



Kate M. Landrigan, MA, LLC  
Learning Specialist & Educational Therapist  
(303) 817-5247 ~ [katemlandrigan@gmail.com](mailto:katemlandrigan@gmail.com)

Office Location:  
3131 Indian Rd.  
Boulder, CO -80301-

Mailing Address:  
P.O. Box 262  
Niwot, CO -80544-

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## Policies and Agreements

### **Parent Intake Form:**

- Please return the completed parent intake form within 15 days from initial contact date.
- Deferment of completing the parent intake form will automatically result in a delay of receiving a copy of the completed evaluation report.

### **Assessment:**

- In order to determine present levels of performance, initial assessment(s) in the area of need will be administered by EduKate, LLC.
- The assessment process is required in order to receive educational therapy support.
- Time for assessment may range anywhere between 3-6 sessions, and is dependent upon each individual.
- Preliminary assessment results are available upon request.

### **Initial Written Evaluations:**

- While the information reported may contribute to an already suspected and/or foreseen medical diagnosis, as an educational therapist, I do not formally diagnose specific learning disabilities and/or other health-related impairments.
- Based on the initial information received, the written evaluation report is intended to provide you with a body of evidence that will be used to create specific intervention goals, suggested accommodations that would benefit your child's learning, and recommendations to help strengthen educational skills and abilities.

### **Session Appointments:**

- Session meetings are 30-60 minutes in duration, unless otherwise agreed upon.
- EduKate, LLC will not be held responsible or liable for individuals before/after scheduled sessions.

### **Attendance/ Make-Up:**

- In order to ensure individual growth and progress, new habits, mindsets, and routines need to be implemented, practiced, and developed. The rate of steady growth and progress is highly dependent upon regular attendance.
- Appointments are a contract for the use of EduKate, LLC's time. Scheduled sessions are considered standing appointments and they are a commitment on your part.
- There will be a full session rate charge for late appointments; missed appointments will be charged whether rescheduled or not.
- If an individual must be absent, the session should be rescheduled within the same week, unless otherwise agreed upon. It is your responsibility to schedule a make-up session during the same week.

### **Cancellation Policy:**

- EduKate, LLC requests that every effort is made to maintain and attend your scheduled sessions as frequently and consistently as possible.
- Please email [katemlandrigan@gmail.com](mailto:katemlandrigan@gmail.com) or text/call me at (303) 817-5247 to cancel  $\geq 24$ hrs. if you are unable to make a session appointment.



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**Communication:**

- Every attempt is made to return phone calls, emails, and text messages within a 24-48hr. time frame.
- Parents and individuals are encouraged to reach out to briefly discuss growth and progress.
- There is no charge for phone calls with parents/ guardians or approved allied professionals ≤15min.

**Payment Schedule:**

- Initial payments are expected and due at or before the first session in the series of sessions that you choose (i.e., scheduled assessment and/or session), or by specified dates listed on the invoice.
- Installment dates for sessions will be agreed upon by EduKate, LLC and the client, and listed on the first invoice.
- For those that prefer automated transactions, payments can be made on <https://venmo.com/> We can connect (privately) @Kate-Landrigan
- Payments can also be made in the form of cash or personal check.

Assessment Fee & Initial Written Evaluation Report	\$695.00
Annual Materials Fee (counted on the first invoice)	\$50.00
Meetings/ consult calls (that exceed 15min.)	\$45.00 (30 min.) \$90.00 (60 min.)
10 sessions (30 min.) \$600.00	\$575.00 when paid up front -OR- 5 payments of \$120.00
10 sessions (60 min.) \$1100.00	\$1075.00 when paid up front -OR- 5 payments of \$220.00
20 sessions (60 min.) \$2100.00	\$2065.00 when paid up front -OR- 7 payments of \$300.00
35 sessions (60 min.) \$3500.00	\$3450.00 when paid up front -OR- 10 payments of \$350.00
Travel/Parking may incur an additional cost	Subject to change
Late fees will be applied to overdue or outstanding balances	\$25.00

I/We agree to these terms with EduKate, LLC:

Parents Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Students Name: \_\_\_\_\_