

Beyond The Bell Educational Services, LLC Client Financial Contract

This Agreement is entered into on this ____ day of _____, 20__ by Beyond the Bell Educational Services LLC (“BTB”) and the following student: _____, child of _____ (parent name).

BTB hereby agrees to provide the following services to the student at BTB’s location at 3 Man Mar Drive, Unit 14, Plainville, Massachusetts 02762:

- ☐ School Day Support (\$75 per 3-hour session)
- ☐ After School Electives (\$40 per session)
- ☐ Academic Tutoring (\$60 per 45 min session of direct instruction/15 min documentation/communication)
- ☐ Wilson Tutoring/Dyslexia Remediation (\$80 per hour)
- ☐ Literacy or Behavioral Assessments (\$350)
- ☐ Advocacy or Consultation (\$125 per hour)

BTB’s fees may be adjusted from time to time and shall become effective after having provided 30 days’ notice. Payment shall be made in advance. The following person is responsible for payment of fees: _____.

The selected services shall be provided according to the following schedule:

School Day Support on (day/s) _____ (time/s) _____
After School Electives on (day/s) _____ (time/s) _____
Academic Tutoring on (day/s) _____ (time/s) _____
Wilson/Dyslexia Remediation on (day/s) _____ (time/s) _____

BTB agrees:

It will complete all preparation prior to each session and structure each session in such a way as to optimize time to the benefit of the student.

It will maintain in confidence all information of the student and shall only instruct other parties involved in the education of the student only if given written permission by the student to do so.

It will not assign any of its duties or obligations under this Agreement without the written permission of the student/parent.

It will at no time be required or be obliged to execute homework or assignments on behalf of the student.

The student and parent(s) agree:

It is expressly understood that the student/parent retains the services of BTB as an independent contractor and not as an employee.

BTB makes no promises or warranties with respect to the student's performance as a result of the services provided and is not responsible if the advice or guidance provided is not acceptable to the student/parent.

This Agreement may be terminated at any time by either party by giving the other thirty days' prior written notice.

No relaxation, indulgence, waiver or release by either party of any of the rights in this Agreement on one occasion shall prevent the subsequent enforcement of such rights and shall not be deemed to be a waiver of any subsequent breach of any of the terms hereof.

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof. The parties waive the right to rely on alleged expressed or implied provision not contained herein. Any alteration to this Agreement must be in writing and signed by both parties. This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Massachusetts.

BTB reserves the right to cancel or amend this contract, or any part therein without negating the remainder of the contract. Clients will be notified, in writing, of any changes or cancellation of this contract.

When the student is under the age of eighteen, the student's parent shall enter into this Agreement on behalf of the student and agrees to all the terms and conditions contained herein.

The policies attached hereto are incorporated herein by reference.

EXECUTED on the date first set forth above.

BEYOND THE BELL

EDUCATIONAL SERVICES LLC

Parent of student signature

Beyond the Bell Educational Services LLC

Financial Policies

All payments must be made in full and in advance of all services.

All clients will provide a credit card or bank account and will grant permission for the BTB accounting department to withdraw funds for services on the 15th of every month in advance of service.

For School Day Services, the first and last month's tuition is required prior to the start of services.

All services for BTB programming may be terminated in writing with 30 days notice, except for 1:1 tutoring which may be terminated with one week notice in writing.

\$50 deposit, per student is required to hold a spot for each child. The deposit will be used towards the first month of service. A full refund will be given if BTB is unable to provide service to the student within 30 days of receiving deposit.

Failure to pay on time will result in a \$10 late fee for every 5 business days. If monthly fees are not paid by the 1st of the month, BTB reserves the right to terminate services.

For Tutoring ONLY Cancellation Policy- A prepaid **tutoring** session may be canceled up to one hour before the scheduled time for reasons of a family emergency or sickness. Upon such notice, any pre-payment shall be applied to a future session. All other sessions may be canceled up to 24 hours in advance without incurring a fee. Any such session canceled less than 24 hours in advance will be charged a full fee.

Fees are calculated according to the scheduled times set forth above. No adjustments to fees shall be made for time lost because of late arrival of the student or by early termination of the session by the student. BTB agrees to wait fifteen minutes from the time of the start of the scheduled session for the student's arrival before considering that session cancelled without sufficient prior notice.

_____ Initial as read

Beyond The Bell Educational Services LLC

Parental Consent Form

I, _____, (parent/guardian) of _____ (child's full name)) give permission for my child to participating in all BTB programming and activities for the 2020-21 school year.

