



*Blossom, Learn & Grow Tutoring, LLC  
Cancellation and Late Pick up/Drop off  
Policies*

Effective April 1, 2020  
Supersedes all prior policies

***Tutoring is a considerable time commitment for the family as well as the tutor.***

***Consistency in attendance is a critical factor to achieve educational growth.***

***Prioritizing tutoring is important for your child's success.***

Blossom, Learn & Grow is a small company where I give my all to make a positive difference in your child's life. It is my full-time job. In addition to the time spent with students, I also invest many additional hours in preparation for student lessons. Students have standing appointments with me, and I am expected to be at these appointments. I expect the same from the students I tutor. I also provide a month (or more) notice of my vacations. Since I do not get paid while students (or I) are on vacation, I ask for the same courtesy of a month (or more) notice for upcoming vacations in order for me to budget for the missed income.

Invoices are sent out on the 25<sup>th</sup> of each month for the upcoming month. If a student will miss a session because of known-well-in-advance dentist/doctor appointments, birthdays, school functions (e.g., field trips, graduations, dances), social events, etc. for the upcoming month, I need to know **prior** to the 25<sup>th</sup> so that you are not charged for that session.

For absences incurred **after** the invoices have been sent, I will offer one credit (for illnesses only) or one make-up session per quarter. Quarters are:

January 1 – March 31

April 1 – June 30

July 1 – September 30

October 1 – December 31

Make-up sessions are on Fridays in the *same calendar month* as the missed session. Session payment is forfeited if the student cannot attend any of the make-up sessions that are offered.

There will be no credits or make-up sessions offered for cancellations with less than a four-hour notice or "no shows" (absences where no phone call, no text, or no email was received by me).

There will be a late pick-up fee of \$1.00 per minute past 3 minutes.

Additionally, if a student needs to be out more than two weeks/year, 50% of the normal tuition (only for the weeks over two) will need to be paid **prior to the absence** in order to hold your spot.

If your student is late more than 15 minutes for the tutoring session, that session fee will be forfeited.

If your student is late to the tutoring session, the session cannot be extended to make up for the lost time.

All reasonable extenuating circumstances will be taken into account. Repetitive late cancellations, requests for make-up sessions, and/or “no shows” may result in termination of tutoring services.

There are two copies of this agreement. Please sign, date, and return one to me no later than \_\_\_\_\_. The other copy is yours.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date