

Agreement, Policies, and Procedures

All information is confidential and treated appropriately.

The use of the term “Client”, “you”, and/or “they” in this entire Agreement means the individual or entity who agrees to be bound to the terms of this Agreement.

COMFORTABLE CHEMISTRY



TUTORING AND LIFE COACHING

The Art of Teaching with Life Coaching

Incorporating life coaching into teaching creates a personalized experience that transcends traditional academic instruction. Teaching coupled with life coaching techniques delves deeper into understanding the individual learner's needs, aspirations, and challenges, fostering holistic development.

As such, teachers who integrate life coaching into their practice serve as mentors, guiding students not only in mastering academic content but also in navigating personal growth and development. This approach recognizes that academic success is intertwined with personal well-being and self-awareness.

Key aspects of teaching infused with life coaching include:

1. **Individualized Support:** We take the time to understand each individual's unique learning style, strengths, and areas for improvement. This personalized approach ensures that sessions are tailored to meet the specific needs of the individual.
2. **Goal Setting and Motivation:** Through gradual collaborative goal-setting exercises, we help individuals clarify their academic objectives and develop a roadmap for success. By fostering a sense of purpose and motivation, individuals are better equipped to stay focused and driven.
3. **Building Confidence:** Teachers and life coaches alike provide a supportive environment where individuals feel empowered to take risks, ask questions, and tackle challenges. By offering constructive feedback and encouragement, we help individuals build confidence in their abilities.
4. **Life Skills Development:** In addition to academic content, we will tactfully integrate life skills such as time management, organization, and effective study habits into our sessions. These skills are essential for academic success and are also valuable for personal growth beyond the classroom.
5. **Emotional Support:** We serve as mentors and role models, offering empathetic support and guidance to students facing academic or personal difficulties. By fostering a trusting relationship, we create a safe space for individuals to express themselves and seek help when needed.

- 6. Accountability:** We can help individuals progressively set realistic goals and hold them accountable for their progress. If so desired by the individual, we can do regular check-ins and progress assessments to ensure that we stay on track and remain committed to academic and personal growth.

By incorporating life coaching principles into teaching, we can create a transformative learning experience that not only enhances academic performance but also fosters personal development, resilience, and lifelong learning skills.

Part 1: Tutor/Coach-Client Relationship

My commitments as your Tutor/Coach are (but are not limited to):

- **Contracted Educator:** The Tutor/Coach is an "independent contractor" who will provide personalized academic instruction to the Client in a specific subject area, with agreed-upon session frequency, duration, and location, in exchange for a set fee (see Part 3, Schedule and Fees).
- **Personalized Instruction:** Assess the Client's needs, develop customized learning plans, and deliver instruction to help them achieve their academic goals.
- **Clear Communication:** Both the Tutor/Coach and the Client should communicate openly and effectively, discussing expectations, goals, and any concerns that arise during the process.
- **Commitment to Learning:** The Tutor/Coach commits to providing high-quality instruction and support, while the Client commits to actively engaging in the learning process, completing assignments, and seeking clarification when needed.
- **Respect and Professionalism:** Both parties should treat each other with respect and professionalism, maintaining boundaries and adhering to agreed-upon schedules and guidelines (see Part 3, Section C for more details).
- **Feedback and Collaboration:** The Academic offers constructive feedback to the client, helping them identify areas for improvement and celebrating progress. Similarly, the client provides feedback to the Tutor/Coach, enabling continuous improvement and fostering a collaborative learning environment.

In addition to the above:

A. The Tutor/Coach agrees to maintain the ethics and standards of behavior established by the National Tutoring Association (NTA)

NTA Code of Ethics: [The National Tutoring Association's Code of Ethics - 863-797-6934](#).

As well as the International Coach Federation (ICF)

ICF Code of Ethics: [ICF Code of Ethics - International Coaching Federation](#).

It is recommended that the Client review these Codes of Ethics and the applicable standards of behavior.

B. Client further acknowledges that they may terminate or discontinue the tutoring/coaching relationship at any time.

C. The Client understands that in order to enhance the tutoring/coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance, and to create the time and energy to participate fully in each session.

Part 2: Services

The parties agree to engage in a tutoring/coaching Program through Zoom meetings. The Tutor/Coach will be available to the Client by email in between scheduled meetings as defined by the Tutor/Coach:

- The Client may email the Tutor/Coach between sessions if the Client has a problem or can't wait to celebrate a success in their process. The Tutor/Coach is happy to offer this extra level of service to the Client. Fees will be incurred if any emails are asking for extensive explanations and/or tutoring/coaching type services.

