



## Everybody's Academics (EBA)

### Policies & Procedures

### Student/Family Portal

Everybody's Academics (EBA) uses the **Tutorbird Student/Family Portal** to manage and register all bookings, invoices, payment records, and session notes/resources.

An individual student/family account must be created to access this portal. Please contact EBA to request portal access or if you experience any technical issues.

☎ Office: (978) 319-9226

📱 Cell: (727) 457-1398

### Tuition Rates, Single Sessions & Payments

To keep hourly rates as low as possible and to respectfully manage limited time slots for our waitlisted students, EBA operates under a structured tuition model for weekly and recurring sessions.

#### Private Student Sessions

Private student sessions are offered across **two consecutive terms**:

- **Term 1:** September 2 – December 19
- **Term 2:** January 5 – June 5

#### 2025–2026 Tuition

- **\$320 per month**
- Tuition is paid **monthly in advance** and is due **by the 28th of the previous month**

- There are **9 monthly payments** in a full school year (September–May)
- While registration is for the school year, payments are a commitment for that **month only**
- Families may cancel services at any time

## Single Sessions

- **\$75 per hour**

## Sliding Scale & Tuition Assistance

Sliding scale fees and tuition assistance are offered to families in need, based on availability.

*The 2025–2026 allocations have already been made, with three families receiving financial accommodations this school year.*

## What Tuition Includes

- **Weekly 60-minute private student session** (September 2 – June 5)
- **Two optional parent/caregiver sessions per term**
- **Up to two make-up sessions per term**
- **Session supplies**
- **Online Student/Family Portal account**

\* The number of weekly sessions per month varies based on the number of weeks in the month, school vacations, selected parent sessions, and make-up sessions. Tuition is a **prorated calculation** based on the sessions and materials included across both terms.

\* EBA follows the **Nashua Bishop Guertin School Calendar**, which is nearly identical to Chelmsford Public Schools, with a few noted exceptions below.

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## Vacation Days – No Sessions (EBA Closed)

### 2025–2026 Tentative Schedule

- October 13 – Columbus Day
- November 11 – Veterans Day
- **November 24–28 – Thanksgiving Break**

- **December 22 – January 2 – December Break**
- January 19 – MLK Day
- February 16 – Presidents Day
- **February 23–27 – Winter Break**
- **April 27 – May 1 – Spring Break**
- May 25 – Memorial Day

✦ **One additional week of closure (TBA)**

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## **Attendance, Cancellations & Make-Ups**

- A **minimum of 24 hours’ notice** is required for cancellations
  - There are **no refunds** for missed sessions
  - A maximum of **two make-up credits per term** will be issued for sessions canceled with proper notice
  - Make-up sessions are offered monthly, subject to availability
  - Unused make-up credits **expire at the end of each term**
  - Make-up credits will be issued for sessions canceled by the provider
  - No refunds will be provided
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## **Parent/Caregiver Sessions**

Each family receives **two parent/caregiver session credits per term** to use at their discretion.

- One week per month is designated for parent sessions
- Sessions must be registered online and are offered on a first-come basis
- Sessions may be **phone, virtual, in-person, or a combination**

While optional, parent/caregiver sessions are **strongly recommended**. Student progress is most successful when families and providers communicate, collaborate, and intentionally bridge learning from sessions into daily life. These sessions allow time to address concerns, review progress, plan adjustments, and support skill generalization beyond session time.

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## Back-to-School Prep Sessions (2025–2026)

Optional **Back-to-School Prep Sessions** will be offered the week of **August 18**, prior to the start of Term 1.

- 55-minute sessions
- Supportive transition back to school
- Organization of supplies and technology
- Review of accommodations and self-advocacy
- Goal setting and planning for the school year

These sessions are **not included in tuition** and are billed separately at **\$75 per session**. Registration is completed through the Tutorbird Portal.

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## AI Policy

Everybody's Academics (EBA) may incorporate AI-supported accessibility and learning tools to support instruction, organization, communication, and skill development. At EBA, AI will be used thoughtfully in alignment with our mission: to expand access to learning, increase independence and opportunity for individuals with diverse needs, and responsibly explore innovations that may improve lives and reduce educational disparities across communities.

