

# NEED 2 READ



Need 2 Read, LLC

[www.need2read.net](http://www.need2read.net)

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Need 2 Read, LLC does not discriminate on the basis of race, color, or national origin.

## Service Agreement and Policies

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Need 2 Read, LLC operated by sole member, Karen Sly, provides direct instruction using the structured literacy program known as the Wilson Reading System. Structured literacy teaches struggling readers how to unlock the six syllable patterns of the English language in a systematic way in order to read and spell with accuracy and mastery. Being able to read accurately allows for reading fluently, (reading with appropriate speed and accuracy). Fluency allows the brain to comprehend the meaning of the text, which is the ultimate goal of reading. Accurate spelling allows for clear communication of ideas, which is the ultimate goal of writing.

Clients must agree to a minimum of two sessions per week. This is advised by Wilson in order for appropriate progress to be made. Evaluation sessions run approximately 60 minutes in length and are always one on one. Results from an evaluation will be reported to the client/guardian within 2 business days. Regular sessions run 90 minutes in length and are typically one on one. In approved circumstances, 2-3 clients may be tutored in the same session, but **ONLY** if clients are at the same level in the program. Fees adjust slightly per client if 2 or 3 clients are seen at a time due to the few minutes of one on one time needed to individually assess during the session. **Additional clients per session will not be arranged unless all clients are in agreement.**

Session days and times must be agreed upon by both tutor and client. Session meetings must be arranged at minimum by the previous Saturday of the scheduled meetings. Once client and tutor agree upon a time, an invoice will be sent to the client within 2 business days stating that payment will be due before or at the start of the session. If clients are utilizing scholarship monies to pay to the provider instead of getting reimbursement, a screen shot of the pending balance once the invoice has been submitted to the scholarship program along with monies available in the client's account must be shared with Need 2 Read, LLC prior to start of the tutoring session. Rescheduling or cancellations should be made 24 hours in advance at minimum. Changes made with less than 24 hours notice may result in \$20 fee. No shows will result in a \$25 fee. A second offense of no show may result in tutor refusal of services. If payment (or screen shot as mentioned above for scholarships monies) is not presented at the start of the session, the session will not begin. For sessions that will include 2-3 clients at once, payment must be received from all parties a day at least a day in advance. **ONLY typical 90 minute 1:1 sessions are covered by the ACE/Merit Scholarship Program.**

If sessions are not virtual, they will occur in-person in the client's home (clear table in a distraction free space is necessary), or in a public place agreed upon by both the tutor and client (i.e. library).

At this time, payments can be made by check or cash. Checks should be made out to Need 2 Read, LLC.

Refund Policy: If clients have paid in advance and need to cancel one or more sessions giving more than 24 hours notice, a full refund will be issued.

Client Name: \_\_\_\_\_

Parent / Guardian Signature if different: \_\_\_\_\_

Date: \_\_\_\_\_