



# WELCOME TO BANYAN TREE

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Thank you for contacting Banyan Tree! This checklist will help guide you through our packet of important forms. After you complete the forms, please return them to the office. At your request, a copy of all signed forms will be provided for your records. We look forward to working with you!

- \_\_\_\_\_ 1) Fees agreement (read and sign)
- \_\_\_\_\_ 2) Absence and Financial Agreement (read and sign)
- \_\_\_\_\_ 3) Policies and Procedures (read and sign)
- \_\_\_\_\_ 4) Student Behavior Agreement (student & parent read and sign)



# ENROLLMENT FEES AGREEMENT

I, \_\_\_\_\_ agree to enroll my student, \_\_\_\_\_  
in BTES for the recommended educational therapy plan.

**Educational Therapy:** Sessions are administered one-to-one and billed per session. The session rate includes all progress update meetings at BTES. Any off-site meetings (IEP meetings, teacher meetings) are billed at \$90/ hour.

**Enrollment Fee:** A one-time enrollment/materials fee of \$150 is due upon enrollment.

**Specialized Programs:** A licensing fee may be required. Rates vary and will be discussed prior to billing.

**Session rate:** \$\_\_\_\_\_. An initial payment (first month tuition) of \$\_\_\_\_\_ was made to reserve the educational therapy sessions.

**All ongoing payments are due prior to the first (1<sup>st</sup>) of each month.**

**Option 1:** Automatic Billing       **Option 2:** Credit Cards       **Option 3:** Checks

**\*I authorize BTES to charge the following credit card number the fees incurred for services provided by BTES.**

Credit Card type and number: \_\_\_\_\_ Code \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

3505 Cannon Road  
Oceanside, CA 92056  
P 760-434-7720

2675 Rosecrans Street  
San Diego, CA 92106  
P 619-876-6565

[www.banyantlc.org](http://www.banyantlc.org)



# ABSENCE POLICY

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**\*Please note that consistent attendance is critical for progress\***

If a student must be absent, I understand that sessions are charged regardless of whether the student attends or not. Absences do not excuse payment. However, we ask that out of courtesy to our instructors, a 12-hour notice be given for each absence. Should an absence occur, the client has 2 weeks to make-up the session.

If a student misses more than one day a week from BTES due to illness, school functions, school holidays, or personal leave, the parents/students are still financially responsible for the scheduled sessions. As we serve students from different school districts, we do not observe the same academic calendar as public or private schools. Therefore, if you choose not to bring your child on a previously scheduled day, you will be charged for your child's preplanned appointment. Sessions will not be charged for prearranged absences in line with scheduled school breaks (holiday break, ski week, spring break).

By signing this agreement I understand the above absence and financial policies. Should I have any questions, I will contact BTES.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Banyan Tree Educational Services

\_\_\_\_\_  
Date



# POLICIES AND PROCEDURES

The following policies and procedures ensure delivery of quality instruction and guide the day-to-day operations of The Learning Center.

## Preliminary Session

At BTES, we meet with both the student and parent to discuss learning strengths and weaknesses, as well as the goals of educational therapy. This also allows the client to further investigate educational therapy before making a firm commitment. At this time, we will review previous evaluations and provide an overview of the process-based instructional programs we utilize. The preliminary session is complimentary.

## Evaluations

Our evaluations include both formal and informal assessments. Cost for the evaluation, consultation, and written report will be determined based on the breadth and scope of the assessment.

## Educational Sessions

Therapy sessions are 50 minutes in length. When delivering process-based, multi-sensory instruction, students attend sessions a minimum of 3 days per week. We offer “Regular” and “Intensive” session plans. Students attending the “Regular” plan attend 1 session per day, and students attending the “Intensive” plan attend 2-4 sessions per day.

## Holidays

The following holidays are observed unless prior arrangements have been made with BTES:

New Years Day	Martin Luther King, JR Day	Memorial Day	Independence Day
Labor Day	Veteran’s Day	Thanksgiving Day	Christmas Day

Please see the BTES Learning Center calendar for additional closures. BTES will post any additional closure dates. If there are other holidays you wish to observe, please inform us prior to beginning instruction. Please note that sessions are continued during most vacations. **You are financially responsible if your child is absent (see Absence and Financial Agreement).**

## Termination of Treatment

Termination of the educational therapy plan before the agreed date will be scheduled a minimum of two weeks in advance to ensure proper closure to the educational therapy sessions.

## Telephoning

3505 Cannon Road  
Oceanside, CA 92056  
P 760-434-7720

2675 Rosecrans Street  
San Diego, CA 92106  
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If you have a short question or two, please feel free to call us between 8am and 5pm. If we are unavailable, we will return your call as soon as possible. If a longer consultation is necessary, please schedule an appointment.

**Responsibility**

Parents assume full responsibility of their student's safety. All sessions begin and end on time, **thus students should arrive and leave on time.** BTES does not provide childcare. We look forward to working with you and helping your student reach their learning potential.

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Parent Signature

Date



# STUDENT BEHAVIOR AGREEMENT

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I, \_\_\_\_\_ will obey all rules within Banyan Educational Services (BTES).

RULE #1: I will treat others as I want to be treated.

RULE #2: I will use acceptable manners at all times.

RULE #3: I will do the right thing at the right time.

RULE #4: I am in control of my mind, body and materials.

RULE #5: I will show respect for the center and personal property.

I, \_\_\_\_\_ understand that if I do not follow the stated rules I will be automatically dismissed from BTES.

I realize it is important to take full responsibility for my actions and failure to do so will affect all involved including my fellow students, parents and teachers.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date