



Reading Now, LLC
3910 Caughey Road, Suite 120
Erie, PA 16506
814-833-ABCD
www.readingnowerie.com

Application and Contract

I. Student Information

Student Name
Birth Date Grade Level
School District

We can send a brief letter to your student's teacher telling what your child will be learning at Reading Now. If you want us to do this, please list the name of the teacher who would be most interested in this information:

First name: Last name:

Can they be reached at the school listed above? If not, list phone number

II. Responsible Party Information

Parent/Responsible Party #1: Name: Relation to Student
Address City Zip
Phones: Home Work Mobile
Occupation Employer
E-Mail addresses:

Parent/Responsible Party #2: Name: Relation to Student
Address City Zip
Phones: Home Work Mobile
Occupation Employer
E-Mail addresses:

In addition to primary responsible party/parties above, list two other people to call in case of emergency:

1. Name: Relation to Student
Phones: Home Work Mobile
2. Name: Relation to Student
Phones: Home Work Mobile

Names of people authorized to drop off and pick up students (other than parents):

Name: Relation:
Name: Relation:

How did you hear about Reading Now, LLC? Explain -

Blank lines for explanation.

### **III. Payment Information**

Please select and initial either Prepay, Monthly Prepay, or the Pay As You Go payment option. All payments for the initial diagnostic assessment are due prior to completion and discussion of the assessment.

\_\_\_\_\_ **Prepay 16 Weeks:** Tuition is due on the first day of the first session. If you prepay as above, you will receive a **6% discount** on the total cost.

\_\_\_\_\_ **Monthly Prepay:** Tuition is due on the first of the month prior to tutoring sessions for that month. If you prepay monthly, you will receive a **3% discount** on the total cost.

\_\_\_\_\_ **Pay As You Go:** Tuition is due each time the student comes in for tutoring. If a payment is missed and the amount still remains unpaid for two consecutive tutoring sessions, Reading Now LLC has the right to cancel all services until late payments are made in full. For your convenience, we will always print an invoice and due amounts after each visit.

### **IV. Policies and Procedures**

**Please review our office policies and procedures below. Your signature at the end indicates agreement with all stipulations enclosed herein.**

**Student Achievement.** The progress of each student is the foremost concern of the staff at Reading Now, LLC. Lessons are planned under careful supervision, and students are retested every 8 weeks. The methods we use have very strong track records for improving students' reading abilities; however, every student is different and there are many factors affecting a student's education. Reading Now, LLC cannot guarantee specific changes in a student's test scores or school performance.

**Scheduling.** Each month we will give you a schedule showing your lessons. Students make the most progress and retain more when they receive a minimum of four hours of instruction per week and their instruction is not disrupted by significant breaks. Consequently we will schedule your student for lessons Monday through Thursday with Friday reserved for make up lessons. You agree to adhere to the schedule we give you.

**Use of Books / Materials.** At Reading Now, LLC we encourage students to take home books and materials to share and practice with, after the tutoring session. If books / materials are returned damaged (e.g. pages ripped, pages written on, wet or stained, etc) you will need to purchase a replacement, or provide the retail cost of the item.

**Behavior Policy.** During your child's tutoring session, we will use a positive reinforcement behavior plan. Students will earn points / stickers for positive behaviors and performance. These points / stickers can be traded in for prizes. A "3 warnings" policy will also be used for inappropriate behaviors. If a student receives 3 warnings during a tutoring session, the parent will be notified. If a student has multiple sessions with warnings, a behavior contract will be developed between the tutor, student and parent(s). If a student's behavior continues to interfere with learning and progress, tutoring sessions may be terminated by the Director of Reading Now, LLC. The termination policy would then apply.

**Holidays and School Breaks.** Attached to this contract is a list of the holidays and school breaks we observe. We will not schedule lessons on these days. Please review the schedule closely as it may not coincide with your student's holidays and school breaks. Unfortunately, because Reading Now, LLC serves children from many school districts, it is not possible to accommodate everyone. Your student must attend lessons scheduled by us even if those lessons occur during your school break.

