

Parent-Teacher Contract for 2017-2018
Vivian A. Kaepfel, Tutor

I am excited to be working with you and your student this year. Please review and initial the following policy statements. Kindly let me know of any questions you have regarding my policies.

_____ Students must be registered with AACE, Inc. prior to enrolling in my class.

_____ You are arranging for tutoring sessions on a weekly basis. The sessions are in addition to your home schooling, not a substitute for parent-led instruction. It is your responsibility as the home school parent to oversee your student's education and ensure that the work is completed prior to class on Friday.

_____ Homework is the responsibility of the student. Parents will NOT be notified of missing work. Please refer to the syllabus, calendar, and your student's weekly class assignments for any applicable due dates. I will provide a syllabus for the course on the first day of class.

_____ Promptness is expected and tardiness will not be tolerated. Due to the nature of the course, participation by all students is crucial, and we will use the entire time period allotted for instruction. Late students will not be allowed to interrupt the class, and missed work may not be made up.

_____ Missed classes impact your student significantly. When s/he must miss class, please notify me in advance, when possible, and request any available missed materials. Your students should also seek class notes from a classmate. Understand that missed classroom discussions cannot be made up.

_____ Students are expected to complete all assigned work, participate in class, and demonstrate genuine effort. Failure to do so may result in termination of our contract.

_____ Disenrollment by either parent or teacher requires notification in writing and tuition is due in full for the remainder of the semester. There are no partial refunds.

_____ Class size may be limited for this class, at my discretion.

_____ Each teacher at AACE is paid privately. The individual agreement for tutoring is between you and me. Payments are due on the first Friday of each month, one month in advance, beginning in August and ending in April. A \$10 per week, per student late fee will be assessed, unless prior arrangements have been discussed. Failure to pay tuition on time may result in a student's suspension from class and/or withholding of grades.

_____ Class supply fees must be paid at registration and will not be refunded.

_____ NSF checks will incur a \$35 fee, and future payments must be made by money order.

_____ Should I become ill or have an emergency, I will provide instruction with an Emergency Lesson Plan by way of a substitute teacher. Cancelled classes will not be refunded, as the material will be covered in a future session.

_____ I will provide grades to parents upon request. Please note, there are no formal grades or transcripts issued from AACE, Inc.

Parent: _____ Student: _____

Date: _____

You may contact me by email at vkaepfel@gmail.com anytime you have questions or need to notify me of a student's absence. This is the best way to reach me. On Fridays, I am available during lunch from 11:30 to 12:00 for conferences, and other times, by appointment.