

Parent-Teacher Contract

Trudy H. Palmer, Director/Teacher AACE, Inc.

I am excited to be working with you and your child this year. Please review and **initial** the following. Let me know of any questions you may have regarding my policies.

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

____ 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 child'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 and calendar for due dates of assignments.

____ Tardiness will not be tolerated. Late students will not be allowed in class and missed work may not be made up. Students must be in their seats before class starts.

____ A student's failure to complete assigned work, failing grades, or lack of class participation may result in termination of our contract.

____ Due to our limited classroom time, missed classes impact your student significantly. When your child must miss class, it is your responsibility to notify me in advance, when possible, and to request the missed materials. Three or more missed classes, without special arrangement, will result in dis-enrollment.

____ Dis-enrollment 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.

____ Classroom size is limited to _____ students for this class.

____ Each teacher at AACE is paid privately. If you so desire, I will provide you with monthly coupons to be sent in an envelope so proper credit can be given for your payment. The individual agreement for tutoring is between you and me. To meet my family obligations, **I must be paid on the first Friday of each month, beginning in August and ending in April.** A \$10 per week, per student late fee will be assessed, unless prior arrangements have been discussed.

____ Tuition payments are to be made one month in advance, starting in August, and made monthly until April. All class supply fees must be paid at registration and will not be refunded. Failure to pay tuition in a timely manner will result in your child's suspension from my class and the non-issuance of final grades. Tuition discounts may apply, so if you plan to pay for the entire year in August or in two semester installments, please contact me.

____ 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. If I have to cancel class, I will notify you by email no later than the Thursday prior to class. Cancelled classes will be not be refunded, as the material will be covered in a future session.

____ I will provide grades to parents by email or mail on a semester basis with paper grades being mailed out to you in late January, for the first semester, and in June, for the year-end grade. There are no formal grades or transcripts issued from AACE, Inc.

Parent: _____

Date: _____

I may be contacted by email at palmer.trudy@gmail.com anytime you have questions or need to notify me of a student's absence. **This is the best way to reach me.**

To contact me by phone, you may call (210) 364-5179 between 9am and 9pm Monday through Thursday. On Fridays, I am available during lunch from 11:30 to 12:00 for conferences, by appointment only.