

Tutoring Agreement & Policies

Last updated July 21st, 2026

Lesson Format

Tutoring Format: Online via Zoom

Frequency: Minimum of 2 sessions per week (additional sessions may be available upon request and tutor availability)

Duration: Sessions are 50 minutes

Payment Policy

- Invoices will be issued on or before the 21st of the month for prepayment of the upcoming month.
- Tuition is due on the 1st of each month for prepayment of the upcoming month.
- Payment secures your session times for the upcoming month.

Attendance & Commitment

Consistency is essential for progress. Please plan for your student to attend all scheduled sessions.

- Your chosen session times will be scheduled as ongoing in the calendar.
- Advise your tutor on the 15th of the month for any changes that need to be made to your schedule for the upcoming month that may conflict with your tutoring time. (e.g., holidays, evening curricular or extra curricular events, vacations, medical appointments, etc.)
- Students missing more than 2 sessions per month (less than 6 scheduled sessions per month) may lose their regular time slot.
- Excessive cancellations or reschedules may result in termination of services to allow for waitlisted families an opportunity for tutoring.
- Families are free to withdraw at any time. When you withdraw, you will still receive all of your pre-paid session times for the month.
- No refunds will be given for discontinuation of services.
- At least 2 weeks' notice is requested for discontinuation so your tutor can wrap-up the current topic.

Cancellations & Make-Up Sessions

- **More than 24 hours' notice:** A credit will be applied to the account if a make-up session cannot be arranged.
- **Less than 24 hours' notice:** The cancelled session will be billed with no credit if a make-up cannot be arranged.
- **Maximum of 2 make-up sessions per month:** Any additional cancellations will be billed at the regular rate.
- Make-up sessions are based on tutor availability and are not guaranteed.
- All make-up credits must be used within 60 days of being issued or they will expire.

Late Arrivals & Missed Sessions

- All sessions start and end on time.
- If a student is more than 5 minutes late, the tutor will send an email reminder.
- The tutor will remain logged into Zoom for 20 minutes before marking the session as missed.
- Missed sessions are billed in full with no rescheduling option.
- If your tutor's personal late policy differs from Habermehl Reading's, their policy takes priority.

Parent Participation and Environment

- Parents are welcome to observe in "listening mode."
- Siblings or other children should not be present during online sessions to avoid distractions.

Services Provided

We specialize in tutoring using the Barton Reading & Spelling System. We do not provide:

- Diagnostic testing
- Advocacy work or school meeting attendance
- Homework assistance
- Teacher or family consultations without prior arrangement

Extra Practice Pages, Fluency pages, and Spelling list pages can be provided for additional at-home practice when a student reaches Level 3 of the Barton Reading & Spelling System. These at-home exercises will only be given upon parent request and are not required.

Consultations

- Brief consultations under 10 minutes can occur at the end of your child's session.
- Requests for brief consultations should be made at the start of a session so time can be adjusted accordingly.
- For longer discussions, you can schedule a paid phone or video call at your tutor's hourly rate.

