other children are not to be brought to the tutoring site.

Please notify this office when there are any changes regarding who will be picking up your student. Your student’s safety and security are critical.

If you plan to discontinue services, please provide one-week written notice so I can wrap things up with the student and provide you with documentation for his/her next tutor.

By May 1st of each year, you will need to declare what days and times you want during the summer. On May 1, I will accept new clients for the summer. But when school starts again, students who have been with me the longest will have priority to reclaim to their previous year’s tutoring times and days.

Other Services

Because I specialize in tutoring children there are certain things that I do **NOT** do.

- I do not do diagnostic testing
- I do not do advocacy work. I will not attend IEP or 504 meetings.
- I do not assist with homework.
- I do not consult with or contact the student’s teachers or other extended relatives except by special arrangement and for a fee.

I am available to the parents of a student for a professional consultation at no charge for items that take less than **10 minutes**. Please let me know at the **beginning** of a session that you would like to meet with me, so I can end the tutoring session early enough to consult with you.

If more time is needed, I would be happy to set up an appointment with you and would charge my hourly tutoring rate for that time.

I have read and agree to, the policies and procedures set forth by Helena Svanstrom

Signature: _____ Date: _____