Release from harm: _____ (parent name) agrees that BTB will not be held accountable in the case of any injury or illness, including COVID-19.

___ (Initial) I agree to check my child for signs and symptoms of illness and will not send my child to BTB if there are any related symptoms of COVID-19, including fever, vomiting, diarrhea, unusual rashes, a new loss of taste or smell, persistent cough, or sore throat, until a negative COVID-19 test result is documented.

___ (Initial) I agree to send my child to BTB with an appropriate face covering as required by the Commonwealth of Massachusetts or any municipal government.

___ (Initial) I agree to follow and abide by the current social distancing guidelines of the Commonwealth of Massachusetts and any municipal government and will abide by those guidelines as they change.

___ (Initial) The student/parent agrees to the use of photographs/videos taken during the course of selected services for publicity, promotional and/or educational purposes of BTB (including publications, presentations, or broadcast via newspaper, internet or social media sources).

___ (Initial) All prescription medications, including students who carry and self-administer inhalers/epi-pens, must have written instructions signed by the prescribing practitioner and the parent. All non-prescription medications require the written instructions signed by the parent only. A separate authorization to administer medication must be provided to BTB.

Occasionally, staff at BTB may feel it would be helpful in supporting your child's education by collaborating with other educators who work with your child. If we feel that this would be helpful, we will contact the child's parent and will then provide a release of information.

___ (Initial) give permission to BTB staff to speak to each other about my child and should it become necessary for BTB staff to speak with outside educators to best support my child, I agree to provide the contact information and will sign a release of information document to be provided to each party involved.

Beyond The Bell Educational Services LLC

Policies and Procedures

Sick Policy- Children must be free of symptoms of illness for 24 hours before returning to BTB for the any of the following reasons: fever (more than 100 or higher under the arm, or 101 taken orally), sore throat, rash, vomiting, diarrhea, earache, or confusion, breathing trouble, sore throat, swollen glands, hacking or continuous coughing, frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

COVID Policy: Your child may not attend BTB until negative COVID-19 test results have been confirmed if a household member or your child has had a COVID-19 exposure or is showing signs of illness that may be COVID-19. Symptoms including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.

Building Closures: If BTB must cancel your session due to a building emergency, act of God, inclement weather or for any other reason, including any COVID-19 related reason, we will notify you as soon as possible.

If a 1:1 TUTORING session is cancelled we will reschedule your session and will apply prepayment to the next session, but no financial refunds will be given.

For small group sessions, due to COVID-19 social distancing protocols we will not be able to reschedule and no refunds will be given.

Snow and Inclement weather: Do not assume that your BTB session canceled based upon school closings or early dismissals. BTB does not follow the same closing procedures as the public schools. If you are unsure as to whether or not BTB is open, please contact us or check the BTB website or social media page on Facebook for up to date information.

Arrival and Dismissal Procedure: Parents are to remain outside of BTB at arrival and dismissal to limit the number of people in our space at any given time. When you arrive, staff will escort children out of cars and into the building and at dismissal, staff will escort children back to your car. While we are normally delighted to have visitors and parents in our space, due to COVID-19 precautions and limited space we ask that you remain outside. If your child is having difficulty with transitioning independently, please let us know and we can work together towards a reasonable solution.

Operational Schedule: BTB will be closed for all public-school vacation weeks and the following holidays, Labor Day, Columbus Day, Christmas Day, New Years Day, President's Day, and Memorial Day and Independence Day. *If public schools decide to cancel February or April vacation, **and** school is in session, BTB will remain open.

Late Arrival: Fees are calculated according to the scheduled times set forth above. No adjustments to fees shall be made for time lost because of late arrival of the student or by early termination of the session by the student. For 1:1 tutoring sessions, BTB agrees to wait fifteen minutes from the time of the start of the scheduled session for the student's arrival before considering that session cancelled without sufficient prior notice.

For 1:1 Tutoring only: A prepaid session may be canceled up to two hours before the scheduled time for reasons of a family emergency or sickness up to twice per semester. Upon such notice, any pre-payment shall be applied to a future session. All other sessions may be canceled up to 24 hours in advance without incurring a fee. Any such session canceled less than 24 hours in advance will be charged a full fee.

I agree to abide by all BTB policies, and procedures

_____ *Parent Signature*

_____ *Date*