

## **The Appalachian Reading Center, Inc. Information for Students and Families**

### **Progress**

- Each child progresses at his or her own rate. Tutors will move on when material is mastered, not simply “covered”.
- Report card grades from school will not necessarily reflect improvement even after several months of instruction at The Appalachian Reading Center, Inc.
- Tutors will provide brief oral updates on progress as necessary.
- Tutors will provide a written progress report three times per year. (After Spring Session, after Summer Session, after Fall Session).
- Co-directors will offer conferences twice a year.

### **Attendance**

- Consistent attendance is absolutely essential for success.
- Students progress more steadily with consistent attendance.
- Students must schedule at least two sessions per week.
- Frequent cancellations or no-shows may result in the loss of a tutoring slot.

### **Cancellations**

- Sessions canceled with 24 hours’ notice may be made up.
- Sessions must be made up within 60 days of the absence.
- At least two make up sessions are offered each month.
- Make up sessions are posted on the bulletin board in the waiting area.
- It is the parents’ responsibility to call or put a note in the payment box to register for a make up session.
- Valid reasons for missed sessions include: illness, unavoidable emergencies or inclement weather.
- Sessions that are missed for any other reasons will be forfeited.

### **Fees**

- Individual (50-minute) sessions cost \$50. Small group sessions cost \$40.
- Intake fee is \$90 due at the time of the intake appointment.
- There is a one-time registration fee of \$50.
- Annual materials fee is \$120 billed in 2 installments of \$60 due in April and October.
- Consumable materials such as workbooks will be billed on your invoices as needed.

- Monthly invoices are mailed by the 1<sup>st</sup> of each month.
- Monthly payments are due by the 15<sup>th</sup> of each month.
- Payments received after the 15<sup>th</sup> of the month will be charged a \$15 late fee.
- Non-payment will result in the suspension of tutoring services.
- A Session Interruption Fee (\$100) will be assessed for not completing the full session, such as leaving in the middle of Spring Session, or Fall Session etc..