



## **LEARN, EDUCATE, ADVOCATE, DEVELOP, INC.**

**"Serving Students, Fostering Families, and Building Communities One Child At A Time"**

### **L.E.A.D. Inc. Program Agreement**

Please take the time to read through the following points before signing. Feel free to ask any questions or express any concerns that you may have.

#### **FEES**

Fees shall be calculated at a rate of \_\_\_\_\_ dollars per hour/week/month. Each hour is equivalent to one tutoring or educational program session. A session includes approximately 50 minutes of tutoring and 10 minutes of additional time (i.e. time spent in "warm-up" activities, reviewing progress, stretching breaks, etc.) The decision on how to best use instructional time will be made by the L.E.A.D. Inc. staff member. These decisions are based on the student's individual needs and abilities. No further fees shall be charged for traveling or preparation time of the L.E.A.D. staff member. They may, on occasions, request parents to purchase special materials (i.e. scissors, particular pencil, highlighters, markers, paper, etc.) BUT parents may elect NOT to purchase materials in which case L.E.A.D. will use basic materials that are provided to all students. L.E.A.D. will work in collaboration with families for additional supplies and materials that may be needed for students requiring specific tools to access learning.

**PAYMENTS** Fees should be paid by accessing the L.E.A.D. Inc. Website (Cash App OR PayPal), Apple Pay is also a payment that can ONLY be made with the program Director. Cash payment is also an option. Payments are expected to be made in advance, EVERY Friday by midnight for the upcoming week. Payments are due WEEKLY and MONTHLY for some programs unless other arrangements have been made with the program Director.

## **RESPONSIBILITIES OF L.E.A.D. Inc.**

L.E.A.D. will provide academic support that is beneficial to the success of your student(s). With a consistent schedule, and with **L.E.A.D. tutors/staff, parent support, and student motivation**, parents and students will begin to see growth and improvement with academics and confidence when learning!

## **RESPONSIBILITIES OF THE TUTOR/STAFF**

The tutor/staff completes all preparation prior to the session. The L.E.A.D. staff member will structure the session in such a way as to maximize the session time to benefit the student. The L.E.A.D. staff member shall keep confidential all information of the student and shall contact no other parties involved in the education of the student ONLY if given written permission by the parent to do so.

## **RESPONSIBILITIES OF THE STUDENT/PARENT**

The student/parent will assist the L.E.A.D. staff member in identifying problem areas and the student's specific needs. The student/parent agrees that assignments, exercises, or tasks form an essential part of their academic growth and agree to complete any given assignments during the session. The parent agrees to drop off and/or pick the student up from the sessions on time **(If Applicable)**. The parent agrees to allow the tutor/staff to come into their home to complete sessions and will provide a quiet area that has a table and at least two chairs **(If Applicable)**. The student/parent agrees to be on time for any virtual and/or in-home sessions **(If Applicable)**.

## **CANCELLATION OF SESSION BY TUTOR/EDUCATION CONSULTANT**

L.E.A.D. staff member has the right to cancel a session by giving AT LEAST 24-hour prior notice to the parent, in which case NO fees shall be incurred. Where a lesson was pre-paid, the L.E.A.D. staff member must reschedule the appointment at a time agreeable to both parties.

# L.E.A.D. Inc. Signature Page

## WHOLE CONTRACT AGREEMENT

By signing below, ALL parties understand and agree with all information given in this program agreement. ALL parties also understand that if they have any questions or concerns, they should contact the program Director. This agreement creates an entire understanding between L.E.A.D. Inc., parent(s), and student. Any alteration to this contract must be in writing and signed by both parties.

## SIGNATURES

X \_\_\_\_\_ Date: \_\_\_\_\_  
L.E.A.D. Inc.- Program Director

X \_\_\_\_\_ Date: \_\_\_\_\_  
Parent(s) or Guardian(s)

X \_\_\_\_\_ Date: \_\_\_\_\_  
Student