

## Contract for Services

### **Albany Math Center**

800 San Pablo Ave, Albany, CA 94706

(510) 919-0843

*albanymathcenter@gmail.com*

I, \_\_\_\_\_ agree that my child  
\_\_\_\_\_ will participate in educational services with a  
specialist from the Albany Math Center in Albany, CA.

Fees for services will be charged at \_\_\_\_\_ per hour for Belinda Lesser and \_\_\_\_\_ per hour for Marissa Meyers for:

- 50-minute educational and tutoring services
- meetings with parents, teachers, and other professionals
- **phone calls/consultations** and email correspondence requiring **over 10 minutes** may be billed in 15 minute increments

**Payment for scheduled (calendared) services is due each week at the first appointment.**

All other services will be billed on a monthly basis. Prompt payment will be expected for billed services.

**If your child arrives late** to a session, the session will still end at the scheduled time with no extension of the session (unless agreed upon and payment for overtime is arranged).

There is a strict **24-hour cancellation policy**. Appointment times have been reserved for your child and payment for these appointments is required unless alternative arrangements have been made 24 hours prior to the scheduled appointment. In the event that illness forces the cancellation of an appointment, available options for rescheduling within two weeks will be offered, but payment is required regardless of whether or not such an arrangement can be made.

**For cancellations made more than 24 hours in advance**, every effort will be made to schedule a make-up session. Regularity in frequency of meetings is crucial to the success of math tutoring and your child's academic improvement.

**Services may be terminated by any party at any time.** If you plan to discontinue services, please provide a **minimum of two weeks notice** to allow for final progress review, exit interview, and any assessment that may be useful.

This contact will terminate at the end of the student's academic year. Near or at the end of the academic year, an appointment will be scheduled between the parents (or student, if age 18 or over) and Albany Math Center to discuss the year's progress and make plans for the following school year, at which point our contract will be renegotiated.

#### EMERGENCY CONTACT INFORMATION

In case of emergency, if Albany Math Center cannot reach me or other parent/guardian, please call the persons named below in the order listed.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell Phone \_\_\_\_\_

#### CONTRACT SIGNATURE

With my signature, I guarantee payment for services provided by the Albany Math Center according to the terms set forth in this contract. **Checks should be made out to Belinda Lesser.**

I understand that if I am to cancel a scheduled session that I will contact you at least 24 hours before the session to tell you that I am cancelling, otherwise I will be charged for the session.

\_\_\_\_\_  
Signature of Parent/Guardian                      Date \_\_\_\_\_  
(Or Student if Age 18 or Over)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Relationship to Student