

The Chatfield Advocacy Group LLC
P.O. Box 329
Winchester, Virginia 22601
419.575.5250
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This contract for services agreement is made between _____ (parent name) referred to as “the client” or “you”, and Bonita Chatfield of The Chatfield Advocacy Group, LLC, referred to as “The Chatfield Advocacy Group, LLC” or “Bonita Chatfield”.

Specific Services to be provided: Bonita Chatfield 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” and/or “Services timeline” form which is completed by the client and Bonita Chatfield 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” and/or “timeline of services” form completed by the client and Bonita Chatfield.

Services not covered by this contractual agreement:

Although The Chatfield Advocacy Group, LLC offers skilled advocacy services, Bonita Chatfield 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 The Chatfield Advocacy Group LLC are not to be construed as legal advice. The Chatfield Advocacy Group LLC and Bonita Chatfield cannot, in any circumstances, act as your attorney. In signing this agreement for services, the client understands that Bonita Chatfield 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 Bonita Chatfield, providing all information that would aid her in assisting you with your child’s case. 2. Make payments to The Chatfield Advocacy Group LLC as provided in this contractual agreement (see page 2 of fee schedule). 3. Give Bonita Chatfield 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 Bonita Chatfield at least 48 hours in advance of any scheduled school system-based meetings. Bonita will confirm her attendance to you within 24 hours of the notification either by phone or email.

Confidentiality:

Bonita Chatfield 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, and "other" services rendered. This waiver permits Bonita Chatfield-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 Bonita Chatfield 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. Bonita Chatfield of "The Chatfield Advocacy Group", 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). (page 2)

Fee schedule:

Provision of services are to be performed solely by Bonita Chatfield of The Chatfield Advocacy Group 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 Bonita Chatfield on behalf of the client- rate is \$100.00/hour; (b) Administrative, document and/or educational record reviews completed by Bonita Chatfield at the client's request, or completed in preparation for upcoming meetings/written reports on behalf of the client by Bonita Chatfield rate is \$50.00/hour. (c) There is no charge for phone calls up to 30 minutes (after initial consultation). Phone calls that are longer than 30 minutes, rate is \$30.00/hour. (d) Mileage to/from any meetings is billed at .50 cents per mile or a flat rate of \$100.00, (whichever is cheaper). (e) A \$25 fee will apply to any returned checks. (f) The client(s) will be provided a detailed billing statement at the end of each month for record-keeping purposes.

When Payments are Due: (g) Payment is due to Bonita Chatfield upon receipt of the monthly invoice, absent any mutually agreed-upon arrangements that have been previously agreed to by Bonita Chatfield and the client which have been put into writing and signed by both parties. (h) Absent other arrangements in writing, failure to pay constitutes cause for immediate termination of this agreement. (i). A prepayment of \$500.00 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 Bonita Chatfield/ Chatfield Advocacy Group. Bonita Chatfield/ Chatfield Advocacy Group may terminate this contract at any time in the event of nonpayment of fees or in the event irreconcilable differences between Bonita Chatfield 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: _____ Date: _____

Bonita Chatfield/The Chatfield Advocacy Group LLC: _____ Date: _____