



Roberts Center Reading Clinic Policies

The Roberts Center Reading Clinic is pleased you have chosen it as a source of assistance for your struggling reader. Please take a moment to review the following policies, sign and date the form, and return it to your child's tutor.

_____ has been assigned _____ as their tutor.
(Name of Child) (Name of Tutor)

Your child is scheduled for weekly tutoring sessions beginning on _____, 20____, at _____
a.m./p.m., _____.
(Day(s) of the Week)

- Each session is approximately 45 to 60 minutes in length. Time can vary according to the types of activities undertaken, the child's attention span, and discussion with you before or after the tutoring session.
- Assessments of your child's progress will be made and shared with you periodically. Feel free to discuss any concerns with your child's tutor at any time.
- Payment is due when the service is rendered, although you may elect to pay for multiple tutoring sessions in advance. Checks should be made payable to **Florida Southern College [memo: Roberts Center Reading Clinic/"your child's name"]** and receipts will be provided. Send checks by mail to Florida Southern College Attn: Business Office / Student Accounts 111 Lake Hollingsworth Drive Lakeland, FL 33801-5698. **Tutoring fees are \$45 per hour. Payment for any missed sessions will be required if less than 24 hour notice is provided,**
- Payments may also be made online using your FSC ID number at <https://portal.flsouthern.edu/ics> or by calling Student Financial Services Representatives at 863.680.4154 during business hours Monday – Friday 8:00 AM to 5:00 PM.
- The Reading Clinic reserves the right to discontinue services to any family which is routinely late or absent. Please call both the tutor and the office **[863.680.3741]** when a cancellation or late arrival becomes necessary.
- The parent/adult is expected to wait for the student in the Parent Resource Room while the session is taking place. Parents and families are expected to help maintain a clean, safe, and respectful Resource Room while waiting.
- Students dropped off without parent/adult supervision is not allowed. All students and children must be accompanied by a parent/adult during every session.
- If you are interested in using SUFS scholarship funds to pay for your tutoring, Please call the office.

I have read and understand the above policies.

Parent/Guardian Signature _____ Date _____