The Tutor/Coach may also be available for additional time, per Client's request, on a prorated basis rate of \$120/hour (for example, reviewing documents, reading or writing worksheets, engaging in other Client related services outside of tutoring/coaching hours).

Part 3: Schedule and Fees

A. This agreement is valid as of **07/2/2025**. The following is the structuring of packages and fees:

Each package is designed to offer value, flexibility, and support at every stage of your personal growth journey. Sessions are discounted based on your level of commitment, and all packages must be used within the specified timeframe.

Tutoring Packages

Base rate: \$120 per session

Package Name	Sessions	Discount	Rate per Session	Total Price
Support	3	10% off	\$108.00	\$324.00

Strengthen	6	30% off	\$84.00	\$504.00
Excel	10	50% off	\$60.00	\$600.00

Descriptions:

- **Support:** Great for targeted prep, short-term review, or light academic guidance (valid for 3 months)
- **Strengthen:** Ideal for students needing consistent support over a semester (valid for 6 months)
- **Excel:** Best for students committed to long-term academic success (valid for 9 months)

Coaching Packages

Base rate: \$100 per session

Package Name	Sessions	Discount	Rate per Session	Total Price
Nurture	3	10% off	\$90.00	\$270.00
Flourish	6	30% off	\$70.00	\$420.00
Abundance	10	50% off	\$50.00	\$500.00

Descriptions:

- **Nurture:** For grounding, clarity, and short-term support (valid for 3 months)
- **Flourish:** For deeper work and sustainable momentum (valid for 6 months)
- **Abundance:** For long-term transformation and growth (valid for 9 months)

Terms & Conditions

- Sessions must be scheduled in advance and used within the stated time period.
- Cancellations require 24-hour notice to avoid being counted as a used session.
- Packages are non-refundable once the first session has occurred.
- In cases of emergency or extended pause, an extension may be granted at the Tutor/Coach's discretion.
- Package upgrades are available (e.g. apply unused sessions to a larger package).

Need Help Choosing?

A free 30-minute discovery call is available to explore which package best supports your goals.

Payment can be made by check (made out to Angela Bylo, in the memo: Comfortable Chemistry LLC), Venmo (@comfortablewithchem), or Zelle and is to be paid at least twenty-four (24) hours after the scheduled meeting time. The length of the agreement is flexible as it suits the Client's best interest. For youth under the age of 18 years, parents/guardians will be involved in this agreement and must give their consent.

B. The sessions/meetings shall be **60 minutes**. If rates change before this agreement has been signed and dated, the prevailing rates will apply.

C. The **refund policy** in effect for the term of this Agreement is as follows:

- There are no refunds for unused or missed sessions, as well as any part of the program.
- Sessions not used during a specified time period do not roll-over unless otherwise agreed upon at least (1) week prior to the end of the specified time period.
- Any cancellations will be made and confirmed by the client using phone/email/text **at least 24 hours in advance**. A fee (\$100) may be charged for failure of this notice.
- Missed sessions **with at least 24 hours notice** may be made up during the same calendar month.

Part 4: Procedure for Sessions

The time of the sessions will be determined by Tutor/Coach and Client based on a mutually agreed upon time. The Tutor/Coach will initiate all scheduled meetings and will have the Zoom meeting open for the Client to join. If the Tutor/Coach will need to adjust the day/time of the meeting, the Client will be notified prior to the scheduled appointment time.

Part 5: Confidentiality

Privacy is highly honored and everything that is shared in our tutoring conversations will be held in complete confidence and will not be revealed to any outside party without the expressed written

permission of the Client. However, within the legal limits, please know that the records of our conversations can be subpoenaed under law.

Mandatory Reporting:

If I have information that indicates a child, an elderly, or disabled person is being abused, I must report that to the appropriate state agency.

Duty to Warn:

As a certified Secondary Educator and Professional Certified Coach, I am obligated to report if I suspect that you could do harm to yourself or someone else, or someone is harming you.

This relationship, as well as all information (documented or verbal) that the Client shares with the Tutor/Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics ([ICF Code of Ethics - International Coaching Federation](#)), NTA Code of Ethics ([The National Tutor Association's Code of Ethics - 863-797-6934](#)), and those set forth by the U.S. Department of Education ([US Department of Education - Protecting Students Overview](#)). However, please be aware that the Tutor/Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Tutor/Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Tutor/Coach will not disclose the Client's name as a reference without the Client's consent (or parent/guardian consent if under 18 years of age).

