

### *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 \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
a.m./p.m., \_\_\_\_\_.  
(Day(s) of the Week)

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

- Each session is approximately 45 to 60 minutes in length. Time 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.
- 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 **\$40 per hour**. Payment for any missed sessions will be required if less than 24 hour's notice is provided.
- 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.
- Students must be accompanied by a parent/adult during every session.
- The parent/adult is expected to wait for the student at the Clinic while the session is taking place.
- Students dropped off without parent/adult supervision is not allowed.

*I have read and understand the above policies.*

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_