



Phone: 248.762.8679
Toll Free: 855-646-6093
Email: egordon@therightschool.com

PROFESSIONAL SERVICES AGREEMENT

Purpose:

E. Gordon Associates, Inc. (EGA), an assumed name for The Right School, provides educational and placement recommendations to parents who are seeking an alternative educational experience for their child. Children with learning differences, or with emotional or behavioral problems or gifted children are assessed to consider the best educational, emotional, and social environments to meet the needs of the child and the parents.

Assessment and Payment:

- An initial in-depth interview with the parents and the child (please allow two hours)
- A final interview to discuss recommendations of schools or programs
- The fee for this service is \$_____. The first payment of \$_____ must accompany the referral material PRIOR to the initial interview. The second payment of \$_____ is due at the time the placement recommendations are made.
- In some situations, meetings and consultations beyond the two sessions may be billed at an hourly rate of \$_____ and payment is due at the time of the consultation.

Materials Required Prior to Initial Interview:

- Academic records for past three years including achievement testing
- **Copies** of any educational and/or psychological evaluations (originals can not be returned)
- **Copies** of any hospitalization admission and discharge reports (if relevant)
- Signed Releases of Information so that EGA may speak with any treatment professional involved in your child's care such as psychiatrist, therapist or school personnel.
- Check for deposit of \$_____ payable to E. Gordon Associates

Responsibilities of E. Gordon Associates, Inc. may include:

- Professional evaluation of all available academic and psychological records; EGA does not conduct psychological or educational evaluations, and does not provide psychological diagnoses. EGA will provide referrals for psychological or educational testing if required.
- In-depth interviews with parents and student (if available); communication with potential schools or programs by telephone and fax.
- Follow-up with families, and school or program to monitor student's progress for up to 6 months after the date of signing the agreement. Request for service beyond the 6 month time frame will be billed at the hourly rate of \$150.
- To make every good faith effort, utilizing EGA's knowledge and expertise, to effect a suitable school, therapeutic, or other placement for the student in question. However, **results cannot be guaranteed**, and the designated fees are payable whether or not placement or other desired results are accomplished.
- EGA will not execute any undue pressure upon schools for admission of a student. EGA will not falsify information nor purposely delete information when presenting a student to a school or program.



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Responsibilities of the Family:

- Maintain communication with EGA in order to facilitate placement; return EGA’s telephone messages in a timely manner.
- Complete and mail applications; coordinate the transfer of records from current school to placement school; schedule school visits and interviews; notify schools/programs of family’s intentions.
- Pay EGA’s fee when due. If payments are not made when due, then the balance due shall bear interest at the rate of 7% per annum. If the account is placed for collections, then the undersigned shall be responsible for costs and actual attorney fees.
- I/We shall indemnify, defend and hold EGA and Elizabeth Gordon, Director, and any of its employees and agents, harmless from and against any and all claims, liabilities, expenses, penalties and damages (including reasonable attorney’s fees) arising out of or relating in any manner to the services provided by EGA or any of its employees under this agreement.

Exceptions:

I/We understand that there may be exceptions to EGA’s responsibilities for the assessment and recommendations such as:

- Instances of emergency placement where time does not allow for an in-depth, in-person interview. I/We understand that in order to act swiftly to ensure an emergency placement, the assessment may be done by telephone, fax or email. I/We also understand that to expedite an emergency placement EGA may be unable to contact the child’s therapist or current school prior to a placement decision. _____ (initial)
- There are times when a student may not be present for the interview. In that situation I/we understand that EGA will make placement recommendations based on information provided by parents and collateral professionals involved in the child’s care, if appropriate. _____ (initial)
- Occasionally, the first and second appointments may occur at the same time or the recommendations may be made by telephone, email, regular mail or by fax. This may be at the parents’ request to expedite the process, or due to travel distance between the family’s home and EGA’s office. I/ We accept that this may occur but acknowledge that we have the opportunity to request a full second meeting. _____ (initial)

I/We have read and understand the terms and conditions of this Professional Services Agreement and I/we understand the nature of services to be rendered by EGA. I/We agree to pay the fees as determined herein.

I/We further acknowledge that I/we have been afforded the opportunity by EGA to discuss and review any issues concerning the terms of this Agreement before signing below. If I have any questions I may contact EGA by telephone, fax, or email.

(Parent signature and date)

(Parent signature and date)

By _____,
Elizabeth Gordon, MA, LLP
President, E. Gordon Associates, Inc.