**Tutoring Contract**

**THE PARTIES TO THIS AGREEMENT ARE:**

**Tutor**: Vasilisa Center Inc.

**Address: 16656 Ventura Blvd. Suite 202, 205 Encino, CA 91436 or 14766 Ventura Blvd., 2nd floor (enter from the back), Sherman Oaks, CA 91403**

**Contact Number and Email: 1(818) 371-0569, 747-287-45-41 vasilisatutoring@gmail.com**  (Hereinafter referred to as the "Tutor")

**Name of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Parent/Guardian if Student is a minor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Whereas the Tutor shall provide tutoring to the Student in the following subject/s:**

**Russian language, Science, Art, Choir, Math, Logic, English, Spanish Language, Dance, Yoga, Chess, Acting, Dance, Cooking classes and Camp.**

**at the following addresses: 16656 Ventura Blvd. Suite 202, 205 Encino, CA 91436 or 14766 Ventura Blvd., 2nd floor (enter from the back), Sherman Oaks, CA 91403**

**FEES PAYABLE TO THE TUTOR**

**For the new students there will be a registration fee of $30.**

Monthly fees for the group classes Russian, English, Spanish, Logic and Math classes shall be calculated as follows:

For 1 hour sessions 1 time per week --- $90 per month.

For 1.5 hour sessions 1 time per week --- $130 per month.

For 1 hour sessions 2 times per week --- $170 per month.

For 1.5 hour sessions 2 times per week -- $250 per month

**The fees for all other group classes art, cooking, acting, dance, choir, science, vocal, and chess classes are**

For 1 hour sessions 1 time per week --- $100 per month.

The $10 discount for the second class and an additional family member applies to the art and science classes as well.

**The discounts for multiple sessions per week cannot be combined with any family discounts.**

**For the new students each trial class is $10!**

**FAMILY, MULTIPLE VISITS DISCOUNT AND PRIVATE SESSIONS.**

When you register the second and third child from your family, you receive a $10 off on the second and third child’s fees

Additional fees shall be charged for private, one-on-one tutoring sessions (Russian language, Spanish language, Piano classes, Art classes and others) starting from $50 per hour.

***Saturday and Sunday classes:***

Any 3 classes $240

Any 4 classes $290

Any 5 classes $340

Any 6 classes $390

Any 7 classes $440

**There are no makeups, refunds, or recalculations for missed classes!**

**Afterschool program at Vasilisa Center**

The program includes:

\* Homework

\* Russian language classes

\* Art classes

\* Dance classes

\* Acting classes

\*Cooking classes

\* Hot lunch and snacks

Pricing:

3:00 pm-7:00 pm - $60 per day; $160 for 3 days in the same week; $240 for 5 days in the same week.

\*Tuesday 2-3pm additional $10

\*Pick up from your school - $10 per child per day (if available; depends on school location and driver availability)

\*$1 for each 1 min late pick up for each child (no more than 30 min late)

\* 5% discount for siblings

\* 5% discount for prepaid month (5 days a week)

\* No makeups, no refunds, no recalculations for missed classes.

***The fees for educational camps (Winter/Spring/Summer/Fall break) and Weekdays school educational program.***

9AM to 5PM (Lunch and snack included) – 1 day - $95

3 days - $270

5 days - $440

9 AM to 3 PM. 1 day $75.

3 days $215.

5 days $ 340.

Late pick up - $1 for each minute of late pick up  (no more than 30 min)

Second child from you family receives a 5% discount.

There will be a 50% non-refundable deposit, which applies to the final payment with all packages.

**There are no makeups, refunds, or recalculations for missed days!**

Fees may be adjusted from time to time and shall become effective after having given the Student (30) thirty days written notice.

There are 2 options of monthly payments for the daily program

1. From 9AM to 5PM five days a week - $1,700 per calendar month
2. From 9AM to 3PM five days a week - $1,300 per calendar month
3. 8:30 AM to 1pm -$890 per calendar months.

There will be a sibling’s discount. For the second child from you family – 5%, for the third child from your family – 10%.

Workbooks are required for the courses. They must be purchased separately. You can buy them on your own or from us. We sell them at the cost without any profit.

