



My Education Advocate LLC
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This contract for services agreement is made between _____ (parent name) referred to as “the client” or “you”, and Kristen Heyniger of **My Education Advocate, LLC**, referred to as “My Education Advocate, **LLC**” or “Kristen Heyniger”.

Specific Services to be provided:

Kristen Heyniger agrees to provide skilled and experienced advocacy services on behalf of your child, _____ (**child’s name**). Services will be delineated on the “Summary of Advocacy Services” form which is completed by the client and Kristen Heyniger at the initial consultation meeting.

These services may include: **a)** Accompanying you to any meetings with the school, school system or Department of Education. **b)** Reviewing your child’s educational records and assisting you in understanding what the records state. **c)** Educating you about both your State and the Federal laws (re) your child’s special education rights. **d)** Observing your child in the school setting. **e)** Write a Functional Behavior Assessment which the advocate will review with you and your child’s school team. **f)** assist you in identifying additional resources such as private evaluators, therapists, psychologists. **g)** Other services as determined in the “Summary of Advocacy Services form completed by the client and Kristen Heyniger.

Services not covered by this contractual agreement:

Although My Education Advocate LLC offers skilled advocacy services, Kristen Heyniger is not held out as an expert in the fields of psychology, law or medicine. It is expressly understood by the client that services provided by My Education Advocate LLC are not to be construed as legal advice. **My Education Advocate and Kristen Heyniger cannot, in any circumstances, act as your attorney.** In signing this agreement for services, the client understands that Kristen Heyniger cannot guarantee or promise any specific desired outcome or result for your child’s particular case.

Client’s Responsibility:

You agree to the following:

1. Communicate fully with Kristen Heyniger, providing all information that would aid her in assisting you with your child’s case.
2. Make payments to My Education Advocate as provided in this contractual agreement (see page 2 of fee schedule).
3. Give Kristen Heyniger a minimum of 24 hours’ notice if you must cancel your attendance at a previously-scheduled meeting or appointment. **Failure to do so may result in applicable fees being charged to the client.**
4. Notify Kristen Heyniger at least 48 hours in advance of any scheduled school system-based meetings. Kristen will confirm her attendance to you within 24 hours of the notification either by phone or email.

Confidentiality:

Kristen Heyniger agrees to keep all client information and any records confidential. This contractual agreement serves as a waiver of confidentiality regarding your child’s IEP and educational needs. This waiver permits Kristen Heyniger-Special Education Advocate, to obtain and review independently and with you, your child’s educational records, reports, IEP’s and evaluations.

It is the philosophy of Kristen Heyniger to work cooperatively with the local education association (LEA), in an effort to establish positive working relationships on behalf of the student, the parent(s) and their community support system. Kristen Heyniger of “My Education Advocate”, LLC operates under the principals of collaborative problem solving and management of conflict in a non-adversarial manner and expects the same of the client(s).



Fee schedule:

Provision of services are to be performed solely by Kristen Heyniger of **My Education Advocate LLC**. Services are billed at an hourly rate. **There is no charge for the first hour of consultation, whether it is by phone or in person.** The charge for transportation to/from the initial consultation (if it is conducted in person) is .50 cents per mile. Estimates are available upon request.

Billing rates are as follows:

- (a) Direct attendance at meetings, in-school observations, student interviews & any other personal, direct representation done by Kristen Heyniger on behalf of the client- **rate is \$100.00/hour;**
- (b) Administrative, document and/or educational record reviews completed by Kristen Heyniger at the client's request, or completed in preparation for upcoming meetings/written reports on behalf of the client & student by Kristen Heyniger. **rate is \$50.00/hour.**
- (c) Written reports (Functional Behavior Assessment) completed by Kristen Heyniger at client's request, **rate is \$150 per final draft of document.** (This fee does **not** include the preparation time to write document or additional meeting time to share document with the school-based team).
- (d) There is no charge for **phone calls** up to 15 minutes (after initial consultation). Phone calls that are longer than 15 minutes, **rate is \$30.00/hour.**
- (e) Mileage to/from any meetings is **billed at .50 cents per mile or a flat rate of \$100.00,** (whichever is cheaper).
- (f) A **\$25 fee** will apply to any returned checks.
- (g) The client(s) will be provided a detailed billing statement at the end of each month for record-keeping purposes.

When Payments are Due:

- (h) Payment is due to Kristen Heyniger upon receipt of the monthly invoice, absent any mutually agreed-upon arrangements that have been previously agreed to by Kristen Heyniger and the client which have been put into writing and signed by both parties.
- (i) Absent other arrangements in writing, failure to pay constitutes cause for immediate termination of this agreement.
- (j). **A prepayment of \$100.00 will commence with the signing of this contract.**
The retainer will be used towards services and reflected on the first invoice sent to the client(s).

Termination of Services:

You may terminate this services agreement at any time, provided you have paid for all services delivered by Kristen Heyniger/ My Education Advocate. Kristen Heyniger /My Education Advocate may terminate this contract at any time in the event of nonpayment of fees or in the event irreconcilable differences between Kristen Heyniger and the client(s) develop.

Signature:

By signing this services agreement, you acknowledge that you have read and understand this Agreement and agree to all its provisions.

Client (s): _____,

Date: _____

Kristen Heyniger/ My Education Advocate LLC: _____

Date: _____