Tutoring Information & Agreement Form

Date: _____

Parent(s) / Guardian / Self: _____

Student Name: _____

Birth Date: _____ Present Age: _____ Present Grade Level: _____

Home Address: _____ City: _____ Zip Code: _____

Email(s): _____

Phone Number(s): _____ / _____

Emergency contact: _____ Phone Number: _____

Health concerns: _____

Name of school/college presently attending: _____

_____

Have you or your student ever been retained during formal school education K-8?
Y / N If Yes, what grade? _____

Presently on an **IEP**? Yes _____ (how many years) _____ No _____

Presently on a **504 Plan**? Yes _____ (how many years) _____ No _____

Would you be comfortable signing a release of information giving **Level-Up** permission to talk with others involved in yours or your child's education? Y / N

* If **Yes,** please download the **Release of Information** found on the **Level-Up** website, complete and make 2 copies. One copy you will give to the school you are attending, the other to Level-Up.

Level-Up Learning

Have you or your child had **formal diagnostic testing** with a **private outside agency** for a learning disability? Yes _____ No _____
If yes, where and when did the evaluation take place?
_____

Are you scheduled for a follow-up evaluation? Y / N If Yes, approx. when? _____

Would you be willing to share a copy of the results with your tutor? Y / N / NA

Hearing / Vision Health and Other Services

Were you or your child ever diagnosed with a **hearing** problem? Y / N

Did you or your child have chronic ear infections at any time? Y / N

How is hearing presently? Y / N

Are there any **vision** problems that you know of presently, or have had in the past, that may affect the ability to read print? Y / N _____

Have you or your child had any of the following **services,** either presently or in the past:
(Please check and date all that apply)

● Private tutoring for reading: _____ Dates: _____

● Private **or** school offered Speech & Language: _____ Dates: _____
(Please circle which one and date)

● Private **or** school offered Occupational Therapy: _____ Dates: _____
(Please circle which one and date)

● Private Vision Therapy: _____ Dates: _____

●Optometric Services i.e. glasses, contacts: Y / N

Level-Up Learning

Level-Up Learning Fees

INDIVIDUAL TUTORING SESSIONS: Sessions are **$35.00 per hour** for direct 1:1, tutor - student time. Monthly invoices will be emailed at the *end* of each month. Payment is expected by the 15th of each month for the previous month's billing invoice. Cash, check or credit card will be accepted.

RESOURCES & COPYING FEE: *There is an initial **one-time fee of $20.00** that is applied to the first month's invoice* for the following expenses: printing fees for; practice/activity sheets, the individualized Orton-Gillingham phonogram card deck, the use and incorporation of teacher membership website based on-line activity sites (infused into lessons on occasion to enhance learning and memory building), 4x6 colored index cards for spelling generalization and rule study, and access to the tutor's variety of hands-on materials for use during teaching sessions; learning games, chalk, sand, putty, magnetic letters, colored markers, pencils, pens, highlighters etc.

OPTIONAL SERVICE AVAILABLE for Parents of K-6 Students: The OG/Wilson approach infuses reading and spelling as one entity. They are not treated as separate subject areas. OG/Wilson story passages are therefore decodable and match syllable and phonogram patterns being studied during the tutoring session. Upon approval from the student's school teacher, the tutor is available to create weekly individualized spelling lists for students whose parents desire that their child follow the OG 'spelling/reading word list' vs. the school's classroom spelling lists. **There is an additional $10.00 monthly fee for these individualized lists should parents want this *option*.** The tutor will then be responsible to communicate with your child's teacher and share each week's list words via email and copying the parent.

~ TUTOR INTEGRITY PLEDGE ~

- Use Multi-Sensory teaching strategies implemented with fidelity using the **Orton-Gillingham** methodology and in combination with **Wilson resources**
- Maintain confidentiality of all student information
- Maintain a caring and positive environment - respecting and recognizing the unique learning needs and personalities of each individual
- Adhere to motto: Level-Up Learning pledges to, 'Move as fast as we can but as slow as we must to ensure student success.'
- Attempt to build confidence, motivation and joy in the journey while improving reading skills
- **STUDENT SCREENING:** One or more of the following screens *may* be administered to better understand specific needs of the student. * **WADE** - Wilson Assessment for Decoding and Encoding, *** WIST** - Word Identification and Spelling Test, * **CTOPP-2** - Comprehensive Test of Phonological Processing, * **GORT-5** -- Gray Oral Reading Test of reading comprehension and fluency, * **CREVT-3** - Comprehensive Receptive and Expressive Vocabulary Test, * **TAPS-3** - Test of Auditory Processing Skills. Parents will be notified.

Level-Up Learning Attendance Protocol

NO SHOW or LATE ARRIVAL: A 24-hour cancellation notice is required for all session cancellations via phone at, (319) 404-0909, or email: level-uplearning@gmail.com. If notice is *not* received within 24 hours prior, a $15.00 fee will be charged to your account. Three no shows will mean termination of services with any outstanding fees being billed to your account. If a student is late, the tutor is not responsible to make up the time that was lost, but only proceed with the minutes that are left in the scheduled session. The full $35 fee will still be charged to your account.

ILLNESS OR INJURY: If a student must leave school or work on the day of a tutoring session due to illness or injury, the session will be rescheduled at no extra charge. Attempts will be made to reschedule within one month's time.

INCLEMENT WEATHER / SCHOOL CLOSINGS: Hazardous driving should be avoided. If schools close due to inclement weather, sessions can be cancelled *without* 24 hour notice.
Please call to notify if you will still be attending your session or if you would like to cancel.**

TUTOR ILLNESS or INJURY / DEATH IN FAMILY: Tutor will contact adult student/parent/legal guardian ASAP. Attempts will be made to make up tutoring session(s) missed within one month's time.

RESCHEDULING DUE TO VACATIONS: Both parties agree to notify one another a minimum of two weeks prior to the schedule change. Sessions will not necessarily be made up.

SCHEDULING NUMBER of SESSIONS PER WEEK: For those with a formal diagnoses of dyslexia, it is advised by the IDA that the student attend a minimum of 2 sessions per week for 1 hour. When finances or schedule preclude this from happening it is totally understandable. However, should **Level-Up** be offered opportunity to increase student numbers, those that are signed up for twice a week will be given priority in regards to scheduling issues that may arise.

Mileage/Time in Travel: Should you opt for tutoring to take place in your home, your child's school, or another designated community meeting area, given the tutor's schedule allows, mileage/time in travel will be taken into consideration regarding the established $35 tutoring fee. Fee will be discussed and adjusted on an individual basis.

Other

TERMINATION: This tutoring contract may be terminated by either party at any time by giving the other party 30 days prior written notice either by mail or email, during which time the tutor agrees to work the prior agreed upon schedule and the parents agree to pay the tutor according to such schedule.

NO GUARANTEE: Specific rate of progress or final results cannot be guaranteed due to the variability of many factors in each student's life.

COLLECTIONS: Should collection efforts become necessary, the signer of this Agreement will be responsible for court costs, legal fees, the outstanding amount owed to Level-Up Learning plus an additional $250 fee to compensate for the time and resources spent pursuing collections efforts, plus 25% of the total amount owed will be added to the debt to be paid to the collections agent.

INFORMATION ON TEACHING METHODOLOGY: We encourage all clients to visit the following websites for information on the Orton-Gillingham/Wilson approach:

**Yale Center for Dyslexia and Creativity*
**International Dyslexia Association*
**Learning Ally*
**The Dyslexic Advantage*
**Susan Barton Bright Solutions*