

An introduction to

# LEARNSPEED



Total Learning Center's new scheduling and billing system!

Total Learning Centers is excited to announce their switch to a different and more efficient scheduling program, **LearnSpeed**. Starting June 11th, this new system offers more streamlined tools and functions for both teachers and parents.

Teachers will be required to end each session 5 minutes before the end of the session to write notes for you and prepare for the next student. ESY students will receive a Progress Report at the end of their sessions. As always, it is important to be on time and let us know of any schedule changes at least 24 hours in advance.

## LearnSpeed Features Include...

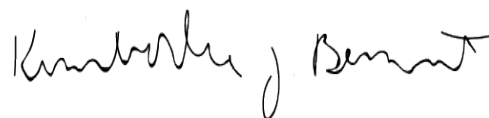
- Credit cards on file for quick and easy transactions
- Recurring payment option for your convenience
- Text and email reminders for appointments and sessions
- Progress reporting system available for each session for a more hands-on approach to your student's success

Please complete and return to us the two documents attached, the Student Record form and the Emergency Medical form. If you would like We believe that this change will make scheduling sessions and payment processes simple and easy, which will ultimately allow more time and energy to be spent on our students!

Thank you! Have a wonderful summer!



Dr. Carol Utay, Executive Director



Kimberlee Bement, Director