



Rafal Tutoring and Consulting, LLC
Sandi Rafal, Owner

Welcome to Rafal Tutoring and Consulting, LLC! We specialize in working with a wide variety of learners who need specialized instruction in addition to their regular school curriculum. We provide Orton-Gillingham services in person in our office at 1060 Gaines School Rd., Suite A-4D, Athens, GA, 30605. Sessions may be offered online if appropriate for that student, and sessions at the client's home or private school may be offered for an additional fee.

We are grateful for the opportunity to serve you and your child. Teaching children has long been a passion of ours, and seeing a child make progress on skills that were once difficult is extremely rewarding. With the right kind of instruction, your child can learn to read, write, and spell, or add, subtract, multiply, and divide.

Are you ready to get started?

- **Step One:** Read the tutoring agreement and payment information on the following pages.
- **Step Two:** Return the completed paperwork.
- **Step Three:** We will contact you to schedule your first appointment.
- **Step Four:** We will send information about setting up your account on TutorBird, the platform we use for scheduling appointments, sending invoices, etc.

New Client Tutoring Agreement

Description of services:

- One-on-one intensive instruction in a research-based Orton-Gillingham program, e.g., Barton Reading and Spelling System, Wilson Reading System
- One-on-one intensive instruction in a research-based math curriculum, i.e., Zearn
- Handwriting instruction
- Progress monitoring and informal assessments

Name of Student: _____ DOB: _____ School/grade: _____

Parent _____ Phone _____ Email address _____

Address: _____ City, State, Zip _____

Parent _____ Phone _____ Email address _____

Address: _____ City, State, Zip _____

Sessions per week: _____ @ \$65.00 per 50-minute Reading/Spelling session in the office; **@\$85.00 at school or at home**

Sessions per week: _____ @ \$65.00 per 50-minute Math session in the office; **@\$85.00 at school or at home**

(Please note – The Barton Reading and Spelling System recommends at least two sessions per week. Two sessions per week is also recommended for tutoring in math.)

PLEASE READ AND INITIAL EACH OF THE FOLLOWING ITEMS:

_____ A regular day and time for your child's tutoring sessions will be arranged based on your schedule and the tutor's availability.

_____ If an emergency occurs and you must reschedule, you must do so by logging into the Tutor Bird website (tutorbird.com.) and making needed changes. Please also either call or text your tutor. **Appointments canceled with less than 24-hour notice will be charged at the regular rate. A make-up session may be offered at the tutor's discretion.**

_____ Your student's sessions are professional appointments, and **consistency is critical** to achieving educational growth.

_____ Phone consultations lasting longer than 5-10 minutes will be charged based an hourly rate of \$65.00.

_____ Payment may be made via PayPal, credit card, cash, Venmo, or by personal check, made payable to **Rafal Tutoring and Consulting, LLC**. See information on page 2 about payment options.

_____ Parents and family members are expected to demonstrate courtesy to Rafal Tutoring and Consulting as well as other businesses in the suite by remaining reasonably quiet during sessions.

_____ Sessions may be provided in the client's home or at a private school for \$85.00 per session.

Please initial yes or no for the following statements:

_____ Yes, Rafal Tutoring and Consulting, LLC may use my child's image on their website or Facebook page for promotional purposes.

_____ No, Rafal Tutoring and Consulting, LLC may **not** use my child's image on their website or Facebook page for promotional purposes.

Scheduling Sessions

To achieve academic progress and avoid undue regression of skills, students need to attend a minimum of two sessions per week. So that we may serve as many students as possible, please allow at least 24-hour notice in the event you want to reschedule a session. We would like the opportunity to offer your time slot to another current student or to someone on the waiting list.

Fee Structure

You will receive an invoice for the amount due at the end of each month. For example, if you have 8 sessions in September, your payment will be \$520.00 (8 X \$65.00) for normal service or \$680.00 (8 x \$85.00) for at-school or in-home service. Payment may be made through PayPal, credit card, cash, Venmo, or personal check made out to Rafal Tutoring and Consulting, LLC.

_____ Date _____
(Parent signature)