

## Parent-Teacher Contract

Vivian A. Kaepfel, Teacher AACE, Inc.

Greetings! I am honored to be working with you and your student(s) this year, and I am privileged to have earned your trust to guide your children in their academic pursuits. Kindly review and **initial** the following terms of the Parent-Teacher Contract. Please let me know of any questions or concerns you may have regarding these policies.

1. Students must be registered with AACE, Inc. prior to enrolling in class. **Student #** \_\_\_\_\_
2. You, the parent(s), 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.
3. Homework is the responsibility of the **student**. Parents will not be notified of missing work.
4. Tardiness will not be tolerated. Late students will not be allowed to interrupt the class, and missed work may not be made up. Students should be in their seats prior to the beginning of class.
5. A student's failure to complete assigned work, failing grades, or lack of participation may result in termination of our contract.
6. Due to 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 (3) or more missed classes, without special arrangement, is grounds for termination of the contract and disenrollment.
7. 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.
8. Class size is limited to \_\_\_\_\_ students for this class.
9. Each teacher at AACE is paid privately. If you 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 (the "parent") and me (the "teacher"). 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.
10. 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.
11. NSF checks will incur a \$35 fee and future payments must be made by money order.
12. 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 must cancel class, I will notify you by email by the Thursday prior to class, or as soon as is reasonably possible. Cancelled classes will not be refunded, as the material will be covered in a future session.
13. I will provide fall semester grades to parents by email or mail, upon request. Final course grades will be mailed out to you in June. There are no formal grades or transcripts issued from AACE, Inc.

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

I may be contacted by email at [vkaepfel@gmail.com](mailto:vkaepfel@gmail.com) anytime you have a question or need to notify me of a student's absence. **This is the best way to reach me.**

To contact me by phone, text or leave a voice message at (210) 475-2875. On Fridays, I am available during lunch from 11:30 to 12:00 for conferences, by appointment only.