

## Executive Functioning Coaching Agreement

“It takes a village to raise a child” and best results occur through a supportive, collaborative, team approach between parents, students, teachers, and the academic coach.

*Please read thoroughly before signing and feel free to ask any questions you may have.*

### Program Goals

- Create a customized approach to learning and organization based on each area of need.
- Teach developmentally-appropriate executive functioning skills to increase efficiency and effectiveness.
- Provide strategies necessary for long-term success including organization, time management, study skills, and test-taking strategies.
- Foster and encourage independence, build confidence, and increase motivation in a safe, fun learning environment.

### Obligations of the Student

- Arrive on-time for each session.
- Be open and honest about situations in which challenges occur.
- Be patient and open-minded. This is a marathon, not a sprint.
- Enter Google Meet calls from a device that allows audio, video, and screen sharing.
- Email all relevant/necessary materials to your coach by 5pm the night before your session.
- Complete all homework assigned by your coach to the best of your ability before the following session.

### Obligations of the Parent

- Ensure that your child is on time and prepared for each session and that you are available to debrief at the conclusion of each session. It is imperative that you are present to receive important updates and progress notes.
- Be transparent about any challenges your child is facing and any pressing issues that the coach should be aware of.
- Maintain an appropriate level of professionalism at all times.
- Recognize that this is a process-centered, not product-focused program. Emphasis is placed on underlying skills, not individual assignments.
- Understand that skills learned during sessions must be applied and practiced between sessions in order to achieve success.
- We strive to meet your child’s needs while also taking your preferences as a parent into account. As such, if you have any concerns about your child’s coaching experience, please reach out to his/her coach directly to discuss and resolve any issues.

## **Program Information**

All sessions will occur virtually via Google Meet. If video is unexpectedly inaccessible or connection is poor, a phone session will be substituted. If you experience technical difficulties, please contact your coach via phone immediately so we are still able to conduct your session.

## **Appointment Structure**

Sessions will be structured according to a 50-minute clinical hour.

For 60-minute sessions: The academic coach will meet with the student for 45 minutes, followed by a five-minute debrief.

For 30-minute sessions: The academic coach will meet with the student for 20-minutes, followed by a five-minute debrief.

The purpose of this short discussion is to review student progress and answer any questions regarding that day's session. If a more in depth follow-up is needed, a phone conference can be scheduled for a different time, and will be billed at our hourly rate. Please be aware that we cannot provide summaries via email, phone, or text for missed debriefs.

We do our best to maintain scheduled times. As a student-focused business we understand that occasionally—in the case of an emergency—a student's needs may not be met within the specific time frame allotted. As such, if the session before yours runs over, we guarantee that you will receive your full session time. We appreciate your patience and understanding.

## **Attendance Policy**

Sessions may still take place during your child's school break, as different schools have varying schedules for breaks.

Due to academic coach availability, makeups are not available during this session, and refunds will not be offered for missed sessions. If for some reason your coach has to cancel a session, a makeup will be scheduled at a mutually convenient time (within reason). If you have any questions, please don't hesitate to reach out.

## **Warranty**

With the proper commitment and effort, it is expected that students will experience success. While we teach executive functioning skills to increase effectiveness at home and school, Learning with a Smile makes no promises or guarantees regarding academic improvement as a result of the program.

## **Contract Termination**

The time that your child spends with his/her academic coach is the tip of the iceberg. Planning time is spent outside of session to ensure that sessions are efficient, effective, and productive. This allows Learning with a Smile to achieve its mission and continue to provide quality services to families across the Capital Region, State of New York, as well as the greater US.

By signing this contract, you are committing to attend the entirety of your program. Should you choose to terminate this contract for any reason before the end of the program, you will not receive a refund.