



Central Oregon Learning Alliance

Payment Policy:

You will receive an invoice at the beginning of each month, beginning May 1st, for a full month's tuition. There are 2, 3, or 4 day options for our 1 hour sessions. 2 sessions/week = \$400/month, 3 sessions/week = \$600/month and 4 sessions/week = \$800/month. 2 hour intensive sessions are \$550/month, per student. Your tuition will be the same every month regardless of holidays or breaks, as these are already factored into the price. Our program closes for one week at the beginning of the summer, 2 days at Thanksgiving, 1 week at Christmas, and 1 week at Spring Break. Tuition can either be paid by the 1st of each month or at the beginning of each week. I require a 24 hour cancellation notice for all appointments. I do not offer credits or refunds unless the session is cancelled by me for unforeseen reasons, but if the 24 hour cancellation policy is honored, makeups will be offered within the month of the missed session. I am happy to accept cash, checks, or venmo for payments. Cash or checks can be mailed to Kim Drew at 15 NW Park Pl Suite 110 Bend, Oregon 97702. If you wish to pay through Venmo, please send me your venmo name and I will link up and send a tuition request with your invoice each month.

Scheduling Policy:

Tutorial sessions are ongoing and your current spot will remain the same throughout the school year. I am happy to accommodate vacations via zoom. Each month I will send an email with a Friday or Saturday date for makeup

sessions, as well as an opportunity to schedule an IEP/504 Consultation session. Don't worry, if the weekend date doesn't work for make-ups, we will find something else that does! Intensity is always the goal, and we all have to have some flexibility to make that sustainable.

Covid policy:

Masks are required by all staff and students. Out of an abundance of caution, our waiting room is closed and our front door remains locked to limit the number of people in our building. I will meet your child at the front door at the beginning of each session, escort them to the bathroom where they can wash their hands, and then will begin their session in the classroom. Please have your child leave their coats, drinks and snacks in the car. Students will be walked out at the end of their session, so please be ready to pick your child up on time, as we need time to sanitize and prepare for our next student.