

Tutoring Session Policies and Procedures

To ensure consistency and respect for everyone's time, the following policies are in place.

Arrival Time

Students are expected to arrive on time for their designated tutoring session. The session will begin and end at the scheduled time. Late arrivals will not extend the session beyond the originally scheduled end time.

Payment Policy

Payment for tutoring services must be received within 24 hours of the scheduled session. Timely payment ensures your student's reserved time remains secure. Venmo or cash is accepted.

Venmo @Meghan-Smith-71

Cancellation Policy

If a session must be canceled or rescheduled, at least 24 hours notice is required. If 24 hours notice is not provided, the full session fee will be applied.

Behavior and Learning Environment Policy

My tutoring space is designed to be a safe, supportive, and inclusive environment for all learners. I understand that children come with different needs, personalities, and learning styles. All students are welcomed and valued here. To ensure that every child can learn successfully the following expectations are in place:

Respect and Safety

1. Use respectful language towards peers and adults
2. Keep hands, feet, and objects to themselves.
3. Follow direction when given.
4. Care for materials and the learning space.

Physical aggression, intentional property damage, or repeated unsafe behaviors will not be permitted.

Emotional Regulation and Support

I recognize that big feelings happen. Students will be supported with:

1. Calm down strategies
2. Movement breaks
3. Flexible seating options

4. Clear routines and expectations

However, ongoing disruptive or unsafe behavior that prevents learning for the student may result in temporary pause or discontinuation of services if necessary.

Partnership with Families

Open communication is essential. If behavioral concerns arise, families will be contacted promptly so we can work together to support the student in a positive and proactive way.

My goal is not perfection, it is growth. This space is built to support students as they build skills academically, socially, and emotionally, while maintaining a safe and structured environment for everyone.

By signing below, I acknowledge that I have reviewed and understand the tutoring policies and expectations. I agree to partner in upholding them to ensure a safe and productive learning environment.

Parent/Guardian Name:

Signature:

Student Name:

Signature:

Date:
