



## Blue Sparrow Educational Advocacy

### Pricing Guide and Cancellation Policy

- **Complimentary Initial Consultation:** Blue Sparrow provides a **FREE 30-minute initial consultation**.
  - During this conversation, an advocate or consultant will listen to your concerns, answer general questions, and discuss available support options based on your child's educational needs. This consultation helps both the family and Blue Sparrow determine whether Blue Sparrow Educational Consultant and Advocacy is the right fit for your child and family.
- **Blue Sparrow Advocate Premium Service Plan:**
  - The Premium Service Plan includes the services listed in both the Basic and Standard Consultation plans, plus additional meeting preparation and follow-up support.
  - A Blue Sparrow Advocate will attend one pre-IEP or pre-504 meeting with the client and one official IEP or 504 meeting with the client and district, virtually.
  - The Premium Service Plan will include review and discussion of IEP or 504 plans; review of existing evaluation data; revisions; transition planning; student goals; data implementation and fidelity; independent evaluations; parent requests; and other related educational concerns.
  - The Premium Package also includes a review of drafted IEP or 504 documents and proposed goals provided by the district to the parent before the scheduled meeting.
  - Blue Sparrow will hold one virtual pre-meeting with the family to explain the upcoming ARD, IEP, or 504 process. This collaboration includes listening to parent concerns, explaining the meeting process, and helping the family develop an IEP or 504 plan of action with recommendations. The goal is to help the client feel prepared, informed, and able to collaborate effectively with the school district.
  - Blue Sparrow and the client will hold one 30-minute post-meeting to review whether the educational plan reflects what was discussed and agreed upon during the meeting and aligns with applicable state and federal requirements.
  - This service does not include state complaints, OCR complaints, or Due Process.
  - \$150 per hour with a two-hour minimum. Additional time is billed at \$15 per 30-minute interval.
- **Blue Sparrow Advocate Ultimate Service Plan:**

The Blue Sparrow Ultimate Service Plan is \$500 for up to 6 hours of support. This service plan provides consistent guidance as you partner with your child's school to develop and monitor an appropriate educational program based on your child's needs.

The Ultimate Plan includes both the Basic and Premium services, along with collaborative onboarding between the client and advocate.

- Blue Sparrow *will provide* a comprehensive overview of the student's educational documents, including special education records, Full and Individual Initial Evaluations, 504 information, IEP documents, disciplinary evaluations, and available student data.
- Blue Sparrow *will assist* with a formal IEP or 504 meeting requests addressing client concerns identified during the document review.
- Blue Sparrow *will provide* written communication support and guidance for communication with school personnel. Written communication, such as parent emails or district letters, will be submitted only after client approval.
- This service does not include state complaints, OCR complaints, or due process complaints.
- When appropriate, Blue Sparrow *may support* written communication with educational professionals or educational therapists to help ensure relevant records, services, and information are available. Clients are responsible for providing all outside resources and documents, including records from medical professionals, therapists, or other providers.
- Blue Sparrow *will provide* written follow-up after IEP or 504 meetings to help the client monitor whether the plan is being implemented appropriately and consistently.
- Blue Sparrow *will provide* client and student review support, which may include IEP progress reports, academic reports, relevant documentation, aligned data intake, and email-based guidance regarding school or classroom concerns that arise.
- Blue Sparrow *will provide* a client/advocate "Onboarding" feature which allows all to view, add, upload, and/or delete files.

➤ **Please note the following:**

- If additional virtual meetings are requested, the Blue Sparrow Standard Service rate will apply at \$150 per hour with a one-hour minimum. This is a non-refundable service.
- If time and/or services exceed the allotted time on any selected plan, additional time will be billed at \$15 for every 30 minutes.
- Payment for services rendered is due 15 days from the invoice date. A late fee of \$25 for each month the payment is overdue may be charged.
- Payment may be made by Venmo or PayPal.
- Currently, Blue Sparrow attends only virtual meetings.
- Prices may vary depending on project size, materials, or custom requests.
- Please get in touch with Blue Sparrow for a personalized quote, i.e., mediation, state complaints, etc.
- Full Payment must be made before attending the first client/district official meeting after the initial consultation.
- All fees and hourly rates are subject to change.
- Payment plans may be arranged to help make services more accessible.
- If a Client does not attend an IEP/504 or Client meeting and/or cancels services on the day of the meeting, the Blue Sparrow Premium Amount will be billed to the Client.

- **Cancellation Policy:** Please review the following cancellation terms carefully. Your initials indicate that you have read, understood, and agreed to each item.

○ Please initial after each item.

- Service cancellations must be submitted at least seventy-two (72) hours in advance. \_\_\_\_\_.
- All cancellations must be submitted by email only. No exceptions. \_\_\_\_\_.
- Clients using the Onboarding service feature will no longer have access to that feature after cancellation. \_\_\_\_\_.
- Cancellations will be time-stamped based on when the Blue Sparrow advocate or consultant receives the cancellation email, not when the email is sent. \_\_\_\_\_.
  - Email: bluesparrowedgroupca@gmail.com
- Either party may cancel services in accordance with this policy. \_\_\_\_\_.
- Blue Sparrow Educational Consultant and Advocacy Group reserves the right to cancel, decline, or discontinue services due to unethical conduct, inappropriate treatment, inaccurate or invalid information, more than two (2) missed scheduled appointments, or lack of honesty or transparency. \_\_\_\_\_.
- Because Blue Sparrow Educational Consultant and Advocacy Group provides consultation and **non-attorney** advocacy services based on time and services rendered, cancellations **are not eligible for refunds** for services already provided. \_\_\_\_\_.

**I read and understand the service plan agreement.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Selected the \_\_\_\_\_ plan.

I understand that full payment must be made before the first IEP/504/ARD meeting \_\_\_\_\_. I also agree to the cancellation and late fee policies \_\_\_\_\_.

**Blue Sparrow Educational Consultant & Advocacy Group**

Non-Attorney Advocate Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

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