



## Uniquely Wired Consultants LLC Policies & Procedures

Uniquely Wired Consultants offers private tutoring services to students ages birth through adulthood. We specialize in Orton-Gillingham Reading and Math instruction to assist learners with dyslexia, dyscalculia, dysgraphia, and other learning disabilities. Our programs are evidence-based and are delivered by highly-qualified and certified tutors.

In addition, we offer many custom tutoring services! Let us know your child's needs, and we will find the perfect tutor and curriculum to meet your child's needs!

### **What can your child expect each visit?**

Your child will be dropped off at our brand new tutoring center in the heart of Rolla with their private tutor. They will tutor in a private room and have access to snacks, drinks, and our hot cocoa and coffee bar.

During their session, tutors will encourage and support them with high-quality learning materials, movement, and sensory breaks.

After each session, they will choose an item from our treasure chest and rejoin their family. A tutoring note will immediately be emailed to their caregiver after each session.

### **How can parents stay involved and informed?**

Parents will receive a login to our tutoring software "Tutorbird" upon registration. From that website, parents can view all appointments, tutoring notes, tutor contact information, announcements, and resources. **Please use your Tutorbird Calendar to stay informed of appointments and cancel sessions.**

## Services and Pricing

Uniquely Wired Consultants offers multiple tutoring services to best meet your student's needs. You may choose from a list of the options below.

RR= "Refund Rate" per session

Service	Once Weekly 50 minute session	Twice Weekly 50 minute sessions	Thrice Weekly 50 minute sessions
<b>Barton Reading and Spelling Program</b>	*not recommended*	Certified Teacher: \$420/month RR=52.50  Non-certified Teacher: \$378/month RR=47.25	Certified Teacher: \$630/month RR=52.50  Non-Certified Teacher: \$567/month RR=47.25
The Barton Reading and Spelling Program is an Orton-Gillingham based program that is proven to help individuals at risk for dyslexia. This is not a quick-fix program. It consists of ten levels that progress from essential pre-reading phonemic awareness skills to college readiness level word reading and spelling. By level 4, students encounter multisyllable words and begin making rapid progress in both reading and writing.			
<b>Math U See Program</b>	*not recommended*	Certified Teacher: \$420/month RR=52.50  Non-certified Teacher: \$378/month RR=47.25  +\$45.00 materials fee per level	Certified Teacher: \$630/month RR=52.50  Non-Certified Teacher: \$567/month RR=47.25  +\$45.00 materials fee per level
Math U See is the math equivalent for Barton Reading. If your student is struggling in math, they may need to revisit some prior skills that were never mastered. We can give your student a placement test, and start them in the appropriate Math U See level to fill in any gaps in their learning.			
<b>Custom Tutoring</b>	\$252/month RR=\$63.00	\$504/month RR=63.00	\$756/month RR=52.50
Custom tutoring plans are developed after an evaluation and often require intensive planning to specifically meet your students' needs. For example, we may help your student prepare for the HiSET exam, ACT, ASVAB, or Scholar Bowl. Students who are not served by one of the above programs fall into this category.			

# Tuition Policy

Enrollment at Uniquely Wired Consultants LLC tutoring program is tuition-based. This means that you pay the same rate for services each month and receive a yearly calendar that notifies you of center closures/holidays. You commit to one month at a time. By paying tuition, you are reserving a space, time, and tutor for your student for that month. In addition, you acknowledge that you have received, reviewed, and agree to the terms and conditions of this policy.

## **Payment Information**

**Tuition is due on the 1st of each month.** Ten days prior to the first of the month, you will receive an invoice in the email account you provided. You may pay through a link in the invoice via ACH transfer, debit, or credit card. Uniquely Wired does not accept cash or check payments. All payments must be made via the link provided, and for the exact amount invoiced. If you do not receive your invoice, or have any technical issues, contact [angie@uniquelywiredllc.com](mailto:angie@uniquelywiredllc.com) before the first of the month.

**Payments made after the first of the month will result in a \$15.00 late fee.** Two or more late payments will result in termination of services. Services that are unpaid by the 7th of the month will result in a discontinuation of services and services will not be resumed.

