



Gold Star Tutoring Policies

"Solutions for Success"

DAY OF TUTORING

Please, drop off and pick up on time. Make sure your child is safely inside my house before leaving. *Unfortunately, students who arrive late for their lessons will not be given extra time.* In order to give each student our complete attention during the lesson, we can only supervise a student during the lesson time, not before or after.

ATTENDANCE

Regular, on-time attendance is important. Your session time is reserved exclusively for your student. Please plan your calendars in advance and try to keep your child's session times free of appointments and other conflicts.

TUITION

Monthly tuition is due between the 1st and the 7th of every month. If you need specific payment accommodations, please speak to Melissa Fox personally. A late fee of \$25 will be charged if your payment is not received in person or postmarked by the due date. We accept cash, check or any major debit/credit card. There is a \$25 fee for any returned checks. Please make checks payable to Gold Star Tutoring.

You will receive an invoice the week prior to a new month, which is based on, which days your student attends and any school closures for the month.

Plan 1: All sessions are 60 min with one-on-one instruction

Minimum 2 sessions per week - \$40 per session

- Homework Assistance
- Grade Tracking using Skyward
- Check Missing Assignments
- Access Teachers' websites
- Test prep
- Organizational Assistance

If school is closed due to a holiday or inclement weather - there is not tutoring. You will not be charged for these days.

Plan 2: All sessions are 30 min with one-on-one instruction

Minimum 2 sessions per week- \$35 per session

Plan 3: All lessons are 60 min with one-on-one instruction

Minimum 2 sessions per week- \$45 per session

- 30 Min Orton-Gillingham lesson
- 30 Min personalized math lesson

- Specialized Dyslexic instruction for reading, writing and spelling the English Language using the phonemic (sound) principles of the Orton-Gillingham approach.
- Designed for k-5th graders who struggle to make age appropriate gains in the areas of reading, spelling, comprehension and vocabulary growth.
- Proper Handwriting skills taught and corrected
- Minor speech impairments corrected

Previous experiences have shown mixed results when students attend one session per week, therefore, one session per week programs will no longer be offered. Two days a week is minimum to help stay in rhythm with class lessons and prepare students for upcoming tests. We would rather work with a student for less months in the school year by seeing them twice a week, rather than the entire school year at one day per week. This method is just not as effective toward the end goal.

CANCELLATIONS AND MAKEUP LESSONS

We ask that you pick days and times that work best for your schedule to help minimize cancellations. However, we understand things will come up. If for some reason you cannot make it to your regularly scheduled tutoring session, and you notify us by 12 o' clock noon on the day of your session, you may make up the session on the Friday of that week. If you DO NOT make up the session on Friday you will not be refunded or credited for the missed session (If your tutor has another day and time open other than Friday, you may schedule that spot for your make up session instead). Sessions that are missed without notification are not refunded, credited or made up.

Each semester your student will be given TWO sick days to be used during different weeks or in the same week. Sick days will be credited to your account to be used for future sessions and do not have to be made up. These cancellation policies are in place to ensure students are getting the one-on-one help they need on a consistent basis to ensure long term growth and will be strictly adhered to, so please do not ask for exceptions.

From time to time lessons may need to be rescheduled for the teacher's requirements. In such cases a substitute teacher may give the lesson. If that is not possible, then a make-up lesson will be set at a time that is agreeable to the parents, student, and teacher or at the teacher's discretion tuition credit may be applied to the following month's statement.

CONTACT

Please, don't hesitate to contact us if you have any questions. The best time to reach us is Monday through Friday from 10:00 a.m. to 1:00 p.m. If you phone while we are teaching, we may not answer, so please leave a message. **360.241.7998**

If you wish to speak with your tutor on the lesson day, please come into the classroom at the start of your child's lesson so that we do not extend into the following student's time.

Email goldstartutoring@hotmail.com is one of the best ways to reach us.

Sincerely,

 Melissa Fox & the Gold Star Team