



**Positive Learning  
Experiences, LLC**  
ADHD Specialists  
Tutoring • SAT-ACT Prep

## DEAR PARENTS:

Help your child have a better, more productive academic year by coming to **Positive Learning Experiences**. By helping your child meet goals throughout the school year, we change the way your child approaches learning. With guidance and support from you and **PLE**, your child's school work, executive function skills and motivation will improve.

We believe it is important to create good study habits early, and not wait until your child is falling behind. Typically, the further behind a student is, the longer we need to work with him or her to catch up. We tailor to your child's individual goals and needs. Services and support include:

- help with organization, motivation and focus, study skills, and completing assignments
- self-advocacy, and positive reinforcement in a nurturing and encouraging environment
- private tutoring, small group tutoring, one-on-one coaching, and SAT/ACT preparation
- writing skills, individual subject areas, and long-term projects

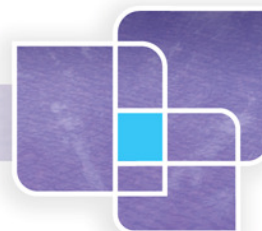
Students who work with **Positive Learning Experiences** have shown remarkable improvement in their grades within a short period of time, showing revived enthusiasm about school and a new willingness to work on their own. References are available from our students and their families.

We look forward to working with you and your child. We are confident that our training will not only meet your child's current academic needs, it will also prepare him or her for the demands of college and beyond. Through a proper education, a healthy dose of hard work and motivation, your child can walk the path to success.

***Wishing the best of everything for you and your children,***

*Candace S.*

Candace Sahm, MA Ed/HD  
Founder and Director, **Positive Learning Experiences LLC**



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## ENROLLMENT AND SCHEDULING

We recommend all students come to **Positive Learning Experiences** at least one time per week at a scheduled appointment time. Students appreciate this consistency and it is vital to their success. We sell our tutoring in MONTHLY PACKAGES for this reason.

Students may attend bi-weekly sessions as well but these tutoring sessions will also be sold on a monthly basis.

In our experience, a consistent weekly schedule is the best way to establish positive study habits and motivation.

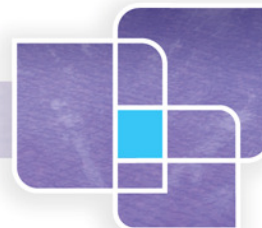
**Please make note: ALL PACKAGES EXPIRE ON THE LAST DAY OF EACH MONTH.**

## PRIVATE TUTORING WITH THE TUTORING STAFF

|  |   |
|--|---|
| <b>Free with purchase of first session</b> | 30 minute consultation with the Director of PLE scheduled before the first session to access the needs of the individual student. |
| <b>\$50</b>                                | First session (1 hour) for new students   |
| <b>\$160/month*</b>                        | Two sessions (1 hour each) scheduled at the beginning of the month  |
| <b>\$320/month*</b>                        | Four sessions (1 hour each) taken at a weekly appointment time  |
| <b>\$610/month*</b>                        | Eight hours of tutoring (1 or 2 hour sessions—your choice) taken at weekly appointment times<br>APPROX. 5% DISCOUNT               |
| <b>\$860/month*</b>                        | 12 hours of tutoring (1 or 2 hour sessions—your choice) taken at weekly appointment times<br>APPROX. 10% DISCOUNT                 |
| <b>\$1150/month*</b>                       | 16 hours of tutoring (1 or 2 hour sessions—your choice) taken at weekly appointment times<br>APPROX. 10% DISCOUNT                 |

\*There is no additional charge for the tutor to come to the student's home or school if it is within a reasonable distance from the center. Fees include close contact with the student's teachers, counselors, learning specialists, and parents.

**ALL MONTHLY PACKAGES EXPIRE ON THE LAST DAY OF EACH MONTH.**



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## SAT & ACT PREPARATION PACKAGES

We give our students a very customized and personal approach to SAT and ACT prep. The student will take a practice test at the beginning of the package. We will ascertain the areas that need the most attention. We will then design a customized tutoring schedule and assign the best tutors possible for your child. This approach lets us focus on your child's individual needs rather than putting them through a pre-planned curriculum that may not give enough attention to the student's particular needs.

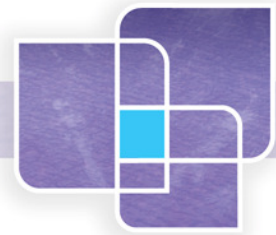
|   |   |
|---|---|
| <p><b>Standard</b><br/> <b>\$2,000</b></p>  | <p>Ten 2-hour sessions, three practice test sessions administered free of charge and two 30-minute consultations at no charge.<br/> <i>Payment Terms: One week prior to the first session a payment of \$1,500 is due. Final payment of \$500 is due by the 5<sup>th</sup> session.</i></p>     |
| <p><b>Refresher</b><br/> <b>\$1,000</b></p> | <p>Five 2-hour sessions, two 3-hour practice test sessions administered free of charge and two 30-minute consultations at no charge.<br/> <i>Payment Terms: One week prior to the first session a payment of \$600 is due. Final payment of \$400 is due by the 3<sup>rd</sup> session.</i></p> |

*Students are given assignments in between sessions. For best results, it is very important that the assignments are completed.*

## STUDY PARTIES

Students study in a quiet and positive environment with several other children. We will generally have two tutors present at each study party to supervise and assist the students. We will be sure to assign tutors according to the subjects requested by the students: usually math, science, history and language arts. We try to hold at least one study party per month and more during exams. This is a great way to introduce new students to our center. Any current student who brings a friend gets a discounted rate for the study party.