**PAYMENTS**

Payments shall be made monthly, **in advance**, no later than the 25th day of the month. Such payment reserves the spot for your child for the next calendar month (from 1st to 31st). If you decide to pause the tutoring, please notify the tutoring center **no later than the 23rd day of the month** before the pause. If you did not notify the center about your intention to pause or stop the tutoring, then you understand that your child’s spot stays reserved, and **you agree to make a full payment for that calendar month**. Note, however, that we cannot guarantee the spot in the same group for your child if you later decide to resume the tutoring again. **No payment will be returned or prorated if you decided to stop tutoring and did not notify the center by the 23rd day of the current month.**

For our clients’ convenience, we introduced a drop-in payment option. If you want to attend only several classes in a certain month, you can pay for only the classes you desire your child to attend. Note, however, that the drop-in option is subject to availability and must be arranged with the center before the actual visit.

**Drop-in option pricing**:

A regular price plus 30%, paid before the beginning of the session.

1 hour Russian, Spanish, English, Logic, Math classes - $30

1.5 hours Russian, Spanish, English, Logic, Math classes - $45

1-hour Dance, Choir, Vocal, Art, Science, Chess or Cooking classes -

$35

1.5 hours Yoga, Dance, Choir, Vocal, Art, Science, Chess or Cooking classes - $50

Saturday drop-in classes add 30% to the regular price.

In case of a private tutoring session, payment shall be made immediately upon completion of a tutoring session. Note that it is against our company’s policy to make tutoring arrangements with the tutors bypassing the management. By offering such arrangements, clients put the tutors’ contract with us in jeopardy.

**Accepted methods of payment:**

( ) Cash

( ) Internet Transfer Zelle alicekidsplayroom@gmail.com

( ) Paypal ([vasilisatutoring@gmail.com](mailto:vasilisatutoring@gmail.com))

( ) Venmo @Tatiana-Ermolaeva-1

( ) Credit Card ( We process in-person credit card payments through Square)

( ) A Personal check

**The payment for the next month’s classes is due on 25th of the current month**. We have many convenient ways to make timely payments. If, however, by the 31st day of the current month, the payment was not received, we require an immediate payment. We ask you to fill out the credit card authorization form below. In the event that the payment is not made on or before 31st of the current month, you authorize us to charge your credit card for the amount due. This method of payment insures that no interruption of the children’s study process will occur.

**Credit Card Authorization Form**

All fields are required. This authorization will remain in effect until cancelled.

|  |
| --- |
| **Credit Card Information** |
| Card Type: ☐ MasterCard ☐ VISA ☐ Discover ☐ AMEX  □ Other |
| Cardholder Name (as shown on card): |
| Card Number: |
| Expiration Date (mm/yy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CVV code: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Cardholder ZIP Code (from credit card billing address): |

I, , authorize Vasilisa Tutoring Center and Vasilisa Center Inc to charge my credit card above for the payment for tutoring services provided by Vasilisa Tutoring Center. I understand that my information will be saved to file for future transactions on my account.

Customer Signature Date

**SCHEDULE OF TUTORING SESSIONS**

See attached schedule of sessions

**CANCELLATION OF LESSONS BY STUDENT**

If your child is unable to come to the tutoring, please, notify the center in writing (SMS, e-mail) as soon as possible (at least 24 hours before the class).

**CANCELLATION OF LESSONS BY TUTOR**

The Tutor may cancel lessons by giving 24-hours prior notice to the Student in which case no fees shall be incurred. If a lesson was pre-paid, the Tutor shall reschedule the appointment at a time agreeable to both parties, failing which, the Student shall be refunded with such a missed lesson fee. During the year, the Tutor may take personal development brakes, which can last up to two weeks. Such breaks will be announced well ahead of time, and the monthly fees will be discounted appropriately.

**HOLIDAYS AND SEASONAL BREAKS**

Our center closely follows LAUSD schedule. As such, we will have no tutoring sessions on Halloween October **31**, Veteran’s Day, Thanksgiving Holiday, New Year Days **December 31, January** **1,** **January 2,** Martin Luther King Day, President’s Day, Cezar Chavez Day, Memorial Day**.** We will announce if the camps will be organized during the Holidays.

**LATE ARRIVAL**

Fees are calculated according to the times stipulated in the schedule and no adjustment shall be made for time lost because of late arrival by the Student.

**OBLIGATIONS OF THE TUTOR**

\* The Tutor undertakes to do all preparation prior to lessons and to structure lessons in such a way as to optimize time to the benefit of the Student. From our experience in teaching, we have come to a strong belief that the young children, learning Russian language, benefit the most when they interact with other kids in small groups. They naturally absorb the concepts and progress faster. The maximum quantity of kids in a group though will be no more than eight.

\* The Tutor shall keep confidential all information of the Student.

