



Serving Children with Unique Abilities!

Dr. Belinda McNeal Walker M.S., Ed.D

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Tutoring Program: Policies & Procedures

Student Name		DOB
Sex: Male Female	Address	

Dr. Walker takes great pride in developing rapport and creating a learning environment that is enriched and conducive to meeting the diverse learning needs of our students. **When you create a schedule with our office, that schedule is your dedicated “program” time, meaning that your schedule should not be deviated from except in true emergencies or illness. It is essential to prioritize and commit to your established program schedule.** We understand that other activities or life events may change your general availability. Therefore, it is important for all stakeholders to be committed and adhere to the following policy and procedures:

- 24-hour notice is required to cancel or decrease the amount of time scheduled. If tutoring sessions are canceled or decreased without a 24-hour notice a **\$25.00** cancellation fee will be assessed
- 3 consecutive cancellations or no shows without advance notice will result in the loss of one’s tutoring program
- Payments are due in full by Friday concluding the close of the current business week after services are provided
- Scholarships and grants will be billed by Friday concluding the close of the current business week after services are provided
- Dr Walker’s Learning Academy accepts cash, check, cash app, and Zelle payments. **We do not accept payments via debit card.**
- **A \$35.00 insufficient fund processing fee is applied to all returned checks**
- If students arrive more than 15 minutes late for their scheduled tutoring program, the entire duration of the scheduled session up to 1 hour will be billed and due in full by the close of the current business week

Consistent attendance is essential for academic growth and success!

Parent Signature: _____ **Date:** _____

- If students are picked up more than 10 minutes late from their scheduled tutoring program, a \$25.00 late fee is charged and due in full by the close of the current business week

Consistent attendance is essential for academic growth and success!

Parent Signature: _____ **Date:** _____
