

## RSLI Parent Information

### **By signing up for our services, you agree to the following:**

1. RSLI's fee is \$55.00 for a full hour private session.
2. **To make your payment:** go to our site at [www.help4dyslexia.com](http://www.help4dyslexia.com) and select "buy sessions" (in the lower left), or use the direct link: <http://help4dyslexia.com/RSLI%20payment%20page.html> . Auto-payment is also available for your convenience. To sign up for auto-pay, click on the link: <http://help4dyslexia.com/RSLI%20Autopay.html>. Please make your payment at least 24 hours in advance. If you do not pay in time, then your tutor may not be aware of your credits and your session may be cancelled. You can purchase as many session credits as you wish, they will only be used when a session has been completed. Any unused sessions will be refunded to you at your request. If you do not make payments in a timely manner, you will be requested to sign up for auto-pay.
3. You will be emailed a link to your child's file, where you can see: your tutor's contact information, your payment history, the dates of your sessions, and a brief description on what was worked on with comments.
4. **At your first session**, your tutor will do an evaluation on your child in order to determine which of our programs would be best. There is also the possibility that your child may not need a reading program, and may, instead, need help in other areas.
5. If it is determined that your child needs our reading program, there will be a one-time fee of \$55 to cover materials. One of your paid session credits will be applied for this purpose. Your materials will include the reading program as well as phonics games and tools that your child will use during the course of working with RSLI. All materials will be shipped directly to you.
6. Dyslexia remediation requires at least **two sessions** a week to be effective. If you elect to have one session per week, or are not consistent in attendance, remediation will be much slower. ***In addition, you will be required to do homework assigned by your tutor with your child.***
7. If you do not schedule a session for more than 14 days, you must notify RSLI of your intentions. If RSLI is not notified, we will assume that you cancelled services.
8. To **cancel services**, please inform your tutor or email [RSLI@help4dyslexia.com](mailto:RSLI@help4dyslexia.com) to let us know. Payment for unused sessions will be reimbursed.
9. If you fail to show up for a scheduled tutoring session, your tutor will need to be compensated for his/her time. Please understand that your tutor's time is valuable, and that (s)he traveled to your meeting place to meet specifically with your child. If you do not show up with 15 minutes of the set time, your session will be considered complete, and you will lose that session credit.

10. Please be prompt for pick-ups and drop offs. After every additional 15 minutes, you will be invoiced a fee of \$10 in order to compensate our tutors.
11. **To cancel a session**, please notify your tutor as soon as possible. You will not be charged for cancelled sessions.
12. You agree **not** to privately hire the tutor we provide to you for any reason.
13. Sessions in a private dwelling **MUST** have absolutely no distractions. There should be no: phones, televisions, other children within earshot, etc. In addition, an adult, other than the instructor, must be present at all times.
14. All necessary materials must be brought to the session. These normally include the workbook, the dictation book and all phonics games and tools.
15. If your child is using one of our reading programs, he or she may be responsible for doing dictation drills (via RSLI's website). **Make sure that this is done prior to the session.** Please do not review or correct dictations, as it is very important for the instructor to see the student's work.