

Parent Agreement

Payments

1. All tutoring must be paid by the 5th of each month. Simply count the number of days your child will be attending and multiply that by \$40.00
2. If payment is not made by the end of the 2nd attended class, the tutor cannot continue to tutor until all balances are paid. A note will be sent home as a reminder. This is very important! Call Sheila (859-760-0795) if you have a specific need.
3. If you do not wish to pay by the month, you may pay by the class which is \$45.00 per class.
4. We accept credit cards, cash, check, and (PayPal on our website)

Absence of student

1. If a student is absent during the month, a parent has these options:
 - a. (2 missed classes) can be rolled over to the next month
 - b. parent and tutor may schedule a make-up class
2. Consistent/excessive absences may result in giving that tutoring time to another person
3. Please call your tutor or 859-760-0795 by NOON to cancel a session. You may be charged if tutor is not notified
4. The tutor has reserved that time for your child. Sometimes a student will say that they do not have homework, but we must be consistent to be effective. The tutor will use that time to review or teach material.

Health and safety

- 1. We ask that if a student or tutor has a fever or other signs of illness, please contact us to cancel the tutoring session.**
- 2. Elementary students must be accompanied by a parent or guardian when entering or leaving the tutoring center.**
- 3. All students must remain in the center until a parent or guardian picks them up. We do not want students standing outside to be picked up.**
- 4. The above guideline does not apply to students who are able to drive themselves to and from the center.**

Miscellaneous

- 1, All tutoring is one on one.**
- 2. A substitute may be used for consistency in case of a tutor's absence.**
- 3. We require a 2 week notice when withdrawal is expressed to the tutor.**
- 4. Please exchange phone numbers with your tutor so you can call them directly when needed.**
- 5. We are open when schools are closed for professional days and most holidays. Always check with your tutor.**

We look forward to working with your student,

Learning Curve Tutoring Center

Parent Signature _____

Date _____