

Michelle Chabra, *Chabra Tutoring Services*

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Tutoring Agreement

Please read the agreement carefully, fill in the details for your student, initial each page, and sign on the last page to indicate your understanding and agreement.

Name of Student:

Sessions per week: ___ sessions per week of ___ minutes each, at ___ per session

Weekly sessions are scheduled for:

The tutoring sessions may be held in person at the CTS office *or* online.

Invoices will be sent on the first day of each month. Tuition for the entire month will be due at the first session of the month. Tutoring will cease if not paid by your student's second session of the month.

Please expect a small rate increase at the beginning of each calendar year.

Your student's sessions are standing appointments.

Consistency in attendance is critical to achieve educational growth.

I am very committed to my tutoring appointments. I will not cancel appointments with you except for reasons of sickness or emergency. In that case, I will offer a make-up session at a mutually convenient time or, if that cannot be arranged, a credit towards your next month's tuition.

As a courtesy to my clients, near the end of the month I will send a schedule confirmation for the following month, showing your student's appointment times. This schedule will show CTS holidays and vacations. Please advise me of any additional scheduled holidays, vacation dates or other appointments you wish to cancel **before** the beginning of each month. You will not be charged for sessions cancelled before the first of the month.

No refunds or credits will be offered for missed appointments or student cancellations after the first of the month.

Make-up sessions may be requested for missed appointments **due to unavoidable circumstances**, such as illness, emergency, or bereavement, **where reasonable notice was given**. However, due to scheduling constraints, Michelle Chabra cannot guarantee make-up sessions will be available. It is your responsibility to request a make-up appointment if desired.

No make-up sessions will be offered for appointments missed without reasonable notice, or for optional appointment cancellations, such as grandparent visits, playdates, or last-minute outings or vacations. I understand that you may occasionally still choose these activities over keeping your appointments, but you must decide whether they are worth forfeiting your appointment fees. Excessive cancellations may result in the termination of services for your student.

Prompt arrivals and pick-ups are essential. Appointments are tightly scheduled, and there is no supervised waiting area. Parents may attend the tutoring sessions in an “in the background” listening mode. Siblings of the student or other children are not to be brought to the tutoring site unless by special arrangement with Michelle Chabra. If you anticipate that you will not be present during a tutoring session, you will need to have a Liability Release Form on file prior to that session.

Please notify me when there are any changes regarding who will be picking up your student. Your student’s safety and security are critical.

Parent support is essential to your student’s continued progress. In addition to ensuring your child’s attendance at tutoring sessions, I will discuss with you ways you can support your child’s developing skills at home and/or school. Your consistency in following through with the agreed upon plan will facilitate your student’s progress.

If you plan to discontinue services, please provide one week written notice so I can wrap things up with the student and provide you with documentation for his/her next tutor.

Students are expected to continue tutoring year-round, though tutoring days and times are more flexible in the summer. Vacations and schedule adjustments may be requested before the first of each month, as during the school year. When school starts again, continuing students will have priority to reclaim their previous year’s tutoring times and days.

Because I specialize in tutoring children, there are certain things that I do **not** do.

I do not do advocacy work. I will not attend IEP or 504 meetings except by special arrangement and for a fee.

I do not assist with homework assigned by the school.

I do not consult with or contact the student's teachers or other extended relatives except by special arrangement and for a fee.

I am available to the parents of a student for a professional consultation at no charge for items that take less than 10 minutes. Please let me know at the **beginning** of a session that you would like to meet with me, so I can end the tutoring session early enough to consult with you.

If more time is needed, I would be happy to set up an appointment with you and **would charge my hourly tutoring rate for that time**. The same rates will apply for lengthy email questions which require more than 10 minutes for me to respond to.

I have read, and agree to, the policies and procedures set forth by Michelle Chabra.

Signature: _____ Date: _____