**OBLIGATIONS OF THE STUDENT**

\* The Student undertakes the task to assist the Tutor in identifying problem areas in which the Student needs specific tutoring.

\* The Student agrees that assignments, exercises or homework form an integral part of tutoring and undertakes to complete such work timely.

**NO WARRANTIES**

The Tutor makes no promises or warranties with regards to a Student's performance as a result of any tutoring provided.

**STATUS OF THE TUTOR**

It is expressly understood that the Student retains the services of the Tutor as an independent contractor and not as an employee. The Tutor shall be responsible for his/her insurance and for all statutory declarations and contributions with regard to income tax.

**TERMINATION**

This tutoring contract may be terminated by either party at any time by giving the other party a prior written notice **no later than 5 days before the 25th of the month.** Nevertheless, the Student has a right to attend all pre-paid sessions up to the end of the paid period. If the client did not give the center a timely notice about the intent to terminate this tutoring contract, **NO REFUND WILL BE GIVEN.**

**RELAXATION OF TERMS**

No relaxation, indulgence, waiver or release by any party of any of the rights in terms of this agreement on one occasion shall prevent the subsequent enforcement of such rights and shall not be deemed to be a waiver of any subsequent breach of any of the terms.

Heritage school is exempt from childcare licensure, and that attendance at a heritage school does not satisfy California’s compulsory education requirements pursuant to Section 48200.

**WHOLE AGREEMENT**

This agreement constitutes the entire understanding between the parties with regard to the subject matter thereof and the parties waive the right to rely on any alleged expressed or implied provision not contained herein. Any alteration to this agreement must be in writing and signed by both parties.

**MINORS** Where the Student is a legal minor, the Parent/Guardian shall enter into this tutoring contract on behalf of the Student and shall accept and agree to all the terms and conditions contained herein on behalf of the Student.

Signed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of the Student who is a legal minor.

**The Parent/Guardian:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photo, Video Consent and Release Form

Without expectation of compensation, now or in the future, I hereby give my consent to Vasilisa Tutoring center, to use the image, likeness and/or voice of my child(ren) in the promotion of the center’s website and center’s group on Facebook and/or Instagram on the internet for attracting new clients. The images, videos or voice **will not be used** in any other media. This consent includes, but is not limited to:

Permission to interview, film, photograph, tape, or otherwise make a video reproduction of my child; Please check below

* Yes, I give my permission
* No, I do not give my permission

This consent is given in perpetuity, and does not require any further approval by the child’s parents or guardians.

Name of the child:

Name of the child:

The below signed parent or legal guardian of the above-named minor child(ren) hereby consents to and gives permission to the above on behalf of such minor child.

Signature of Parent

or Legal Guardian: Print Name:

Date:

**Приложение к контракту**

**Мы работаем по 100% предоплате**. Оплата производится за календарный месяц (с 1 по 31 число включительно). Группы формируются с учетом фактической оплаты на начало месяца. Оплата за классы следующего месяца производится до 25 числа предыдущего месяца (последний урок месяца), но не позднее первого числа. Используйте систему Paypal, Zelle или Venmo, если вы пропустили последнее занятие месяца. В противном случае мы не гарантируем, что ваше место в группе сохранится. Если вы не произвели оплату должным образом, не приходите на класс, не предупредив центр. Ваше место может быть занято, либо класс может быть отменен, если записалось недостаточное количество студентов (минимум 3).

 Мы не производим перерасчет за пропущенные классы и не предоставляем бесплатные классы в следующем месяце в счет пропусков. Если вы по какой-то причине решили приостановить обучение в нашем центре, необходимо уведомить центр в письменном виде (текст или email) до 23 числа текущего месяца. В таком случае оплата сниматься не будет. Если вы не предупредили центр о своем намерении прервать обучение и оплата была произведена, возврат денег не предусмотрен.

Очень важно помнить, что центр «Василиса» будет закрыт в течение следующих национальных праздников (Presidents Day, Memorial Day, Veterans Day, Independence day, Thanksgiving, Day after Thanksgiving, Halloween). Кроме того, центр не работает в течение новогодних каникул с 24 декабря по 2 января. Оплата за эти дни производится в полном объеме. При этом учитывается то, что в течение года центр предоставляет несколько бесплатных уроков (5 урок месяца), которые и компенсируют праздники.

Просим не опаздывать за детьми.При опоздании, мы будем просить вас оплатить услуги по присмотру за ребенком дополнительно. Каждые 15 минут опоздания $10. Но не более 30 минут опоздания!

