



SPECIAL STARS VENTURES

AACC Building, Westland's, Opposite Safaricom Center

Phone +254 740 143957 Email info@specialstarsventures.co.ke

This Agreement is made on this _____ day of _____, 20_____

BETWEEN:

Special Stars Ventures

AND:

Parent/Guardian Name: _____

ID/Passport No: _____

Phone Number: _____

Email Address: _____

Address: _____

STUDENT DETAILS

Full Name: _____

Date of Birth: _____

Grade/Level: _____

Special Needs/Condition (if any): _____

1. PURPOSE OF AGREEMENT

This agreement outlines the terms and conditions under which Special Stars Ventures will provide home-based support and homeschooling services to the learner under the care of the Parent/Guardian.

2. SCOPE OF SERVICES

Special Stars Ventures agrees to:

- Provide a qualified Special Needs Home Support Expert
- Deliver personalized home-based learning sessions
- Develop and implement individualized lesson plans
- Use appropriate techniques to support learners with developmental challenges
- Monitor, track, and report learner progress on a weekly/monthly basis
- Maintain professionalism in all interactions

3. DURATION AND SCHEDULE

Kindly mark the days and time you recommend for sections

No	DAYS	TIME		
		8:15am-10:45am	12:00pm-2:30pm	3:15pm-5:45pm
1	Monday			
2	Tuesday			
3	Wednesday			
4	Thursday			
5	Friday			
6	Saturday			

NB: (Indicate total Sections agreed to work with, per week _____)

4. WORK SCHEDULE

- Days of Service: The days and time allocated by special stars ventures

- Hours per Day: Minimum 2hrs
- Location: At the Parent/Guardian's residence or as mutually agreed

5. PAYMENT TERMS

The Parent/Guardian agrees to:

- Pay the agreed service fees on a monthly basis upon receiving invoices
- Facilitate reimbursement of any agreed work-related expenses where applicable
- Ensure timely payment to avoid interruption of services

NB: (Indicate Amount Agreed per Section _____)

6. RESPONSIBILITIES OF THE PARENT/GUARDIAN

The Parent/Guardian agrees to:

- Provide a safe and conducive learning environment
- Ensure the learner is available during agreed hours
- Communicate openly regarding the learner's needs and progress
- Respect the professional boundaries of the assigned support expert
- Channel all payments and official communication through the Company

7. RESPONSIBILITIES OF THE COMPANY

Special Stars Ventures agrees to:

- Assign a qualified Special Needs Home Support Expert
- Provide guidance and supervision where necessary
- Ensure quality service delivery
- Act as liaison between Parent/Guardian and the support expert

8. CONFIDENTIALITY

Both parties agree to maintain confidentiality regarding the learner's personal, academic, and medical information. No information shall be shared with third parties without written consent.

9. CODE OF CONDUCT

All parties agree to:

- Maintain professionalism and mutual respect
- Avoid any form of abuse, discrimination, or misconduct
- Prioritize the learner's well-being and dignity
- Report any concerns promptly to the Company

10. TERMINATION

This agreement may be terminated by either party with 7–14 days written notice, or immediately in cases of misconduct or breach of terms.

11. LIABILITY

The Company shall ensure due diligence in assigning qualified personnel. However, it shall not be held liable for incidents arising from negligence outside its control.

12. AGREEMENT DURATION

Start Date: _____

13. ACCEPTANCE

For Special Stars Ventures:

Director Name: _____ Date: _____

Signature: _____ Stamp: _____

Parent/Guardian:

Name: _____ Date: _____

Signature: _____



Uncovering Special Capabilities



**AACC, Opp Safaricom Center,
Westland's Nairobi**



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www.specialstarsventures.co.ke