Our policies ensure that we are able to provide stable and long-term tutoring services for our students. We appreciate your understanding and support of our mission to provide high quality educational services.

# Cancellation Policy

## **Student Cancellation**

Student cancellations are non-refundable for **any** reason. Please notify your tutor as soon as possible if your child will be absent from tutoring. \*See sick policy and calendar.

## **Tutor Cancellation**

If a tutor has to cancel, and a substitute is not available, your tutor will offer a make-up session. If a make-up session cannot be rescheduled, you will be credited for the missed session on the following month's invoice at the session rate listed under "Services and Pricing".

## **Calendar**

The tutoring center publishes a calendar each year in January. Each month averages 7-10 tutoring sessions. Full tuition is charged every month, except for December.

Current calendars are always available on our website, emailed to you, and pinned in Tutorbird. Paper copies are available in the lobby.

### **Sick Policy**

If your child is not feeling well or running a fever, please do not send them in for tutoring. If they are not well enough to attend school that day, please plan to keep them home from their tutoring session that day as well. Please help us keep our staff and students healthy. "Sick" absences are non-refundable.

### **Late Pickup**

Families are financially responsible for additional time that includes late pickup. Late pickups are very inconvenient, disrupt services of other clients, and cost extra payment to tutors. A fee of \$1.00 per minute will be charged for late pickups. Late pickups of more than two per month will result in a discontinuation of services. Please be respectful of your tutor's time and help us prevent a rate increase. If you are running late, please contact your child's tutor.

### **Schedule Changes**

Schedule changes may be requested in writing by the 20th of each month. Please note that our tutors have limited availability and we have limited tutoring rooms. We understand that sports and other extracurricular activities are important for child development. Unfortunately, we simply do not have the capacity to accommodate everyone. If you discontinue services fully or partially, please know that your time slot is immediately filled from our waiting list. Scheduling conflicts with extracurricular activities are considered a "student cancellation" and will not be refunded.

Limited makeup sessions are available for student vacations or planned absences.

**Requests can be submitted in writing by the 20th of the prior month. *If granted***, these makeup sessions will be offered at whatever time/tutor is available and will be awarded on a first come, first serve basis. Email requests to [angie@uniquelywiredllc.com](mailto:angie@uniquelywiredllc.com).

## **General Policies and Procedures**

- Tutors are not permitted to transport students to or from tutoring sessions.
- If your child is not feeling well, please cancel your session for the safety of our staff and families. The session will likely not be effective if your child is not feeling well.
- Students are expected to be physically and verbally respectful to tutors and others present in the building. Behavior that is disruptive to other students or tutors will not be tolerated and will result in termination of the tutoring contract, sessions will not be refunded.

- Students are not to bring pocket knives or other harmful items that could be used to harm others.
- Students may not bring items that could distract from the tutoring session.
- Notify Angie Fariole at [angie@uniquelywiredllc.com](mailto:angie@uniquelywiredllc.com) of any student allergies or health needs. There is no nurse on staff at Uniquely Wired Consultants. Guardians of children with potentially emergent medical needs are required to stay in the parking lot to assist if a medical emergency should occur.
- If a medical emergency occurs during tutoring, the tutor is to call 911 first, then the parent to ensure the fastest medical care.
- For the safety of our students, our doors remain locked at all times. If you need to pick up your child early, please contact your child's tutor or call 573-426-4264.
- Arrival:
  - **Please arrive at your child's tutoring time. Your child's tutor will greet you at the door at their tutoring time.** If your child's tutoring time is 4:00 pm, please drop off at 4:00 pm and make sure that you leave your child with their tutor. Do not knock/bang on the doors before your child's tutoring time. Your tutor is likely tutoring another child and this is very disruptive to other students.
- Pick up:
  - Most tutoring sessions are 50 minutes long. **Please pick up your child on time.** Your tutor will bring them to the door at the 50 minute mark. Please don't bang/knock on the door. Please come to the door to pick up your child as the parking lot can be very busy. \*See "Late Pickup" policy.