**For students, optional AI-supported accessibility and learning tools may include things such as:**

- Advanced speech recognition and dictation tools
- Natural-sounding voice synthesis and reading supports
- Writing support tools that assist with sentence structure and organization of ideas
- Executive functioning tools that help students plan, organize, and summarize information
- AI-supported tutoring or explanation tools that help clarify concepts and reinforce learning during independent work, beyond scheduled sessions.

**AI is used at EBA primarily for things such as:**

- Lesson planning support
- Data organization and analysis
- Generating supplemental individualized educational materials and activities

\*To ensure families have full choice and transparency, the policy includes an option to opt out of any AI-supported learning tools for your child. Please sign and submit the AI Opt Out Form located on our website, to do so.

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## Enrollment & Registration

Current families are offered an **early registration window** during the summer to secure a spot for the following school year. After this period, open spots are offered to waitlisted students and then to the public.

Session availability is limited and fills completely. Families who do not secure a spot may request placement on the waitlist and will be notified if availability arises.

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## Additional Payment Information

- **Group session rates** vary by group (see Group Policies below)
- Accepted forms of payment:
  - Cash
  - Check (payable to **Samantha Barrow**)
  - PayPal: **samanthad12@msn.com**
  - Venmo: **@Samantha-Barrow-6**
- **Payments are NOT accepted through Tutorbird** (portal is for invoicing and record-keeping only)
- Single session payments are due **at the time of booking**
- A **10% late fee per week** applies to overdue balances without a formal written payment plan
- Payment plan requests must be submitted **in writing prior to the due date** and require provider approval
- Sliding scale requests must be submitted in writing and approved before registration
- Private session fees are **per student**
- Siblings or friends may attend joint sessions **only with prior approval**
  - A **10% discount per additional child** applies to approved joint sessions
- Non-participating children must remain in the waiting room and be supervised by an adult at all times
- Other areas (playground, driveway/cul-de-sac, basement playroom) may be used only during sessions and per waiver policy

EBA never wants cost to be a barrier to services. Sliding scale fees and payment plans are available when possible. These policies allow EBA to keep rates as low as possible while covering the cost of customized materials, supplies, and tools for each student.

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## Attendance & Facility Policies

- A signed waiver is required **before any child arrives on the premises**
  - Cancellations made less than 24 hours in advance or no-shows are **not eligible** for make-up credits
  - Sessions begin and end promptly; late arrival or early dismissal does not change payment
  - Pick-up more than **15 minutes late** will result in an additional session charge
  - In cases of inclement weather, virtual sessions or make-up credits **may** be offered at provider discretion
  - Sessions canceled by the provider are eligible for make-up credit
  - Sessions are designed for drop-off; parents are welcome to wait in the adjoining waiting room
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## Group Sessions

- Full payment is required **at registration**
- Families are committing to all scheduled dates and times
- Fees are **non-refundable** unless canceled by the provider
- Group registration cancellations must be made **14 days prior** to the start date for refund eligibility
- Groups will run as scheduled unless canceled by the provider, regardless of attendance
- Group sizes may fluctuate
- Timely arrival and pick-up are required
- All students must be registered and paid prior to participation
- Sliding scale fees and payment plans are available; all policies apply

Group activities, materials, helpers, and volunteers are scheduled and purchased based on enrollment. These policies ensure coverage of materials and respect the time of staff, volunteers, and families.

As a home-based business, these policies also help protect the safety, comfort, and needs of my family. Thank you for your understanding and cooperation in creating a welcoming space for **EveryBody**.

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### **Acknowledgment & Agreement**

Please submit any requests for policy modifications **in writing prior to signing**, as changes must be documented and approved in advance.

I have read and agree to all policies and procedures as stated above.

**Caregiver Printed Name:** \_\_\_\_\_

**Child's Name(s):** \_\_\_\_\_

**Caregiver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_