**Reading Matters Tutoring Contract**

This Contract for tutoring services is between  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print Parent/Guardian’s name) for the tutoring of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print Student’s  name) and Helen Huber of Reading Matters Tutoring, (UBI#:604053347), and Washington State Teacher Certification 550781R.

Tutoring Rate: Reading Matters Tutoring will provide tutoring services at the rate of $\_\_\_\_\_ per hour for one or all of the following services:

* Student Assessment will be conducted during the first three-four sessions as one part of the session. (*I consider assessment to be the GPS of instruction*.)
* Individual Tutoring Sessions will be scheduled at a mutually agreeable time. All sessions begin and end on time.
* School observations involve seeing the student in the context of the classroom and/or attending conferences with other professionals supporting the student either in person or online. These sessions are billed at the same rate as tutoring.
* Parents may arrange for a dedicated support session between parent and tutor to address specific challenges faced during homeschooling, distance learning, or recommendations for best practices for supporting literacy. These sessions are billed at the same rate as tutoring.

1. **Fine Print**

* A minimum of two sessions per week are required. Practice, reinforcement, and application of skills taught are achievable when tutoring occurs at least twice weekly.
* Make-up sessions are not guaranteed and will be scheduled when possible.
* All sessions are 55 minutes in length, unless otherwise agreed in advance. Late start times created by the student will not be made up at the end of the session.
* Regular progress, in the form of session notes, are emailed the day of the session. Parents may request a check in by phone or Zoom to further discuss student progress, answer questions, or check in as needed.

**2**.  **Payment**

* Reading Matters Tutoring will email an invoice on the last business day of the month or the last day that the student receives support that month.
* Payment shall be made to Reading Matters Tutoring using:
  + Zelle: ([huberh@gmail.com](mailto:huberh@gmail.com)) through your bank
  + PayPal: ([huberh@gmail.com](mailto:huberh@gmail.com))
  + Venmo: @Helen-Huber (All my Venmo transactions are private and will not be displayed)
  + or by check sent to:
    - Helen Huber, 239 Bromley Drive, Eastsound, WA. 98245
* Failure to pay any invoice within seven (7) business days of receipt shall be deemed a material breach of this Agreement. If such outstanding amounts are not paid in full following notice of such breach, Reading Matters Tutoring shall have the right to terminate this Agreement and to seek all remedies available to it under law and equity.
* If the Parent’s account is in default, the Parent acknowledges and agrees that in addition to the invoiced amount then due, the Parent shall also be fully liable to Reading Matters Tutoring for all costs and fees incurred by Reading Matters Tutoring, including without limitation, attorney fees, collection agency fees, and any other fees and expenses incurred in connection therewith.

**3**. **Term and Termination**

* This Agreement may be terminated by either party with 48-hour prior written notice to the other party.
* All sessions delivered before termination of services will be invoiced to the Parent.
* All sessions require at least 24 hours’ notice for cancellation or requests for modification or rescheduling. Failure to provide 24 hours’ advance notice shall be billed in full, without exception.

**4.  Confidentiality**

* Reading Matters Tutoring agrees that it shall apply the same degree of care that it applies to its own confidential records, to the records, materials, and information provided by the Parent with respect to the Student(s). Parent expressly acknowledges and agrees that all materials, notes, records, and other materials prepared or created by Reading Matters Tutoring during the term of service are the sole and exclusive property of Reading Matters Tutoring.

**5. Warranty**

* Reading Matters Tutoring represents and warrants that it shall provide Tutoring Services in a professional manner, in accordance with generally accepted industry standards. Tutoring services, while skilled and deliberate, cannot and will not guarantee specific educational outcomes.

**6. Amendment**

* This Agreement may only be modified or amended only by a writing signed by both parties hereto.

**Reading Matters Tutoring Contract**

By signing I agree to the terms and conditions detailed in this contract.        

**Helen Huber, Owner:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Contact  Information**

Parent or Guardian 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family or Friend Emergency Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions or Additional Information (Please detail below.)