



Policy Form

Thank you for selecting Strong Learning to help your child succeed in school. Strong Learning has been helping students from kindergarten through college since 1966. With no contracts required, we provide a full range of educational services available in your home or at a location near you. These include: tutoring in all subjects on all levels, SAT, ACT, and other standardized and Regents exam preparation, educational testing, college advisement, homework help, and study skills to help students learn how to learn. In short, Strong Learning makes “school days and home nights a whole lot better.”



Tutor Qualifications: Our tutors are certified, experienced and outstanding teachers who know how to communicate and relate well to their students, drawing out the very best from each one.

Client Satisfaction Policy: We make every effort to match perfectly our students and tutors. In the event that you or your child are not satisfied with a particular tutor, Strong Learning will work closely with you to find a perfect match.

Confidentiality: Neither STRONG Learning nor the Tutors will disclose any confidential information or data, client lists, or the results of any services performed without parental consent.

Home Tutoring: Home tutoring is available for your convenience. Our safety policy requires that a parent, guardian, or adult 18 years or older must be at home and nearby during the entire session. You will be asked to sign a form at the end of every session to affirm that this condition has been met. If no adult is present, the tutor will be required to cancel the session and you will be billed.

Payment: Kindly pay the tutor directly at the end of each session.

Cancellation Policy: Your appointment times will be reserved exclusively for you. If you are unable to keep an appointment, please call the teacher

directly, giving as much notice as possible. A minimum of 24-hour notice is necessary for cancellation, otherwise you will be billed for the appointed time (emergencies excluded).

Missed Appointments: Tutors will arrive at the appointed location prior to the appointment time. The tutor will make an effort to contact you using the contact information you have provided if the child is more than five minutes late. If the tutor is unable to contact you (or the child), the tutor will remain at that site until 30 minutes past the start time of the appointment. You will be billed for the appointed time (emergencies excluded).

Professional Affiliations: We are members of and therapists for the International Dyslexia Association (Orton-Gillingham) and belong to the American Counseling Association and American Supervision and Curriculum Development Association.

STRONG Learning Centers® Products: We publish specialized educational books, workbooks and educational games for home and school use. Our tutors use our products, as well as other research-based resources from leading companies. For more information, please visit our website www.stronglearning.com.



Check here to receive our free monthly **School Success Newsletter** and weekly Tips by email. Please return a completed copy of this form to the tutor indicating you have read this form. Thank you.

Parent (Please print) _____ Home Phone _____

Parent (Signature) _____ Cell Phone _____

Date _____ E-mail _____ Work Phone _____