



## TUTORING POLICY

1. Parents are responsible for dropping off and picking up scholars promptly. Due to limited space, please enter 2-3 minutes prior to your scheduled session. Scholars are not allowed to remain at the center beyond their scheduled session and must be picked up promptly.
2. ALL SALES ARE FINAL and KRH WILL NOT issue a refund. Missed sessions, registration fees, and/or placement test will not receive a refund, credit, or an opportunity for make-up.
3. Scholars are not allowed to bring toys, food, drinks, or candy to tutoring sessions. KRH will not provide snacks to students.
4. Only enrolled scholars are allowed in the room during a session.
5. Parents may wait for their scholar in the waiting area or outside during tutoring sessions. Parents will not be allowed to wait in any other area inside the center.
6. Scholars must return all books and will not be allowed to take home a new book if previous book is not returned and/or missing KRH bag.
7. Scholars will be assigned tutors, based on academic level. You must schedule private sessions if you prefer a specific tutor.
8. KRH Tutors or Director will not provide advice, participate during school conferences, or attend an IEP/504/RTI/MTSS meeting. Please utilize the school resources or an educational advisor for support.
9. KRH Tutors are not allowed to provide services to KRH families outside the center and are prohibited from sharing personal contact information with families.
10. All invoices must be paid on or before the due date. A \$25 late fee will be added to late invoices on the second day. On the third day, your scholar will be dropped from the program.
11. For scheduling purposes, please let Mrs. Davis know within 30 days if your scholar will not return.
12. Please contact Mrs. Davis to resolve any complaint. 😊

\*Subject to Change