



Lakeside Readers, LLC

Tutoring Contract

Student's name _____

School/Grade _____

Parents' names _____

Phone numbers (h) _____ (w) _____ (c) _____

Address _____

Email address _____

Describe the academic areas in which help is needed:

Describe your child's areas of strengths and interests:

Do you have diagnostic assessments, school reports, or other information that would be helpful for the tutor?

Preferred weeks/days/times _____

Since we are highly trained Academic Language Specialists and in high demand, it is important that families make tutoring a priority and provide time in their schedules to keep assigned scheduled tutoring times. Each tutoring session is one hour long. Students are **required** to come at least twice weekly or eight sessions per month.

A statement of account will be either mailed or emailed around the 15th of each calendar month for the next month's services. This will allow families time to coordinate their schedule and make arrangements if necessary. Payment is due and payable on the first of the month - before tutoring sessions begins unless alternative arrangements have been made. If there is an outstanding balance at the end of the month, a \$10.00 service charge per month will be assessed until payment has been received. If an account has a past due balance exceeding 60 days, the tutoring assignment will be discontinued.

Cancellations and rescheduling should be arranged 24 hours in advance. **No refunds will be given if cancellations or rescheduling occurs within 24 hours of the scheduled tutoring time.** If a student is unable to attend a tutoring session as scheduled, the session may be rescheduled at a time that is mutually convenient to the student and the tutor. Unexcused and late cancellations will be billed at the regular rate. If cancellations become a common occurrence the tutoring assignment will be discontinued.

By signing below, you agree to the terms of tutoring, your child's session may begin on the day and at the time agreed upon by yourself, and the tutor after upon full payment.

If you have any questions, please contact Lisa Danielson 612-718-0107 (C) or email me at Lakesidereaders@gmail.com

Parent/Guardian signature

Date