



### Individual Client Consultation and Services

True North Llc D/b/a Lighthouse Educational Consultants is pleased to offer free one hour consultations with new clients.

After the initial consultation, clients will be billed at a rate of **\$100.00** per hour\*.

Travel within a 30-mile radius of Paoli, PA is included in the standard service fee. Travel beyond 30 miles will be billed at the current IRS mileage rate, plus any applicable tolls, parking, lodging, or related travel expenses.

\*If services exceed ten hours, Lighthouse will determine, with the client, how best to move forward. Lighthouse may send a proposal for a long-term contract with a standard monthly payment, however the client may continue to elect to pay hourly if they wish. Lighthouse may also make other recommendations if further action might be needed by the client for which Lighthouse is not able to provide services. If the client is interested in a retainer agreement, Lighthouse is happy to do so.

#### Invoicing and Payment

- Lighthouse will send itemized invoices at the end of each month to the client email address.
- Payments for services will be due within 30 days of invoice.
- Payment can be made via PayPal: @ [https://paypal.me/lighthousegroup?locale.x=en\\_US](https://paypal.me/lighthousegroup?locale.x=en_US) or;



- Checks made payable to Lighthouse Educational Consultants, LLC and sent to:

402 Black Walnut Drive  
Phoenixville, PA 19460

### Scope of Services

Services may include, but are not limited to:

- Review and analysis of educational records, evaluations, IEPs, 504 Plans, progress reports, and related documentation
- Written summaries, recommendations, and strategic action plans
- Communication with the client via email, phone, text, or virtual platforms
- Attendance at school meetings (e.g., IEP, 504, manifestation determination, eligibility, mediation), either in person or virtually
- Preparation of meeting agendas, parent input statements, and proposed revisions
- Research regarding best practices, applicable federal and state laws (e.g., IDEA, Section 504), and educational programming options
- Consultation regarding school placement options, including visits to potential schools when requested
- Collaboration with outside professionals (with client consent)
- Review of draft reports and written responses to districts
- Preparation of affidavits, reports, or expert opinions
- Expert witness services, including testimony at mediation, due process hearings, or court proceedings
- Case strategy development
- Timeline monitoring and compliance guidance
- Document drafting and editing support
- Travel time (if billable separately)
- Preparation time for testimony billed at standard rate

***We understand the importance of confidentiality. Unless your written consent is given to speak to a third party, all conversations and actions will remain confidential.***

*Thank you for choosing Lighthouse to navigate your educational needs!*

[Lighthouse Educational Consultants - Invested in the success of children](#)