



Tutoring Policies & Procedures

Effective January 1, 2024

The following is Brown Institute for Young Learner's tutoring policies & procedures. This document must be signed, signifying that you adhere to the policies and procedures outlined, before beginning services.

- Each private tutoring session is **50 minutes** in length.
- Tutoring Sessions take place on **Tuesdays & Thursdays** between the hours of **4:30 pm- 7:30 pm**
- We can be contacted via email or phone
 - **Email:** admin@browninstituteforyounglearners.com
 - **Phone:** (908) 708-0379 Monday-Friday 3:00 pm - 8:00 pm
- Parent/ Guardian must sign attendance sheet upon arrival and at the end of each completed tutoring session.
- Failure to arrive, on time, to a private tutoring session will NOT result in an adjustment to the session's time (ie., 10 minutes late will result in a 40 minute session).
- Failure to pick up your child, on time, interferes with the integrity of another child's tutoring session. Families will be charged a **late fee of \$10 after the first 5 minutes. Each additional 10 minutes, the late fee increases by \$5. All late fees must be paid in CASH upon pick-up.**
- If a session is canceled, as a result of Brown Institute or a personal family circumstance, a session is NOT taken away from your bundle.
- All bundles must be completed within 90 days.
- Single Sessions must be paid, and booked, at least one week in advance.
- Bundles can be paid in one or two installments. The second installment must be paid prior to the delivery of the 3rd session.
- There will be no refunds given for any reason.

Pricing Guidelines	
Pre-Assessment (Used to determine specific skills for improvement)	\$20
Single Session	\$65
4 session bundle (Includes pre-assessment and 4 private sessions) \$20 Savings!	\$260
6 session bundle (Includes pre-assessment and 6 private sessions) \$35 Savings!	\$375
8 session bundle (Includes pre-assessment and 8 private sessions) \$60 Savings!	\$480

Child's Full Name: _____

Parent/Guardian Full Name: _____

Parent/ Guardian Signature: _____ **Date:** _____

Parent/Guardian Full Name: _____

Parent/ Guardian Signature: _____ **Date:** _____