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CONTRACT AND POLICY STATEMENT

To ensure that the practices of educational therapy are clear, a statement of policy is listed below. Please review this contract and policy, sign one copy and return it to me. Keep the other for your records.

COMMITMENT

In order to achieve the goals, I have established, I strongly encourage **consistent** attendance. While I understand that there are times life gets busy, your child will experience the best results by coming to all planned sessions on time and for the complete duration.

- Keep all scheduled appointments as much as possible to ensure consistency for your child.

CANCELLATIONS

If your child is unable to attend a session, please give notice at least 24 hours in advance. If the cancellation is a result of unforeseen circumstances, please call as soon as possible. This includes an illness, but not a last-minute notice of my child was invited to an activity or I forgot I have another event or appointment to attend to.

- Non-notified cancellations will result in a charge for one session missed at the 50-minute rate.

EDUCATIONAL THERAPY SESSIONS

Location of Educational Therapy sessions are primarily performed at the parents' home unless agreed upon at a different location. Some locations include library, school or other location. When sessions are required in a school location, library or other location, there will be an additional charge of \$5.00 added to the hourly rate.

- Please have your child ready when I arrive for an Educational Therapy session by having your child eat a snack and have a bathroom break prior to the session, this will ensure more productivity.
- School observations/conferences are often advisable. In such case, the fee is prorated based on the 50-minute session. Travel time is included if the conference is outside the local area.
- Parents are encouraged to call or email and briefly discuss concerns they might have regarding their child's educational and behavior progress. There is no fee for such calls. Extended telephone conferences will be prorated based on the 50-minute session fee.
- Specifically, scheduled telephone conferences with other professionals working with you child and family will be charged for at the regular (prorated) fee.

- In-person parent or teacher conferences are advisable from time to time to discuss progress and problems in depth. The regular (prorated) fee applies. School holidays usually do not include an educational therapy session unless arranged with an Educational Therapist.
- Each student is evaluated at the beginning and a remediation plan is developed. Progress is measured when requested by a parent.

BEGINNING & END OF SCHOOL/ HOLIDAYS/SUMMERBREAK

Beginning of School Year – One week of the beginning of the school year there is not an educational session conducted since students require adjustment to their school schedule.

End of School Year – Last week of school there is not an educational therapy session conducted since there is too much activity during that time of week.

- Summer is a great time for your child to increase their academic skills and it is encouraged to work at least twice a week during the summer.
- Parents are required to give advance notice of any vacation trip or other activity as soon as possible in order to schedule your child for an appropriate educational therapy session.

END OF SERVICES

Educational therapy forms a strong relationship between student and educational therapist. Abrupt termination of services damages that relationship and can be hurtful to a child. Thus, when parents decide that it is time to end services for any reason, **four weeks' notice** is required. This is to allow time for final assessments and to allow for closure between student and educational therapist.

- Great Aspirations is not a one size fit all educational program and does not promise or guarantee results.

PAYMENT AND SCHEDULE OF FEES

- All sessions are 50 minutes and the fee is \$85.00. Typically, twice a week unless otherwise agreed upon.
- Billing is done on a weekly basis and all fees are due at the time service is rendered unless other arrangements have been made prior to the service and are noted on this form.

PAYMENT

Forms of payment accepted are: Checks, Venmo, Zelle or charge cards. Visa, Mastercard, American Express will include a fee of 2.4 % + .25 for each transaction.

Educational Therapy	\$85.00 per session
Initial Intake /Assessment/Parent Meeting	\$85.00 per hr.
School/Home Observation	\$85.00 per hr.
Written Assessment Report (Report Fee will vary according to The types of assessments used)	\$500 – 1,000
Communication (in-person, written or phone)	\$85.00
School/Home Observation	\$85.00
Communication (in-person, written or phone)	under 10 minutes, free over 10 minutes, \$85/fifty minutes, pro-rated in units of 10 minutes, rounded up under 10 minutes, free over 10 minutes, \$85/fifty minutes, pro-rated in units of 10 minutes, rounded up

- Good communication is an essential part of educational therapy, so should you have any questions, please feel to call immediately.

Signature

Date

Your child's name