

**THE JOY SCHOOL**  
**TUTORING AND SPEECH AND LANGUAGE THERAPY SERVICES POLICIES AND PROCEDURES**

- All tutoring inquiries are initially handled via our online inquiry form on The Joy School website: [www.thejoyschool.org/tutoring](http://www.thejoyschool.org/tutoring).
- Christine Pratt, Director of Programs, will respond to all inquiries within two business days to discuss tutoring and/or therapy needs.
- Parents may also contact tutors/therapists directly, but must also fill out the online inquiry form for documentation purposes.
- Upon acceptance of a new client, the tutor/therapist and parent must fill out a tutoring plan form to be submitted to the Director of Programs.
- Tutors/therapists are responsible for the evaluation and implementation of an individualized plan for the client.
- Open communication and collaboration with other professionals is always encouraged. Often, classroom teachers or therapists may recognize areas of difficulty not seen by parents and will enable the tutor to better focus his/her efforts. Similarly, tutors can offer suggestions for modifications in the classroom, which may help the student to be more successful.

**Billing and Scheduling Procedures**

- The Joy School academic tutoring rate is \$90/hour and the speech and language private therapy rate is \$115/hour.
- Parents will be billed via email monthly by our accounting office and fees are due at the time of billing. Payments may be mailed to The Joy School, One Chelsea Blvd., Houston, TX 77006, Attn: Accounting.
- Billing inquiries should be sent to Amy Keliehor at [akeliehor@thejoyschool.org](mailto:akeliehor@thejoyschool.org).
- Tutors are expected to give advance notice and offer make up times to the client for all cancellations when possible.
- Families are expected to notify the tutor directly if cancelling. If a message is received by the tutor by the scheduled appointment time, there will be no charge. However, no-shows will be charged \$50.00 per missed appointment.
- Regular attendance is expected and necessary for tutoring to benefit any child. Tutors may opt to release a student's time slot if the student has excessive absences. The Director of Programs must be notified in advance of this decision. Policies for Currently Enrolled Students at The Joy School.
- Parents of currently enrolled students may request tutoring services, but should direct all inquiries to the Director of Programs. Requests for specific tutors will be honored when possible.
- Teachers are not to offer tutoring for pay to their current students. In the rare situation in which this might be in the child's best interest, this arrangement must be approved by the Dean of Students before tutoring begins.