Студенты должны иметь книги, предусмотренные нашей программой. Еще никто не создал способ обучаться без книг. Мы не принуждаем вас покупать книги у нас, хотя это самый легкий и доступный путь. Позаботьтесь о том, чтобы ваш ребенок имел книгу (в электронном или бумажном виде). Школа копий не предоставляет.

 Если вы уезжаете в отпуск, вследствие чего ваш месяц получается неполным, мы не производим перерасчет. В таком случае предлагаем поурочную оплату (drop-in option). Оплата производится за каждый отдельный класс из расчета +30% от стоимости регулярного класса. В случае системы drop-in оплачивать класс необходимо до начала занятий (стоимость drop-in класса: $25 часовой русский класс, $35 1,5-часовой русский класс, $30 часовой арт-класс и $45 1,5-часовой арт-класс). Drop-in классы можно посещать только по предварительному согласованию при наличии свободных мест в группах.

Группы сформированы с учетом возраста и уровня знаний. Группы формируются от 3 до 10 человек. Это количество, при котором, как показывает практика, можно достичь наилучшего результата, и дети получают удовольствие от урока.

Наш центр предоставляет горячий ланч детям, которые посещают продлёнку и лагерь. Для обычных классов и субботней школы ланч не предусмотрен. Если ваш ребенок приходит на 2 или более класса, дайте ему с собой небольшой перекус, учитывая его предпочтения в еде. Если вы посещаете субботнюю школу, положите ему ланч.

Мы оставляем за собой право отказать в сервисе любому клиенту.

ИМЯ СТУДЕНТА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ДАТА \_\_\_\_\_\_\_\_\_\_\_

**Attachment to The Contract**

**We work by 100% prepayment.** The payment is made for a calendar month (from 1st to 31st, inclusively). The groups are formed according to the actual payment made before the beginning of the month. The payment for the classes of the next month is made before the 25th of the previous month (the last lesson of the month), but no later than the 1st. Please use the systems PayPal, Zelle or Venmo, if you skipped the last lesson of the month. Otherwise, we do not guarantee that your spot in the group will be kept. If you have not done the payment properly or do not attend the class without advanced notice, your spot may be taken, or the class may be canceled if there will be an insufficient number of students (minimum of 3).

We do not do the recalculation for the missed classes and do not provide free classes in the upcoming month instead of the skipped. If for any reason, you decided to temporarily stop the learning in our center, you must notify the center in the written form (text or email) before the 23d of the current month. In this case, the payment will not be processed. If you have not notified the center about your intention to discontinue the learning, and your payment has been processed, the refund is not provided.

A very important reminder that the center “Vasilisa” will be closed during the following national holidays (Presidents Day, Memorial Day, Veterans Day, Independence Day, Thanksgiving, Day after Thanksgiving, Halloween). Besides, the center does not work during the New Year’s holidays from December 24th until January 2nd. The payment for these days is processed in the full amount. This takes into account that during the year the center provides several free lessons (5th lesson of the month), which compensate for the holidays.

Please do not be late for your children. For being late we will ask you to pay for an additional service of child supervision. $10 dollars for every 15 min. But not more than 30 min late!

The students must have the books used by our educational program. No one has created the method to learn without the books yet. We do not compel you to buy the textbooks from us, but it is one of the convenient and accessible options. Please make sure your child has a textbook (electronic or printed). The school does not provide copies.

If you leave on vacation due to which your month is not going to be completed, we do not do the recalculation. In this case, we offer you a per-class payment (drop-in) option. The payment is done for each separate class based on +30% of the payment for the regular class. In the case of the drop-in option, the payment must be done before the beginning of the lesson. (The costs of the drop-in classes: $25 for a 1-hour Russian language class, $35 for a 1.5-hour Russian language class, $30 for a 1-hour art-class, and $45 for 1.5-hour art-class). Drop-in classes can only be attended according to the advanced agreement with the center based on the available seats in the groups.

The groups are formed according to age and level of knowledge. The groups are from 3 to 10 persons. With this number, as practice shows, it is possible to reach the best result, and the children enjoy the lesson.

Our center provides hot lunch for children, who attend the school's after-hours and a camp. For the regular classes and the Saturday school, lunch is not provided. If your child attends 2 or more classes, please provide a light snack, considering his/her food preferences. If your child attends Saturday school, please provide him/her lunch.

We reserve the right to refuse service to anyone.

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_