



Contract

Name:
Address:

Date:

Child:
DOB:

Thank you for your interest in Who's Learning Now, LLC (WLN). This engagement letter is meant to memorialize the agreement between WLN and yourself for services to be rendered by us on your behalf.

WLN provides the following services at the indicated rates. Additional (hourly) fees may be requested if the actions needed for your consultation involve significantly more time than in the projections below. Any additional fees will be discussed and agreed to prior to work being completed.

Service	Cost	Next Steps
★ Consultation Meeting	FREE	
★ WLN sends initial email to parents		Parents complete WLN Forms: <ul style="list-style-type: none"> ● Contract ● Intake Form ● Consent ● Team Contact List ● Present Levels & Vision Parents make copies of existing IEP, 504 Plans, Evaluations, Letters from private services/doctors
Initial Consultation ★ Parents share past records and paperwork. ★ WLN and parents connect and create a plan of action together.	\$150	
WLN Initial Package	\$845	
★ Write Letters to school, Review Records, Read and Summarize Reports, hold a pre-planning meeting with parents. ★ Support parents through the evaluation times.		



Answering questions. Supporting communications with the school.		
★ Prep, travel and attend team meeting		
★ Review proposed IEP, review outcome, write response to district, if needed		
★ Feedback meeting with parents		
Total	\$995	

Additional Notes:

- ❖ Phone charges

<u>Time in Minutes</u>	<u>Charge</u>
First Initial Conversation	Free
Up to 20 minutes	Free
More than 21 minutes, will be charged in ½ hour blocks.	\$50 per 30 minutes

- ❖ Emails and texts included in packages. Excessive texts and emails will be charged.
- ❖ Travel time - Anything outside of a 30 minute drive from North Reading, MA will require additional mileage charges.
- ❖ When working together after initial contracts are complete, WLN charges at the hourly rate of \$150.00. Team meetings are charged a flat rate of \$300.00 for existing clients.

Payment:

Initial Consultations are to be prepaid in full. All other services require half of the fee to be paid upon engagement and the balance to be paid prior to the final parent feedback meeting.

Regardless of billing method, you are responsible for all charges and expenses incurred by WLN on your behalf, including but not limited to, filing papers, transcripts, long distance telephone calls, copying materials and travel expenses.

In the event that WLN incurs costs in connection with collecting any overdue balances, including reasonable attorney fees and non-sufficient funds (NSF) fees, all such costs shall be charged to the Client.

General Matters:



1. Information to be made available to the Client: At your request, we will make available to you all written materials sent or received by us. (Reasonable copying fees may be required.)
2. All information provided to Advocate or generated by Advocate pertaining to Student shall be kept strictly confidential and only released or shared in compliance with any duly executed authorization or as state or federal law may require.
3. Termination of Services: Either of us may terminate our relationship for any reason or for no reason upon prior written notice. At such time we will bill you for all services rendered and all other fees, charges and expenses incurred prior to the date of termination. If a change in custodial rights should occur, it is the parents/guardians obligation to inform WLN of this. Notification must be in writing.
4. Disposition of Files: It is our practice to destroy all files three years after initial consultation. If you would like us to return your file upon completion of our services, rather than destroy it, please request this in writing within thirty days after consultation has terminated.
5. The Client acknowledges that WLN does not and cannot guarantee any particular result or outcome with respect to the scope of services provided.

Please date and sign where indicated on the enclosed copy of this letter to indicate your agreement, and return it to this office. If at any time you have any questions or comments, please do not hesitate to contact us.

Very Truly,

DG Sharp

Debbie G. Sharp, M. Ed
Educational Consultant/ Advocate
Who's Learning Now, LLC

Client signature

Print name

Date