



Qualified  
 Unique  
 Inclusive  
 Responsive  
 Kind  
 Education



**Quirk Ed Enrollment Packet**  
**Executive Function Coaching**  
 Return to [kristin@quirk-ed.com](mailto:kristin@quirk-ed.com)

Learner Name and pronouns	
Legal name if different	
Phone	
Email	
Primary Street Address City, State, Zip Code	
Parent/Guardian name and pronouns	
Parent/Guardian email	
Parent/Guardian phone	
If applicable Secondary Street Address City, State, Zip Code	
Parent/Guardian name and pronouns	
Parent/Guardian email	
Parent/Guardian phone	
<b>Optional Diagnosis and Description</b> Learners do not need to have a diagnosis to participate in or benefit from Executive Function Coaching. If there are symptoms or issues you would like to list, do so here or in a separate attachment.	
<b>Optional Records</b> If you have notes, assessments, or other documents from your learner's teacher, Doctor, therapist, etc, that you would like reviewed and incorporated into a plan, list them here and attach to email.	

**Policies by Payment Method - Parent or Guardian Initial the applicable boxes**

**For All Families**

Cost is \$725 per 6 weeks  
This covers one 45 minute meeting per week, and an additional up to 15 minutes of check in between meetings by email, text, or phone call. The fourth meeting will be a family meeting. This is to ensure everyone is on the same page, improve family communication, and discuss any needed accommodations in the home.

**For Cash Pay Families**

Cash pay families only - the total cost may be split evenly among 6 weekly payments of \$125 each with recurring autopay/auto-invoicing, and payment is due before each session

I understand two weeks notice is required to cancel and I am liable for payment for those weeks.

**For Approved ESA Families**

I understand it is my responsibility to ensure Quirk Ed is an approved provider and Executive Function Coaching is an eligible expense for my family and my state.

I understand if Executive Function Coaching is not an eligible expense, it is my responsibility to pay for any incurred costs. I have the option to pay in full and continue enrollment or pay a prorated amount for the time my learner has attended.

**Within state ESA refund guidelines:** (If State ESA requirements differ from below, the state ESA requirements will supersede Quirk Ed policies)

I understand two weeks notice is required to cancel and the ESA program is liable for payment for those weeks.

**For Approved CA Charter Families**

I understand it is my responsibility to ensure Quirk Ed is an approved provider and Executive Function Coaching is an eligible expense for my family and my charter.

I understand if Executive Function Coaching is not an eligible expense, it is my responsibility to pay for any incurred costs. I have the option to pay in full and continue enrollment or pay a prorated amount for the time my learner has attended.

**Within charter refund guidelines:** (If charter requirements differ from below, the charter requirements will supersede Quirk Ed policies)

I understand two weeks notice is required to cancel and the charter program is liable for payment for those weeks.

Learner	Parent/ Guardian	Initial all policies
		<b>Using Zoom for meetings</b> Meetings are held virtually. It is your responsibility to ensure learners and parents/guardians have the ability to access and use zoom, including screen share, before the first meeting. Learners will also be responsible for knowing how to access any and all student portals to check progress, see grades, etc during sessions.
		<b>Etiquette</b> Please respect my working hours of 9:00 am to 9:00 pm Monday through Friday, Pacific. I do not respond outside of these times or if I am in a session. I will respond to you at my next convenience. If you must contact me outside of my working hours, please email rather than text or call.
		<b>Weekly Meetings</b> Meetings are held weekly on the same day and time. This includes learner meetings and family meetings, unless other arrangements are made in advance for family meetings.
		<b>Rescheduling a Meeting</b> Rescheduling requires a minimum of 48 hours notice. I will make every reasonable effort to accommodate schedule changes with sufficient notice. I am juggling the needs of multiple families so I cannot guarantee rescheduling will be successful. Meetings will not be rescheduled with less than 48 hours notice.
		<b>Length of Program</b> Learners vary in how long they will need support. 6 weeks is the minimum commitment. Executive Function Coaching can continue in 6 week blocks for as long as both sides agree it would be beneficial.
		<b>Goals</b> While we understand families are anxious not just to see progress but to have learners achieve the results the family wants, it is may be in everyone's best interests to start with a learner-selected goal. This gives the learner a voice in their journey and an opportunity to work on independence and autonomy. Achieving one goal creates forward momentum and may make achieving other goals easier, so it is time well spent.
		<b>Family Involvement</b> Quirk Ed require parents/guardians to make all reasonable efforts to be available for family meetings, and/or when requested by the coach in order for our process to be effective. There may be some things we ask families to work on such as accommodations in the home, adjusting expectations to facilitate growth, etc

Parent/Guardian Printed Name		Date
Parent/Guardian Signature		
Learner Printed Name		Date
Learner Signature		