

## SUPPORTING EDUCATORS, PARENTS AND STUDENTS

Sugarcreek Educational Concepts, LLC



Bellbrook office: 937-848-3260

Springboro office: 937-748-8240

[Cjudge@sugarcreekelementaryconcepts.com](mailto:Cjudge@sugarcreekelementaryconcepts.com)

Client agreement between Sugar Creek Educational Concepts, LLC, and client(s), \_\_\_\_\_, for dyslexic tutoring services for \_\_\_\_\_ as described below.

Sugar Creek educational Concepts, LLC, agrees to begin to provide, starting on \_\_\_\_\_ and end on TBA, tutoring services for the client names above at \$ \_\_\_\_\_ per session, with each session lasting one hour.

**All tutoring sessions will be held at our office at 46 E. Franklin St. Bellbrook, Ohio 45305 or 15 South Main Street, Springboro, Ohio 45066** with at least one parent/guardian present unless other arrangements are made. If the client above needs to reschedule a tutoring session due to family emergency, it must be done by contacting Sugar Creek Educational Concepts orally or in writing at least 24 hours prior to the scheduled tutoring session, and every effort will be made by both parties to reschedule the tutoring session at a mutually agreeable time. If less than 24 hours notice is given, the client may be charged for the tutoring session and it may not be rescheduled at the discretion of Sugar Creek Educational Concepts, LLC. If the person being tutored suddenly becomes ill, there will be no charge for rescheduling at a mutually agreeable time. Sugar Creek Educational Concepts, LLC, cannot be held responsible for employee illness, weather conditions that make travel unsafe, or other acts of God that result in the need to reschedule a tutoring session at a mutually agreeable time.

Employees of Sugar Creek Educational Concepts, LLC, will use their best efforts and resources when tutoring a client, and the same is expected of the person being tutored and his/her parents/guardians. Due to the wide variety of factors outside the control of Sugar Creek Educational Concepts, LLC, which can impact a person's performance in school and resulting grades, no guarantee is made that a person being tutored will achieve a certain grade nor make improvement.

At the client's request, Sugar Creek Educational Concepts, LLC will provide:

**A. Daily homework help via phone or internet use.**

**B. Sugarcreek Educational Concepts, LLC, cannot be held responsible for the employee illness, weather conditions that make travel unsafe, or other acts of God. In the case that the employee of Sugarcreek Educational Concepts is unable to provide daily homework help due to the above reasons, the homework help for that day will not be rescheduled. If the person being tutored needs assistance outside of his/her assigned time period, Sugarcreek Educational Concepts, LLC, will assist the person being tutored on a first come, first serve basis at the next available time.**

**C. Remedial/Reinforcement/Enrichment exercises to be completed by the student between tutoring sessions to continue the work that was done during the tutoring sessions. All work provided must be completed prior to the next tutoring session.**

**D. Contact with the teachers of the person being tutored to coordinate the efforts between the school and Sugarcreek Educational Concepts, LLC. This contact will be made upon the request of the parents/guardians of the person being tutored by written or oral communication with Sugarcreek Educational Concepts, LLC and the contact may not be expected to be made more frequently than once every two weeks. In order for this to be done, a written statement authorizing Sugarcreek Educational Concepts, LLC, and a copy must be given to the school/school representative/teacher. This written consent will provide permission for Sugarcreek Educational Concepts, LLC, to discuss all information its employees deem pertinent to progress of the person being tutored.**

**E. Contact with the parents of legal guardians of the person being tutored to update them on the progress of the person being tutored. All information may only be shared with the parents or legal guardian of the person being tutored. This contact will be requested by the parents or legal guardian by contacting Sugarcreek Educational Concepts, LLC, by phone, in person, or in an email message. This contact may also be made by an employee of Sugarcreek Educational Concepts, LLC, at his/her discretion via the same methods. (This contact could be conversation with the parents/guardians of the person being tutored at the start or end of a tutoring session, or it could be in the form of a phone call, in person meeting, or e-mail letter.)**

**This contract may be terminated by Sugarcreek Educational Concepts, LLC, or the parents/legal guardians of the person being tutored with two weeks written notice. Prices for all the services by Sugarcreek Educational Concepts, LLC, are subject to change with two week's written notice to the client.**

**Payment for services provided by Sugarcreek Educational Concepts, LLC, is expected at each session in the form of cash, check, or credit card payment. In the event of any disagreement over the terms of the contract or the payment of any invoice, the prevailing party in any such dispute will be entitled to recover reasonable attorney's fees and costs incurred.**

**I/We, the parent(s)/guardian(s) of \_\_\_\_\_, agree to the terms of this contract: \_\_\_\_\_**

**Date:** \_\_\_\_\_

**Christopher J. Judge, President** \_\_\_\_\_

**Date:**

\_\_\_\_\_  
**Sugarcreek Educational Concepts, LLC**