



**ReadWriteThink**

Learning Centre & Academic Support

## **1:1 PROGRAMS 2023-2024**

### **TERMS AND CONDITIONS**

*Please note that by enrolling your child into one of our 1:1 program, you consent to our terms and conditions*

- ***Do I have to commit to a certain number of hours with RWT?***

Three (3) months' participation in the program is mandatory. This allows time for our learning specialists to implement the program and start delivering results, and for a student to adjust to the program, instructors, and a new learning curve. Should you wish to leave the program early, an administrative fee of \$150 will be applied to your account.

- ***What is your billing process like?***

At the beginning of each month, you'll get an invoice in your e-mail for the scheduled number of lessons in that month. You may pay via e-transfer, cheque, cash, debit or credit card. The due date of the payment is the 10th of each month. Your active credit card information is needed to complete the intake process. A credit card charge will apply in case the payment has not been received by the end of the month.

- ***What happens if my child misses a class?***

Please allow us a 24-hour notice to avoid charges. An exception is an unexpected child's sickness. If you notify us properly about your intention to miss a scheduled class, the payment will be applied towards your next month's payment. *Please remember that a full charge will apply to same day, last minute cancellations, for any reason other than*



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sickness. In case your child's teacher is absent, we will do our best to provide a substitute teacher to ensure the continuity of the learning process. Much of our communication is taking place in What's App chats unless agreed upon otherwise. Please make sure you check them often and stay updated about any changes.

- ***What about the cost of the materials?***

Learning materials are provided by the centre in accordance with your child's learning plan. You will see an additional cost applied to your monthly invoice in case your child receives them.

- ***What is the purpose of the initial assessment?***

The goal of the initial assessment and meeting with the new families is to get to know the student, assess their academic, emotional and learning skills. A lot of valuable information is gleaned during the first meeting on both sides. Following that, the Educational Director will suggest a learning plan in writing, taking into consideration your child's current level of achievement, their goals, previous assessments and any other information the family chose to share during the first meeting.