



## LB Learning Lab, LLC- Contract for Services

### **Services Offered:**

The coaches at LB Learning Lab, LLC will provide service(s) requested by the client/client's parent or legal guardian, as outlined in the intake contact form provided at [LB Learning Lab's website](#). All coaches will start sessions promptly at the scheduled appointment time. Should a client arrive late to a session, the session will end at the scheduled time, in an effort to be respectful of all clients who may have sessions scheduled. Depending on the client's need, the coach may end the session a few minutes early in an effort to provide communication to the parent/ legal guardian about progress made or opportunities presenting themselves during the session. Session notes will be made available upon request to the client, client's parent/ legal guardian, and/or others, given consent from the client and/or parent/legal guardian (if applicable) has been provided.

### **Payment Options:**

All services provided by LB Learning Lab, LLC are specialized and self-pay. Please feel free to submit payment through any of the following options: Zelle, Venmo, and/or cash. Payment is due at the conclusion of each session. If payment has not been received, an additional session will not be scheduled.

### **Location:**

In-person and virtual services are offered.

In-person services will be offered at The Center for Emotional Wellness of the Northwest Suburbs at either the Arlington Heights or Crystal Lake locations. It is up to the coach's discretion if he/she/they chooses to hold sessions at an agreed upon location with the client. The parties may periodically choose to change the location of a session, as long as both parties agree on the location at least 24 hours prior to the scheduled session.

Virtual sessions will be held via Zoom or Google Meet. The coach will arrange for a video conference to be set up at a scheduled time and provide the client with an email to the session link no later than 24 hours before the session. The coach and client agree to have his/her/their camera on the entire session.



**Cancellation Policy:**

We understand that plans may change, and sometimes you may need to reschedule or cancel your LB Learning Lab session. To provide the best learning experience for all of our clients, we have a 24-hour cancellation policy in place.

If you need to cancel or reschedule your session, please notify us at least 24 hours in advance. Failure to do so will result in the forfeiture of that session without a refund or credit.

To cancel or reschedule, you can contact us via phone at 847-489-5294 or email us at [lauren@lblearninglab.com](mailto:lauren@lblearninglab.com). Please include your name, session date, and time in your cancellation request.

Thank you for your understanding and cooperation. We look forward to continuing to support your learning journey at LB Learning Lab, LLC.

I, \_\_\_\_\_, authorize that I have read the above terms and agree to  
(client's (if 12 or older) or parent's printed name)  
receive services from The Learning Lab, LLC under the proposed parameters.

Client Signature: \_\_\_\_\_  
(if the client is 12 years of age or older)

Parent/guardian signature (if client is under the age of 18): \_\_\_\_\_

Date: \_\_\_\_\_