



FUNDAMENTAL MINDS EDUCATION SERVICES  
Learning Should Be FUN!

## **Middle School Tutoring Program Policies**

Thank you for your interest in our Tutoring Program- we can't wait to make learning FUN for your student! Our goal is to partner with you and your child's teacher to provide academic support designed specifically to meet your child's needs. Below are the general policies of our program for you to review:

- Tutoring sessions are \$60 for a single weekly session. We do provide a 10% discount for single sessions for school employees, military (retired or active duty), and first responders. Siblings and students attending two or more sessions each week will receive an automatic 20% discount for each session, which cannot be combined with any additional discounts. Proof of any applicable discount is required at the time of registration.
- Students receiving Reading or Math support must complete an initial diagnostic assessment so we can better understand their learning needs. The one-time cost for a single subject assessment is \$75 or \$100 for both Reading & Math assessments. Diagnostic assessments are offered on Fridays from 3-6pm and must be completed prior to a student's first tutoring session.
- Each tutoring session is an hour long and taught by a certified teacher. One subject will be taught in each session, so students needing help with multiple subjects must either rotate subjects each week or enroll in more than one tutoring session each week. We offer a 2:1 student-teacher ratio for a semi-private environment.
- Any homework assistance needed will be included in each session. Homework will be completed before the materials prepared for tutoring are started. If students have online homework to complete, students are responsible to bring in their own device to complete these activities with our teachers.
- If your child has an IEP, 504, EP, or other educational plan that allows for any sort of accommodations, please provide a copy of that plan to our office prior to the start of tutoring to ensure those accommodations are met at our center.
- We will be in contact with your child's teacher to ask for their input on the specific area(s) your child needs support or enrichment in. You will be asked to provide us with

the email address for your child's teacher at time of registration. We will ask to be included in any weekly newsletters sent out via email, but this may be something you have to forward to our office.

- To best serve the needs of your student, please provide us with the reports from any assessments your child completes at school (FAST, I-Ready, NWEA, Lexia, DIBELS, etc.). Please also send us copies of their report cards.
- Tutoring will be billed in full monthly on the 1<sup>st</sup> day of each month, and a credit or debit card must be kept on file for automatic monthly payments. You will be charged based on the number of sessions you are registered for each month and payment for the first month is due prior to your child's first session.
- Refunds will not be given for any missed tutoring sessions unless the office is closed due to severe weather or county closures. **Please ensure you register for a day/time that you can commit to each week.** Any absences must be made-up within that same month on an available day/time. Students who are more than 15 minutes late for a tutoring session or do not show up for their session without prior communication to our office will be marked as a no show, and this will result in forfeiture of the cost of that session, without the option of a make-up session.
- If you wish to cancel your child's tutoring services at our center, written notice is required by the 15<sup>th</sup> day of your last month to ensure you are not erroneously charged and to provide us with time to fill any tutoring vacancies. No refunds will be given for failure to provide proper notice.

Please sign and date below to acknowledge your adherence to the policies stated above.

Student Name (please print): \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_