

POLICIES

Sessions:

Session length is 55 minutes.

Cancellation:

Canceling sessions: Please cancel if your child is sick. Cancellations for illness made with fewer than four (4) hours notice or for any other reason with fewer than 24 hours will be charged in full. I will make every attempt to make up a missed session.

How to Cancel: Please contact me directly at epsteined@gmail.com AND by text (415-722-2046).

Late arrivals: If a student is more than 15 minutes late, this will be considered a "no show," and the session will be charged at the full rate, even if a new session is scheduled.

Canceling my services: To discontinue my services, please provide (two) 2-weeks notice to cancel without charge. This will allow me to fill the space with other potential clients. I reserve the right to cancel the arrangement if a student consistently misses sessions, or if I feel that the arrangement is not beneficial for the student.

Billing:

General Billing: You will be billed monthly via email; you may pay electronically through Quickbooks or via US mail at the address stated on the invoice. Payment more than three weeks after receipt will be considered late. I reserve the right to discontinue the arrangement if payment is consistently late or in arrears.

Additional Billing: Short phone calls and emails will not be billed, but parents will be charged for longer communications and other matters at a prorated amount:

- School meetings
- Parent conferences and in-home meetings
- Phone calls longer than 10 minutes
- Written reports
- Preparation for a session done specifically for your child
- Reviewing Essays

Fees:

My fees are \$140/hour. If this presents a hardship for you, please let me know.

I have read and agree with the policies stated above:

Parent's Name_____

Student's Name_____