

Personal Training and Guidance (PTG) (2009 – 2010)

Program Details: This program is offered to children of Middle and High School and is primarily for those who aspire to improve grades in one or more subjects. Time slots are available on week nights as well as on Saturday throughout the year. Sessions are held in small group or one on one setting and the child's school curriculum is followed. These time slots are made available throughout the year and are filled on a first cum first serve basis.

Focus: Focus of the program is to give personalized training to each child to best utilize the learning potential of the child. Individual attention is given to the child to build a strong foundation of subject. Practice problems for each topic covered are worked through with the child to guide him/her through the process and speeding techniques. The complete focus is - understanding of the subject. The materials used are based on preference. Children may bring along their school text books. Our tutors follow the same process and sequence. Supplemental materials are used as needed.

Time slots: We will work with you to see what times work best for you and will try to work around your schedules as best as possible. A monthly schedule will be established at the time of enrollment.

Attendance: Any planned vacation or days off must be communicated to us at the beginning of the month.

Any unscheduled day off must be communicated to us at least 24 hours in advance. A make up class may be scheduled in the available slot on a week day preferably during the same month. For any missed class without notice, no make class will be scheduled or refunds given. If a class is called off due to bad weather or emergencies, our website will be updated and a make up class will be scheduled at a mutually agreed time.

Parent Communication: Labeled bins for each child holds notices, invoices or any other parent communications. Please make it a point to check these bins regularly.

Fees Structure: \$50.00 per hour

Payment: There will be a registration fee of \$20.00 for the academic year for each subject. This will carry through the end of June unless you take a break. In case of a long vacation or any other break that lasts more than three weeks, registration fee will apply again. Monthly payments will be determined based on the schedule each month. Invoices will be given to you. Non refundable payment checks, payable to ATFS will be due on the 1st of each month. The first payment as well as the registration fee is due at the time of enrollment. For all other months, **a late charge of \$5.00 will be imposed on any payments made after the 5th of each month and before the 10th. A late charge of \$10.00 is imposed on payments received after the 10th and before the 20th and so on.** No refunds are given for drop outs or missed classes.