



THE LITERACY COACH
Dawn I. Florino, M.Ed., ABD
Certified Reading & Writing Specialist
55 So. Commercial Street
Langer Place, Suite 204
Manchester, NH 03105
(603) 759-3046
theliteracycoach.com

Literacy Services Contract

I am *delighted* to have the opportunity to assess and instruct your child. The following are some guidelines to help our sessions run more effectively. **Please read and sign below and return the bottom portion by our first session.**

Goals of the Coaching

I will plan each lesson using high quality material and instructional strategies based on the assessments and observations of your child's needs. **A full initial assessment report will be written and given to you before the second session. At that time an instructional plan will be proposed. Please bear in mind that the goal is to develop your child's independent reading/writing proficiency and study skills. If the student does attend according to the plan and does the practice exercises consistently to support the coaching sessions, success is guaranteed.**

Method of Coaching

Tutoring sessions will be held at my office at the address above. Changes to the location will be done in writing.
OR

Tutoring sessions will be held by Skype or FaceTime at a convenient time for the student and coach.

Please check if you have or will allow your child to use Skype for this purpose.

Skype address _____

Please check if you have or will allow your child to use Googledocs for coaching purposes.

Google address _____@_____.net

Student Responsibilities

Practice and project work related to coaching work will be assigned each week and documented in your child's meeting notes. Research and experience confirm that **1 hour a week is not enough time to solidify significant reading and comprehension strategies**, so practice work (including software) and projects are used to help expand the effectiveness of each session. Work should be completed upon arrival the next week of coaching, as we will use the first few minutes of our tutoring session to review it.

Materials and Resources

As a part of the practice and project work assigned a variety of resources will be used:

- Most resources will be digitally housed in Googledocs to provide universal access.
- Reading and writing materials (books, articles, etc.) will, at times, be sent home with your child. These are my personal texts. If a book gets lost or severely damaged, the text could be replaced or the value of the book will be estimated and added to the coaching bill.
- I will use several different kinds of software, depending on the type of practice your child needs. Details about pricing are below.

Feel free to subscribe to my blog and website with other family resources: <http://dawnflorino.wix.com/the-literacy-coach1>

Attendance Policy and Payment

If your child is going to miss a session or you will be late, please call or email me at the above information at least **three hours prior**. Feel free to leave a message on my cell phone or send a text to (603) 759-3046. Makeup sessions can be arranged.

- Please see menu of services and payment options below.

Please *feel free* to call or email me at the address above if you have any questions or concerns at any time.

All sessions can be paid at the time of services according to the table below. A 5% discount will be offered for 10 semester sessions scheduled and paid in advance.

Coaching Services and Payment Options

THE LITERACY COACH CONTRACT

Dawn I. Florino, M.Ed, ABD, Certified Reading/Writing Specialist

I have read the above agreement and agree to these terms for instructional coaching services.

Signature

Date

email to which you'd like reports sent

Best contact phones: _____

Please feel free to subscribe to the newsletter and blog at <http://dawnflorino.wix.com/the-literacy-coach1#!subscribe/c1we2> and follow me on Facebook at <https://www.facebook.com/theliteracycoach/>.

Services	Description	Cost	Method
Initial Reading and/ Writing Assessment	Depending on concerns and initial consultation, I will select the most appropriate diagnostic literacy assessments to conduct with the student. The initial assessment takes approximately 1.5 hours. Within one week a full report of findings will be sent to you by email. <i>Please bring any documentation you would like me to review at that time (assessments from school, work samples, etc) or send it in advance by email.</i>	\$150.00	Skype (dawn.florino)/ Facetime or in office face-to-face
Reading or Writing Coaching Sessions	Includes 1 hour with the student, all preparation and written feedback, communications with families and teachers, reports, summaries and facilitation of digital resources.	\$75.00/hr sessions OR \$750.00 for 10 (1 semester) OR \$100/90min sessions \$950.00 for 10 (1 semester paid in advance)	Skype/Facetime (dawn.florino) or in office face-to-face
Software Access (see THE LITERACY COACH website for more detail)	Lexia Learning	\$60.00 per student for 1 year	At home practice with monitoring
	Razkids	\$30.00 per student for one year	At home practice with monitoring

