

Shine Literacy

Pricing, Terms and Conditions

For students attending sessions at Shine Literacy Office on Noel St/Lamb Street (Leamington School)

1. Sessions

Sessions will generally run once a week. Sessions will break for the school holiday periods.

2. Session Times and Fees

1:1 Sessions

- a. 30-minute 1:1 session: \$55.00 inclusive of GST.
- b. 40-minute 1:1 session: \$74.30 inclusive of GST.

Shared Sessions

If an appropriate pairing (age and ability) can be found, this may be suggested. If a child leaves a shared session, the rate returns to the 1:1 pricing fee (for the remaining child) after one month has lapsed if a new pairing is not found.

- a. 30-minute shared session (with one other child with the same needs and at the same level): \$40.25 inclusive of GST.
- b. 40-minute shared session (with one other child with the same needs and at the same level): \$53.70 inclusive of GST.

3. Assessments

- a. An assessment of your child's literacy proficiency will take place during the first few weeks of sessions. This is important to establish a base point and will be collated as a literacy 'starting point' and presented to you as a beginning report.
- b. A yearly assessment is provided to show comparative data and progress.
- c. Reports required more often than yearly will cost \$150 (assessments typically take 80 minutes to complete and one hour to write up).

4. Absences

- a. Shine Literacy offers one (1) missed session per term free for sickness/bereavement if notified by 8 AM on the day of tuition, or for school camps or school trips if one (1) week's notice is given.
- b. "Not-too-sick" students can Zoom instead of attending face-to-face, should you choose to do so.
- c. If the choice to take a Zoom tutoring session goes ahead, the standard fee still applies.
- d. Any other absences each term will be charged at the regular rate as preparation has already taken place for the session.

5. Unwell Students

Please do not bring your child if they have a cold, fever, cough, sore throat, runny nose, or if your child is generally unwell. Consider a Zoom session if they are not too unwell

6. Tutor Absence

If the tutor is unwell or absent, Shine Literacy will do their best to either arrange a catch-up session or have your payment credited forward to a future session, depending on the circumstance.

7. Camps and Sports Days

If children are attending camp, they will not be invoiced for missing sessions, provided three (3) days' notice is given.

8. Payments

- a. **Payment must be received in advance of tutoring sessions.** If payment is not received in advance, the time slot offered to your child/ren may be offered to another child.
- b. Invoices for tutoring will be issued either every two weeks or once a term. Invoices will be sent electronically in advance of the tutoring service.
- c. A 10% discount is available on termly payments made in advance.
- d. Payments should be made to Leamington School: 12-3268-0036243-00 (GST number 052-033-705). Please note: The school will invoice you. Please reference the child's name and invoice number when you pay, or the system won't recognise your payment.

9. Non-Payment and Late Payments

- a. Where payment has not been received in advance, tutoring sessions will be suspended until payment is made, unless special circumstances have been communicated in advance with Shine Literacy or the Leamington School Accounts person on 07 827 5747.
- b. If payment has not been received after one (1) month, Shine Literacy reserves the right to allocate the tutoring position to another student on the waiting list. Shine Literacy reserves the right to discontinue or dis-enrol a child for any reason.

10. Termination

- a. A two-week notice period is required in writing if discontinuing tutoring with Shine Literacy.
- b. Refunds will be given less the two-week notice period.

General Provisions

- Shine Literacy reserves the right to review the terms and conditions at any time.
- Shine Literacy reserves the right to determine student timelines for sessions based on assessments throughout the year and recommend other services as a follow-on, or instead of, Shine Literacy, if required.
- For questions about your invoice, contact finance@leamington.school.nz
- For questions about scheduling or your child's progress, contact Rachel at shineliteracynz@gmail.com

Enrolment Form

Please complete and return this form to agree to the terms and conditions and secure a placement, if available.

Name of student	
Name of parent	
Contact details of parent	
Allergies or medical conditions?	
Emergency contact details	
Are there any custody or collection arrangements we need to be aware of?	
Preferred payment method	☐ Two-weekly in advance ☐ Termly in advance
Preferred tutoring length	☐ 30 mins – \$55.00 incl GST ☐ 40 mins – \$74.30 incl GST
I am enrolling more than one child	☐ Yes ☐ No

I have read and agree to the Shine Literacy terms and conditions. I understand that payment must be made in advance and that if payment is not received in advance, the time slot offered to my child/ren will be offered to another child.

Signed: _____

Date: _____