# learner assist ABN: 18 369 473 371

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Payment and Policy Document 2024

*Dear Parents,*

*I’d like to draw your attention to* ***Learner Assist Policies and Procedures:***

1. *Parents are reminded for students to be as prompt as possible to avoid inconveniencing other students and their parent attending sessions before or after theirs. This applies to both regular and online sessions.*
2. *If your child is unable to attend a lesson in person, please inform me a.s.a.p. (at least 24 hours before the lesson) to schedule a zoom session, or to schedule a make-up session in the school holidays, if possible.*
3. *Learner Assist has a 24hr cancellation policy. Students who fail to attend a scheduled session are not entitled to a credit adjustment. Late cancellations will incur a full lesson fee charge.*
4. *Learner Assist does not credit for absences due to general reported illness (flu / covid etc), tiredness or other general concerns / events. If the parent can provide a dated doctor’s certificate of illness, an exception will be made. Students who fail to attend a scheduled session are not entitled to a credit adjustment.*
5. *Learner Assist also has the right to review a registration booking (lesson time) if a student misses their session for more than 2 consecutive weeks in a row, or if their lesson is repeatedly cancelled. (School camps will be accommodated - catch-up sessions offered in the school holidays.)*
6. *Note: Placements cannot be ‘held’.*
7. *Fees may be paid on a termly or monthly basis. Please pay using the banking details provided on the invoices. NOTE: For parents paying on a termly basis, if a student is unable to attend lessons for more than a month for a valid reason (e.g., a doctor’s letter for severe illness), a 50% credit will apply for those lessons missed.*
8. *Payments must be made within the first week of receiving an invoice (or by the due date) or a different payment plan will need to be discussed. Learner Assist reserves the right to re-allocate session slots to other students if payments are not being met timeously. Ongoing late payments (more than 2 consecutive late payments), or non-payment, could mean permanent cancellation of your child’s placement.*
9. *If ceasing intervention, a month’s notice is required for students paying termly. Two weeks’ notice is required for students paying monthly. (The parent will forfeit the amount paid for any lessons unattended that have already been paid for. If fair notice is not given, termly students will pay for a further month, and monthly students for a further 2 weeks.)*
10. ***Fee schedule for tuition in 2024:***

***Initial consultation for new student of 30mins is free.***

***Parent or Teacher Consultations****: 15 mins $30.00*

*30mins $60.00*

*The above applies to additional written correspondence on top of general lesson feedback, and for phone calls.*

***Lesson Fees****:*

*1-hour regular teaching session: $110.00*

*45mins regular teaching session: $88.00*

*30mins teaching regular session: $55.00*

1. ***Assessment Fee for New, Ongoing, or Other Students:***

***Note:*** *Assessments are the prerogative of the parent.*

***General R.T.I. screening is done as a matter of course with no cost involved.***

***General Literacy Assessment****:*

*The Test of Integrated Language and Literacy Skills (TILLS), especially the core subtests, and further Standardized and Diagnostic Phonological, Word Reading Fluency and Spelling Assessments are used.*

***The Literacy Assessment Pathway:***

The *TILLS subtests, the TOWRE-2 and spelling and phonological awareness tests, together with a written report that may act as a referral to other professionals / specialists, e.g., speech pathologists, educational psychologists, paediatricians, behavioural optometrists, and/or audiologists; or be a fully comprehensive assessment report with assessment results, commentary, and recommendations for the student’s school, only.*

*The testing process includes a prior consultation and a meeting after testing to discuss findings, and a written report that includes recommendations, taking the student’s full profile into account.* ***Cost Approx*** *$250-$500*

1. ***Reporting:***
2. *An intervention summary report (update report for the school), with commentary based on the ‘Response to Intervention’ standardised and other tests completed in lesson time.* ***Cost*** *$50.00*
3. *Learning goals report – includes results of screening tests (after 1-2 months intervention.)* ***Cost*** *$100.00*
4. *A referral report for another specialist / professional.* ***Cost*** *$50.00*
5. *A transition report when a student is transitioning to secondary school or attending a new school.* ***Cost*** *$50.00*
6. *An intervention summary report for an initial assessment body, i.e., if a student has had a recent educational or speech assessment, and a 6–8-month block of explicit, structured teaching.* ***Cost*** *$100.00*

1. ***Further****:*

*Attendance at School Meetings (I.E.P. meetings): $100.00 per hour*

***Note****: Extra costs may be incurred here if further actions outside of the actual meeting are required.*

*Cancellation fee (24hr policy): Session fee*

1. *Each student is an individual with their own unique learning profile. Programs are tailored to suit individuals’ learning needs and strengths. Be aware that the initial nature of an intervention program may change over time. At the outset the needs of each student are unseen, and each student’s rate of progress cannot necessarily be determined to start with.*
2. ***Learning goals*** *are set and a* ***‘goals summary report’*** *is written after the* ***first month or two*** *of lessons and discussed with parents.* ***Further reporting*** *may be required, such as an ‘****intervention summary report’*** *or* ***‘literacy assessment report’*** *at the end of a continuous block of 6-8 months intervention.*
3. *Contact with a student’s school and / or any specialist/s is encouraged but is the prerogative of the parent. Costs for this service includes additional email correspondence over and above general lesson feedback.*
4. *Assessments are also the prerogative of the parent. Please see fee schedule for costs involved should your child require assessment.*

*I look forward to working together.*

*Yours sincerely,*

*Juanita Lee*