

Roberts Center Reading Clinic Policies

The Roberts Center Reading Clinic is pleased you have chosen it as a source of assistance for your struggling reader. Please take a moment to review the following policies, sign and date the form, and return it to your child's tutor.

_____ has been assigned _____ as their tutor.
(Name of Child) (Name of Tutor)

Your child is scheduled for weekly tutoring sessions beginning on _____, 2010, at _____
a.m./p.m., _____.
(Day(s) of the Week)

He/she will meet _____ a week for weekly tutoring.
(Once/Twice)

- Each session begins on the half hour for approximately 45 minutes in length. This time frame can vary according to the types of activities undertaken, the child's attention span, and discussion with you before or after the tutoring session.
- Assessments of your child's progress will be made and shared with you periodically. Feel free to discuss any concerns with your child's tutor at any time.
- You may be asked to share the results of any academic testing you have secured for your child with the Reading Clinic staff. Such records will be safe guarded in a secure location in accordance with FRPA regulations, and will be utilized only to assist us in providing the highest level of research-based services possible.
- The Reading Clinic staff will make every effort to help your child address specific reading weaknesses and/or provide enrichment activities designed to promote reading success. However, we acknowledge that in some instances, a struggling reader may need assistance beyond what we can provide. In such instances, other appropriate resources and references will be shared with you.
- Payment is by check only and due when the service is rendered, although you may elect to pay for multiple tutoring sessions in advance. Checks should be made payable to *Florida Southern College [memo: Roberts Center Reading Clinic/"your child's name"]* and receipts will be provided. The fee is **\$35 per hour**. Payment for any missed sessions will be required if less than 24 hour's notice is provided, and the Reading Clinic reserves the right to discontinue services to any family which is routinely late or absent. Please call both the tutor and the Clinic [863.680.3741] when a cancellation or late arrival becomes necessary.

I have read and understand the above policies.

Parent/Guardian Signature _____ Date _____