

**English Tutoring Policy**  
**Instructor: Lena Rabinovich**

No matter what your child decides to do in life, thinking clearly and communicating persuasively are skills essential to his or her success. My goal is to help my students develop strong verbal and written communication skills. My other goal is to guide them in appreciating good books and becoming more introspective, creative, and imaginative.

**My commitment to you:**

1. To design lessons that meet your needs
2. To help you reach your language goals
3. To make your English language arts education an enjoyable and satisfying experience

**Your commitment to me:**

1. To come to your lesson on time; if you are late, your lesson will end at the usual time
2. To complete your homework and bring all your materials to the lesson
3. To respect me and the instructions I give you

Tuition is expected monthly in advance. It is nonrefundable and does not include materials (books, workbooks, etc). I reserve the right to raise tuition money.

Parents can request to have a meeting about their child's progress after six months of our working together. Meetings can be repeated every six months. If there is an issue that needs to be addressed sooner, I will let you know.

**CANCELATION POLICY**

1. If you have to miss a lesson, you **MUST** let me know no later than 24 hours in advance to avoid being charged. We will then find a time to reschedule.
2. If there is a serious emergency such as a sudden illness or severe weather, I will understand if you cancel less than 24 hours in advance. I will do everything possible to find a time to reschedule that works for both of us.
3. **Regularly attending lessons is essential to making progress. If a student constantly cancels and/or reschedules lessons, I reserve the right to discontinue working with him/her.**
4. As a courtesy to me and to other students, please give me at least two weeks' notice if you plan on stopping lessons.

The undersigned has received and read a copy of Lena Rabinovich's policy.

Student (or Parent) Signature: \_\_\_\_\_ Date: \_\_\_\_\_