|  |                           |
|--|---------------------------|
| <p><b>\$25/hour</b> Current student rate for students currently purchasing packages. Billed by separate invoice or paid at start of study party.</p> | <p>2-4 students/tutor</p> |
| <p><b>\$35/hour</b> New student rate. Due at start of study party.</p>   | <p>2-4 students/tutor</p> |



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## SUPERVISED STUDYING

Academic support and supervised studying are provided as individual study sessions at the **PLE Learning Center**. We will help your child get organized and coach them in time management skills and good study habits. Tutors are available for questions and support while students learn to study independently in a quiet place.

|                   |                             |
|-------------------|-----------------------------|
| <b>\$40/ hour</b> | Billed by separate invoice. |
|-------------------|-----------------------------|

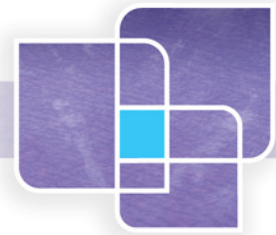
## I.E.P./504 MEETINGS FOR CURRENT STUDENTS

|                  |   |
|------------------|---|
| <b>\$95/hour</b> | The director of PLE will come to your IEP/504 meeting to be an advocate for your child. This will help obtain the accommodations necessary for your child's optimal learning experience. The director will explain the specific learning styles of your child, and provide moral support. She can also explain test results and useful methods for classroom teachers. She will also coach your child on how to be an advocate and be an active participant (in an age appropriate way) in their IEP of 504 Meeting.<br>Billed by separate invoice. |
|------------------|---|

## IN-HOME OR OFFICE CONSULTS AND ORGANIZATION

The director of PLE will come to your home or office and help organize your desk and files, your child's study room and any additional organizational needs you may have.

|  |                             |
|--|-----------------------------|
| <b>\$90/first hour</b>                       | Billed by separate invoice. |
| <b>\$50/each additional hour on same day</b> | Billed by separate invoice. |



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## ONLINE PRIVATE TUTORING & ASSISTANCE WITH EDITING

We will support you online; whether you are in middle or high school, college, out of town, or working on a project. We can also be your personal coach to help you meet your deadlines and goals.

|             |            |
|-------------|------------|
| <b>\$20</b> | 15 minutes |
| <b>\$40</b> | 30 minutes |
| <b>\$60</b> | 45 minutes |
| <b>\$80</b> | 60 minutes |

## PAYMENT AND CANCELLATION POLICIES

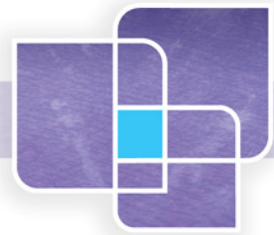
### PAYMENT TERMS

Please pay the cost of your monthly package at the first session each month. We prefer parents to pay by check in the PLE office.

If you have not paid the cost of your monthly package by the 15<sup>th</sup> of each month, we reserve the right to charge your credit card for the full amount due plus 1.5% interest. If you have not paid an individually billed invoice within 30 days of receiving that invoice, we reserve the right to charge your credit card for the full amount due plus 1.5 % interest.

*A credit card authorization form must be completed before we can begin our services.* If we must collect payment more than two times via your credit card or in the event that we are unable to collect payment via your credit card, all services will be terminated. Unpaid balances will accrue 1.5% interest per month overdue.

We prefer check payment to avoid the high credit card fees charged to small businesses so that we can keep our prices competitive. Please make your payments by check at the first session to avoid any credit card charges. Returned checks are subject to an additional fee of \$45 per check.



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### CANCELLATION POLICY

Your scheduled sessions are reserved for your child. Therefore, once a tutoring schedule has been agreed upon, **clients will be charged for missed or cancelled appointments** according to the following rules:

- **Parents will be charged for cancellations—for any reason—made within 24 hours or no-shows; the student will not be permitted to reschedule the missed session.**
- **The PLE answering machine will announce weather closings.** We will generally remain open though most weather conditions. If we are open, the student is expected to attend the session. If we are closed the parent must reschedule the session before the end of the month.
- The center will be open on all days and does not follow the MCPS calendar. Please give us notice if your child will not be attending on a no-school day. Remember, you must still reschedule the missed session before the end of the month.
- **If parents give 24 hours notice**, they may reschedule the appointment but they must do so before the end of the month. **PACKAGES EXPIRE ON THE LAST DAY OF THE MONTH.**

### PAYMENT AND CANCELLATION POLICIES AGREEMENT

I have read the information in the parent packet and understand the payment and cancellation policies as outlined by **Positive Learning Experiences**.

\_\_\_\_\_

Parent or Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Guardian Signature

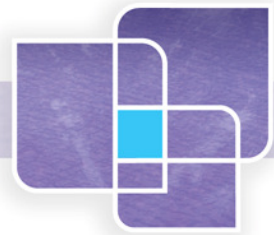
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Date

\_\_\_\_\_

Please print your full name(s)





## CREDIT CARD AUTHORIZATION FORM

Please complete the following information.

We will only charge this credit card in the event of an **unpaid balance on your account that has been past due for at least thirty (30) days.**

*Please note we only accept Visa and MasterCard.*

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**Credit Card Number** (please print clearly)

\_\_\_\_\_  
**Expiration Date**


\_\_\_\_\_  
**Security Code**

(last three digits on back)

\_\_\_\_\_  
**Name** (as it appears on card)

\_\_\_\_\_  
**Billing Address** (if different from address given on previously)

In the event of non-payment I authorize Candace Sahm, **Positive Learning Experiences**, or **ADHD Coaching for LIFE** to charge my credit card for the full amount due on my account plus 1.5% interest per month overdue.

 \_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date