**Absences.** Unplanned absences (illness, traffic delay etc.) cause significant problems. We arrange for tutors to be here for your student. Rarely can we fill in the gap caused by an unplanned absence. Instead, most often, the tutor is left with little to do. Accordingly, refunds are not given in the event of a missed or canceled session. IF you give us 12 hours notice, you have until the end of the following month to make up the missed lesson. Absent 12 hours notice, we will not make-up the lesson or refund money for unplanned absences. Make-ups are given in addition to regularly scheduled lessons and are scheduled with the tutor at his/her convenience.

**Planned Absences.** For planned absences (vacation, field trip, doctor’s appointment, etc.) of two or more days in a row, you must give us two weeks written notice. Even planned absences can be a problem when we have a new student scheduled to begin at the conclusion of your child’s instruction. Again, we do not refund any tuition paid for lessons missed; however, if you give two weeks notice of a planned absence, you will have until the end of the following month to make up the missed lessons. These lessons may not be at your regular time.

**Excessive Absences.** Students will not be offered make up lessons if they miss 6 or more tutoring hours, planned or unplanned, consecutive or non-consecutive, in any three-month period. Furthermore, after the sixth hour, we reserve the right to terminate this contract and fill your reserved lesson time with another student.

**Tutor Illness.** When we must cancel a lesson for any reason including a tutor’s illness or other unavailability, you will be offered a make-up lesson scheduled at the convenience of you and the tutor.

**Termination.** You must give us at least two weeks written notice of your intent to terminate instruction. Commencing the day we receive written notification, you will be financially responsible for the lessons that normally occur (according to your regular tutoring schedule) within the following two-week period. If you have not yet paid for lessons, you must do so according to the payment schedule selected in the “Payment” section of this contract. If you have already paid for lessons beyond two weeks, we will issue a refund. Refunds are only given with two weeks advance notice. We have a form for providing the written notification.

**Lesson Length.** The length of the lesson may be shortened by five minutes to allow the tutor to prepare for the next group of students or to meet with you concerning the progress of your student.

**Student Safety/Open Door Policy.** The instruction at Reading Now, LLC usually occurs in tutoring rooms with closed doors to eliminate distractions. We cannot, however, be liable for students’ safety while they are at Reading Now, LLC. You are invited to sit in on any or all tutoring lessons. We accept no responsibility for students’ safety before or after tutoring.

**No Guaranteed Tutor.** We try to match students with tutors by personality and temperament. We cannot, however, guarantee that once a student begins instruction he or she will complete their instruction with the same tutor. All of the tutors at Reading Now, LLC have received the same instruction and their work methods are closely supervised. It may become necessary for us or beneficial to your student to have the student instructed by other tutors.

**Non-Solicitation.** Tutors at Reading Now, LLC have received extensive instruction in our instructional methods. By signing below, you agree that you will not solicit any employee of Reading Now, LLC to perform the same or similar services outside of Reading Now, LLC. You agree that if you do, Reading Now, LLC can immediately terminate your contract, retain any fees and deposits you have paid and pursue all other rights and legal remedies it has.

**One Point of Contact.** We are excited that many different members of the family are involved with your student’s success; however, we have determined it’s more efficient to have one point of contact for release of information, data and progress for your student. Please note that we will only release information to the person listed here:

(Name)\_\_\_\_\_

**V. Financial Agreement**

Total Amount Due:     \$\_\_\_\_\_

Weeks:                    \_\_\_\_\_

I, \_\_\_\_\_ (Responsible Party), give permission for \_\_\_\_\_ (Student) to receive instruction at Reading Now, LLC according to the payment plan selected in this Agreement. I read the above policies and procedures and understand and agree to them.

\_\_\_\_\_

**Responsible Party Signature** **Date**