



# Homeschool Evaluations Service Agreement

## TERMS AND CONDITIONS

### **EVALUATION:**

The Evaluator shall provide meet with the guardian(s) for the following Student/Students:

Name(s): \_\_\_\_\_

Age(s): \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

The evaluation, will be on \_\_\_\_\_ at \_\_\_\_\_

at the following location: \_\_\_\_\_

If day or time need to be adjusted, the Client will inform the Evaluator with written notice at least two days prior to the original day/time.

### **FEES AND PAYMENTS:**

#### Evaluation

Prior to meeting with the evaluator, the Client will submit student work and other evidence of progress to the evaluator via folder or email. The client will submit samples from the beginning, middle, and end of the year in the areas of English and Math (minimum of 6 samples) for each child. All evaluations will be scheduled for a 30 minute block unless the family chooses a Family Style Evaluation to accommodate 3-4 children.

#### Evaluation Fees:

First Child - \$60

Second Child - \$35

Family Style (3-4 children) - \$120

#### Fee Policies

- A. The Evaluator will send the invoice for services within 48 hours of the receipt of a signed agreement or at least 7 days prior to the due date. Payment will be due 48 hours prior to the evaluation session.
- B. Fees are a set rate and will not be adjusted for any no-shows or tardiness.
- C. Acceptable forms of payment include: credit or debit card.

- D. Payments: Client agrees and is responsible for making payments in full at the time of booking.
- E. Late or Missed Payments: There will be a \$25.00 fee, in addition to the original balance, for any payment not received by due date. If the Client fails to pay for services prior to the scheduled evaluation session, the Client will lose their time slot and services will not be rendered.

**CANCELLATIONS:**

Notice of Cancellation: The Client or Evaluator may cancel a scheduled evaluation session by providing written notice within 24 hours of the session. If less than 24 hours notice is provided, it will result in the loss of the fees for the evaluation session, and the client will need to schedule a new session and pay the subsequent session fees or find a new evaluator or proof of progress method. The Evaluator reserves the right to make exceptions in cases of Student illness or family emergency.

**OBLIGATIONS OF EVALUATOR:**

- The Evaluator promises to make all preparations before the session and structure the session in such a way as to optimize a discussion to show student growth.
- The Evaluator must keep all Student information confidential and will contact other parties involved in the Student's education, only if they have obtained or been given written consent by the Parents/Guardians to do so.
- If the Evaluator determines more work is needed, they will request additional samples and information from the Parents/Guardians.
- If the Evaluator determines adequate progress through the use of samples and parent discussion, the Evaluator will provide a written letter to the Parents/Guardians within 48 hours after the evaluation session to send to the family's local school district.

**OBLIGATIONS OF THE GUARDIAN/STUDENT:**

- The Guardians/Parents will be on time and will stay for the duration of the session.
- The Guardians/Parents will provide work samples and evidence of progress at least 48 hours prior to the evaluation session.
- Once the Guardians/Parents receive the letter from the Evaluator, they will submit the letter to the superintendent of the local school district by August 1. They will keep confirmation of sending for their records.

**NO WARRANTIES:**

The Evaluator does not promise or guarantee the to determine a student has made sufficient progress. The Evaluator will use their professional judgement and experience to determine student progress. In the event that sufficient progress is not made, a letter will not be provided.

Parents/Guardians will have the option to provide additional evidence of progress and schedule an additional meeting, have their child take an approved assessment, or seek another evaluator.

**STATUS OF THE TUTOR:**

It is expressly understood that the Client maintains the Evaluator's services as an independent contractor and not as an employee. Evaluators must be responsible for their insurance and all legal reports and income tax contributions.

**WHOLE AGREEMENT:**

This agreement constitutes a comprehensive understanding between the parties regarding the subject matter and the parties waive the right to rely on any allegations that are expressed or implied from provisions that are not listed here. Any changes to this agreement must be made in writing which is approved and signed by both parties.

By acknowledging this document, the Client agrees to this Contract and Payment Terms. It cannot be changed without written approval from Literacy and Learning, LLC and the Evaluator. The Parties will to the best of their ability, fulfill all aspects of this contract.