



Uniquely Wired Consultants LLC Policies & Procedures

Uniquely Wired Consultants offers private tutoring services to students ages 5 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.

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.

Service	Once Weekly 50 minute session	Twice Weekly 50 minute sessions	Thrice Weekly 50 minute sessions
Math, Reading, and Writing	Certified Teacher: \$200/month	Certified Teacher: \$400/month	Certified Teacher: \$600/month
Summer Learning	Non-certified Teacher: \$180/month	Non-certified Teacher: \$360/month	Non-Certified Teacher: \$540/month
Head Start			
Grades 1-10			
This program is excellent for students who need a little bit of help in multiple subject areas. The Summer Learning Head Start Program comes with all materials and is available for the summer semester to help prevent a “summer slide”.			
Barton Reading and Spelling Program	*not recommended*	Certified Teachers Only: \$400/month	Certified Teachers Only: \$600/month
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.			

Homework Help K-12	\$200/month	\$299/month	\$499/month
Students may bring homework assignments with them for assistance from one of our tutors. It is best to focus homework help in one subject area to find the most qualified tutor.			
Math U See Program	*not recommended*	\$400/month +\$45.00 materials fee per level	\$600/month +\$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.			
Custom Tutoring	\$240/month	\$480/month	\$720/month
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 semester-based 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 the cancellation policy and semester calendar.

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 will no longer accept cash or check payments. All payments must be made via the link provided, and for the exact amount invoiced.

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.

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

No make-up sessions will be offered for student cancellations. If the student misses part of a session (is late or leaves early), the missed portion will not be made-up or refunded.

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 a rate of \$50 /session.

Calendar

The tutoring center will follow the Rolla Public Schools calendar. If RPS is closed, either scheduled or due to inclement weather, the tutoring center will also be closed and no make-up session, credit, or refund will be provided.

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

COVID-19 Related Cancellations

Center Closure:

If the center should be closed due to COVID-19, sessions will be credited the following month (an extended closure such as this, would be impossible to make-up). If unexposed clients and tutors are able to meet at an alternate location, tutors will attempt to continue meeting. Or, virtual sessions *may* be offered.

Student Quarantine:

If a student is quarantined, due to COVID-19 exposure, virtual visits *may* be offered in lieu of face-to-face visits at the normally scheduled time. Unfortunately, make-up sessions and credits would be a great hardship for Uniquely Wired Consultants and will not be issued, even in the case of COVID-19 quarantines.

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.

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. Effective November 1st, 2022.

Schedule Changes

Schedule changes may be requested in writing 10 days prior to the first of the 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.

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.