

## **Tutorial Policies**

To avoid confusion or misunderstandings involving matters of time and money, I have outlined my tutorial policies below. They are intended as general guidelines, rather than strict regulations. Please feel free to contact me if you have any questions or concerns.

### **Tutorial Sessions**

Tutoring sessions are set at 45 minutes or one hour. For most students, I suggest scheduling at least two sessions a week to ensure sufficient carryover of learning.

### **Cancellations, Lateness, and No-Shows**

The lateness and cancellation policy has been created to be fair to the Client and Tutor, as well as other students who may be scheduled the same day as the Student.

Client agrees to let the Tutor know of cancellations or lateness by phone or text at least 24 hours before the scheduled session, whenever possible. If the Client cancels a session less than 24 hours before the scheduled session more than once, the Client will be charged for the session. Same-day cancellations should be made by text or phone call.

No adjustment of fees or schedule shall be made for time lost because of late arrival or early departure by the Student.

In addition, a student who is picked up late more than once will be subject to additional fees for the extended time according to the normal hourly rate.

If a session is missed without prior notification (No-Show), Client will be charged the full hourly rate for the missed session. Client agrees to let the tutor know within 24 hours that the following appointment will be kept.

### **Testing, Conferring, and Progress Reports**

Evaluations are administered in the first session(s) to determine where to begin instruction. There is no extra charge for this evaluation since it is accomplished during the regular tutoring session. Regular evaluations will be done during tutoring sessions to monitor progress.

Oral conferences regarding your child's progress can be scheduled free of charge during the final 10 to 15 minutes of the tutoring session, but please request such meetings ahead of time. Written progress reports will be provided monthly.

### **Payment**

My rate for tutoring is \$30 for an hour and \$25 for a 45-minute session. Payments may be made per session, weekly or monthly. Payments can be made in cash or by check, PayPal or Venmo. Payment method and frequency will be outlined in the contract. If paying by check, it should be made payable to Jayne Olds.