



VA Homeschool Educational Services, LLC Client Agreement

700 Tech Center Parkway
Suite 200-15
Newport News, VA 23606
757-712-7996
vahomeschooledu.com

VA Homeschool Educational Services, LLC's mission is to provide knowledge-based, professional, and judgment-free guidance to families and students, so they are able to meet their educational goals. This letter agreement is to confirm that you (“client” “parent” “guardian” or “you”) have retained VA Homeschool Educational Services, LLC (“VA Homeschool Educational Services, LLC” or “I” or “me” “our” or “we”) to perform services in connection with your child(ren)’s home education. This letter explains the scope of the project, fees, our responsibilities, and client responsibilities. After reading this letter, please let me know if you have any questions.

VA Homeschool Educational Services, LLC will perform the following services:

Academic Educational Assessment and/or screenings, and/or Tutoring, and/or Student Education Plan (SEP) /Homeschool Learning Plan (HLP), and/or Evidence of Progress, and/or Workshops, and/or Book Clubs, and/or Writing Lab, and/or Contract Hour Projects

VA Homeschool Educational Services, LLC Service Providers and Independent Contractors

I authorize VA Homeschool Educational Services, LLC to release the identifying information you provide via online scheduling platform at event booking. This includes, but is not limited to: Parent/Guardian Name, Student Name, email address, phone number to:

Name: Alicia Rhamy, Independent Contractor

Address: 700 Tech Center Parkway, Newport News, VA, 23606

I have read and understand this authorization and consent will remain effective until I revoke it by notifying VA Homeschool Educational Services, LLC in writing. This will stop the exchange of information authorized by this document. I understand that I have the right to know what information is being exchanged, and why, when, and with whom it was shared.

Appointment Reschedule and Cancellation

- A. Appointment Reschedule: When you book an appointment, you are holding a spot on our calendar that is no longer available to other clients. If a reschedule is necessary, we require you do so via

Calendly as soon as you know of a scheduling conflict. Appointments are in high demand, and your advanced notice will allow another family to access that time. Appointments will need to be rescheduled if you are 15 minutes late.

- B. Late Cancellations/No-Shows: A cancellation is considered late when an appointment is canceled less than 48 hours prior to appointment. A no-show is when a client misses an appointment without prior notice. In either case, a refund for services will not be issued. We understand that unexpected events occur. We will use our discretion in extenuating circumstances.

Location of Services

- A. In-Person: Services will be provided in-person at:
 - a. 700 Tech Center Parkway Ste. 122, Newport News, VA 23606

**The parent and/or guardian of a minor child is obligated to stay on property at 700 Tech Center Parkway Newport News, VA for the duration of service session.

- B. Virtual (Zoom or Google Meet): Your appointment confirmation via scheduling software provides the invitation.

Privacy

- A. I will maintain educational records private between you and me. An authorization to exchange information consent must be signed prior to communication with another party.
- B. Academic Assessment Clients-We will maintain educational records private between you, me, and Riverside Insights. Riverside Insights is the testing company who scores assessments. To learn more: <https://riversideinsights.com/about/our-story>

Payment

- A. Method of Payment:
 - a. Credit Card.. Checks will not be accepted as a method of payment
- B. Missed Payment: Client agrees and is responsible to make payment in full upon booking.
- C. There will be a \$50.00 surcharge, in addition to original balance, for payment not received by the due date.
- D. Additional Charges for all services: If the client requests additional work that is beyond the scope of this initial letter agreement, such work will be billed at our hourly rate (\$75.00/hour) that is applicable at the time the work is performed.
- E. Service Fees

Reading Specialist Tutoring/Intervention	\$100/hour
K-6 Math Tutoring	\$75/hour
K-12 Writing Tutoring	\$75/hour
Small Group Tutoring	Starting at \$40/child depending on group size
Workshops, Book Club, Writing Lab	Fees vary depending on cost of course or individual classes
Academic Assessments	Fees vary depending on assessment
Academic Assessment Deposit	\$100- nonrefundable

Assessment Results Session	\$75
Student Education Plan/Homeschool Learning Plan	\$400- payment plan may be requested by parent/guardian
Hourly Rate/Project Fee	\$75/hour

Termination

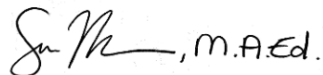
- A. By Me: We will provide written notice if services will be terminated
- B. By You: Client may provide written notice by email to sara@vahasllc.com or alicia@vahasllc.com at least 7 calendar days prior to requested termination date

Disclaimers

- A. You and I understand and acknowledge that VA Homeschool Educational Services does not constitute special education or therapy services. It provides only homeschool or educational services described in the agreement. It is recommended by me that you seek additional educational state, local, health, and private support, if more educational support is needed.
- B. While I do not anticipate there will be disagreement between us during the course of our work together, you agree to give up the right to sue or bring a claim against me or VA Homeschool Educational Services, LLC in court or to seek arbitration with respect to any services rendered by VA Homeschool Educational Services, LLC. Any controversy between you and I will be limited to the fee received from you by VA Homeschool Educational Services, LLC.

This letter agreement constitutes the entire agreement between VA Homeschool Educational Services, LLC and the client, and all terms, conditions and descriptions contained in any other proposals, discussions, or writings previously or concurrently occurring are superseded by this letter agreement. By signing this letter agreement, the client agrees that he/she has reviewed and understands the terms and the client's obligations.

Thank you for the decision to work with VA Homeschool Educational Services, LLC. We look forward to working with you and your family!



Sara Mason, M.A. Ed.

Manager of VA Homeschool Educational Services, LLC

sara@vahasllc.com

757-712-7996