

Brain-Based Education & Counseling Small Group Reading Intervention Policies

Welcome to Brain-Based Education & Counseling! We are excited to work with your child to improve their reading skills through our small group reading intervention program. To ensure a positive and productive experience for your child, please carefully review the following policies. By signing this agreement, you acknowledge your understanding and acceptance of these terms.

1. Scheduling & Session Times

- **Session Duration:** Each small group tutoring session lasts 60 minutes.
 - **Scheduling:** Sessions are held at 15105 Lee Highway Centreville, VA 20121 or via zoom depending on your chosen modality and at the days/times registered for. The schedule will be confirmed upon registration, and any changes will be communicated promptly.
 - **Make-up Sessions:** If a student misses a session, we offer the possibility of one make-up session per month. Dates and times of make-up sessions depend on availability. Make-up sessions must be scheduled within one week of the missed session.
 - **Punctuality:** Clients are responsible for ensuring that their child arrives on time. Sessions will begin and end at the scheduled time, regardless of the child's arrival time.
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2. Payment Policies

- **Tuition Fees:** The costs for group tutoring sessions are based on monthly packages and vary depending on the number of sessions per week:
 - \$70/hour, 1 session per week (\$280/month)
 - \$65/hour, 2 sessions per week (\$520/month)
 - \$60/hour, 3 sessions per week (\$720/month)

*One time initial assessment fee: \$100

*One time supply fee: \$100

- **Payment Schedule:** Payment is due on the last day of the month for the preceding month. Invoices will be sent via Quickbooks on the 20th of each preceding month.
- **Late Payments:** Payments not received by the due date will be assessed a \$50 late fee. After three days, services will be suspended until payment is made.

- **Refunds and Cancellations:** Refunds will not be issued for missed sessions, but make-up sessions may be available. If your student will be absent, please provide at least 24 hours notice.
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3. Attendance & Behavior Expectations

- **Student Participation:** Students are expected to participate actively in sessions. If a student is consistently disruptive, we may request a meeting to discuss behavior management strategies.
 - **Parent/Guardian Responsibility:** Parents or guardians must ensure that their child is prepared for each session (e.g., bringing necessary materials) and actively support the tutoring process.
 - **Behavioral Concerns:** If any student exhibits inappropriate or disruptive behavior during the sessions, Brain-Based Education & Counseling reserves the right to ask the student to leave. A meeting may be arranged to discuss the student's progress and behavior.
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4. Cancellation & Termination of Services

- Either the client or Brain-Based Education & Counseling may terminate services at any time. A notice of **two weeks** is required to discontinue services for the following month.
 - **Company-Initiated Cancellation:** Brain-Based Education & Counseling reserves the right to cancel a session or discontinue tutoring services if it is determined that the student's needs are outside of the scope of the program or if there are ongoing issues with attendance or behavior.
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5. Privacy & Confidentiality

- **Student Records:** Brain-Based Education & Counseling will maintain confidential records of student progress, which will only be shared with the student's parent/guardian unless required by law.
 - **Confidentiality Agreement:** All information shared with Brain-Based Education & Counseling, including assessments and feedback, will be kept confidential. We respect the privacy of both the students and families.
 - **Photographs & Testimonials:** We may request permission to use photographs or testimonials from clients for marketing purposes. Any images or quotes used will not include personal identifying information without written consent.
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6. Group Size & Learning Environment

- **Group Size:** Our small group reading sessions will consist of three students to ensure individual attention while fostering a collaborative learning environment.
 - **Learning Environment:** We strive to provide a positive and supportive learning environment for all students. Students are expected to treat each other, the tutor, and the learning space with respect.
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7. Educational Materials & Assessments

- **Materials Provided:** Brain-Based Education & Counseling will provide all necessary learning materials, including reading books, worksheets, and digital resources. **A one-time supply fee of \$100 will be assessed at registration.**
 - **Assessments:** Initial assessments will be conducted to determine each student's reading level and to tailor the intervention plan. Ongoing progress assessments will be shared with parents/guardians to track improvement. **The cost of the initial assessment is \$100.**
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8. Liability Waiver

- **Medical Information:** Parents/guardians must inform Brain-Based Education & Counseling of any relevant medical conditions, allergies, or other considerations that may affect their child's participation in tutoring sessions.
 - **Liability:** Brain-Based Education & Counseling will take reasonable care to provide a safe environment for tutoring sessions, but we are not liable for any personal injury, loss, or damage that occurs while the student is attending sessions.
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Signatures

By signing below, you acknowledge that you have read, understood, and agree to the policies outlined in this agreement. This agreement will remain in effect until termination of services by either party.

Parent/Guardian Name: _____

Student Name: _____

Signature (Parent/Guardian): _____

Date: _____