Confidential Information does not include information that:

- (a) was in the Tutor/Coach's possession prior to its being furnished by the Client;
- (b) is generally known to the public or in the Client's industry;
- (c) is obtained by the Tutor/Coach from a third party, without breach of any obligation to the Client;
- (d) is independently developed by the Tutor/Coach without use of or reference to the Client's confidential information; or
- (e) the Tutor/Coach is required by statute, lawfully issued subpoena, or by court order to disclose;
- (f) is disclosed to the Tutor/Coach and as a result of such disclosure the Tutor/Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and
- (g) involves illegal activity.

The Client also acknowledges their continuing obligation to raise any confidentiality questions or concerns with the Tutor/Coach in a timely manner.

Part 6: Release of Information

The Tutor/Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coaching Federation), NTA (National Tutoring Association), NSTA (National Science Teacher Association). That process may require the names and contact information of all Clients for possible verification by ICF, NTA, or NSTA. By signing this agreement, you agree to have only your name, contact information, and start and end dates of sessions/meetings shared with ICF, NTA, and

NSTA staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the tutoring/coaching relationship; ***no personal notes will be shared.***

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other teaching/coaching professionals for training, supervision, mentoring, evaluation, and for teacher/coach professional development and/or consultation purposes.

If you agree to release your information for these purposes, please fill out the [ROI Consent Form](#). A copy will be emailed to you for your records.

Part 7: Cancellation Policy

The Client agrees that it is the Client's responsibility to notify the Tutor/Coach at least **24 hours in advance of the scheduled calls/meetings** if a meeting is to be canceled. The Tutor/Coach reserves the right to bill the Client for a missed meeting. The Tutor/Coach will attempt in good faith to reschedule the missed meeting (refer to Part 3, section C).

Part 8: Referrals and Termination

Either the Client or the Tutor/Coach may terminate this Agreement at any time with **at least 1 week written notice**. The Client agrees to compensate the Tutor/Coach for all services rendered through and including the effective date of termination of the relationship.

If either the Tutor/Coach or the Client feels that the arrangement is not working (e.g., the “style” of the Tutor/Coach is not compatible with the Client, and/or the Client is not getting out of the program what they want), out of mutual respect, we will discuss and see how we can together resolve the problem with the Client’s best interest(s) in mind. If the problem is not resolvable, and/or the Client no longer feels the process is valuable, the Tutor/Coach will assist the client to find a viable alternative to the problem and ensure that the Client’s dignity is respected.

Part 9: Limited Liability

Except as expressly provided in this Agreement, the Tutor/Coach makes no guarantees, representations, or warranties of any kind or nature, express or implied with respect to the services negotiated, agreed upon, and rendered. In no event shall the Tutor/Coach be liable to the Client for any indirect, consequential, or special damages. Notwithstanding any damages that the Client may incur, the Tutor/Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Tutor/Coach under this Agreement for all coaching services rendered through and including the termination date.

Part 10: Entire Agreement

This document reflects the entire agreement between the Tutor/Coach and the Client, and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered, or supplemented except in writing with consent from both the Tutor/Coach and the Client.

Part 11: Dispute Resolution

If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Tutor/Coach agree to attempt to mediate in good faith for up to 30 days after notice given. If the dispute is not so resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

Part 12: Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Part 13: Waiver

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Part 15: Applicable Law

This Agreement shall be governed and construed in accordance with the laws of the State of Connecticut, without giving effect to any conflicts of laws provisions.

Part 16: Binding Effect

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Please fill out the [consent form](#) if you agree to these Terms and Conditions; **-OR-** Please print two (2) copies, sign both copies, and return one (1) copy of this Client Agreement prior to the first scheduled tutoring meeting. Retain one copy for your records and mail the other to:

**Comfortable Chemistry LLC
14 Wood Creek Dr
Monroe, CT 06468**

This Agreement is entered into by and between the Tutor/Coach:

Angela Bylo, CPIC, PCC
Comfortable Chemistry LLC
14 Wood Creek Dr.
Monroe, CT 06468
203-232-1134
comfortablewithchem@gmail.com

and the Client:

Name: _____

Parent/Guardian Name (if under 18 years of age):

Address: _____

Phone Number: _____

E-mail address: _____

whereby the Tutor/Coach agrees to provide Services for the Client focusing on the following topics/results/outcomes/goals attached to this Agreement as Schedule A (Foundation Setting Form).