



VA Homeschool Educational Services, LLC Client Agreement

700 Tech Center Parkway 200
Suite 122
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") 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 ("student" "child" "learner")'s 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 Assessments 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 Contract Hour Projects

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

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
End of Year Evaluation In-Person	\$120/child
End of Year Evaluation- Virtual	\$70/child

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@vahesllc.com at least 7 calendar days prior to requested termination date

Disclaimers

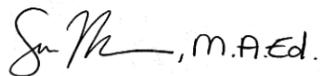
- A. You and I understand and acknowledge that VA Homeschool Educational Services does not constitute special education or therapy services. It provides only homeschool or educational

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@vahesllc.com

757-712-7996

VA Homeschool Educational Services, LLC Service Addendum

Academic Achievement Assessments

Woodcock Johnson IV

CogAT

DIEBELS

C-TOPP

Reading Screeners

Tutoring

Subject

Reading

Writing

Math

Other

Educational Learning Goals and Outcomes

The first tutoring session is an intake meeting. At this meeting, we will get to know each other, further describe tutoring sessions, and write an individualized tutoring plan that outlines learning goals and outcomes. Goals will have the following criteria: specific, measurable, attainable, relevant, and timely. VA Homeschool Educational Services will monitor goal progress throughout sessions in both formative and summative assessments. We will also discuss frequency and scheduling of services.

Tutoring Sessions

VA Homeschool Educational Services tutors will complete preparation of lessons and structure them in such a way to optimize learning time to benefit the student.

Student Education Plan (SEP) also known as the Homeschool Learning Plan (HLP)

Purpose

We will work together to create a Student Education Plan (SEP) that describes the students' current level of performance and goals/outcomes for the school year. The Student Education Plan is used to determine whether there is evidence of student educational growth and progress during the 2024-2025 school year.

Term

SEP shall begin on the date of this Agreement and continue until July 31, 2025.

Services

- a. Student Education Plan Initial Meeting
 - a. Scope: You and I will hold an in-person or virtual meeting via Zoom to create a Student Education Plan (SEP). SEP will include: Family Contact Information, Educational History, Summary of Acquiring and Using Knowledge, Summary of Using Behavior to Meet Needs, Family Priorities, Learning Outcomes and Goals
- b. One (1) Parent Support Call each month
 - a. Scope: You will schedule one (1) 30 minute meeting each month, if needed, via phone or Zoom. You and I will discuss what's working, what's not, discuss progress toward Learning Outcomes and Goals. It is up to the client to schedule a support call via Calendly.
- c. One (1) Mid-Year Review Meeting
 - a. Scope: You will schedule one (1) 45 minute meeting via phone or Zoom. We will review each section of the Student Education Plan and revise as needed. Educational growth and progress will be discussed as it pertains to each Learning Outcome and Goal.
- d. One (1) End of Year Review Meeting to determine Evidence of Progress
 - a. Scope: See Evidence of Progress Service Addendum

Evidence of Progress Evaluation

Purpose

VA Homeschool Educational Services, LLC will determine if there is adequate educational growth and progress to write an evidence of progress letter on the student's behalf. If yes, we will write the evidence of progress letter and email it to you before July 31st. It is your responsibility to submit this letter to your local Superintendent.

Virtual- You and I will have a virtual meeting for an end-of-year evaluation. Materials for evaluation must be submitted electronically 3 business days prior to the evaluation. If the materials are not received, the meeting will be canceled.

In-Person- You and I will have an in-person meeting for an end-of-year evaluation. Materials for evaluation may be submitted prior to meeting or brought to the in-person meeting.

The determination of VA Homeschool Educational Services, LLC as to whether there is sufficient student educational growth and progress to write a letter to your local Superintendent, and the contents of such letter, will be made in my sole and absolute discretion using my education, experience, and credentials. The cost of VA Homeschool Educational Services, LLC's services will not be reduced or refunded if a letter is not produced. If a letter is not produced, parent/guardian has the option for remediation with VA Homeschool Educational Services, LLC, finding another evaluator, or taking a nationally normed test.

This service addendum 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 service addendum. By signing this service addendum, the client agrees that she/he has reviewed and understands the terms and the client's obligations.

VA HOMESCHOOL EDUCATIONAL SERVICES, LLC

By: _____

Date: _____

Sara Mason, M.A. Ed.

Acknowledged and agreed:

By: _____

Date: _____