

**POLICIES AND PROCEDURES**

**Time**

* Classes begin at 9AM sharp every week. The preference is that everyone arrive 10 minutes early so that we can be situated and ready to go at nine.
* Classes will be finished by 1PM for the Grammar program and 4PM for the primary programs. This allows lots of time to get through material as well as have some generous breaks. Please have pick-up arranged every week.

**School Supplies**

* Lunches: Please make sure that you send your students with lunches and adequate snacks for our long days together.
* Semi-casual dress clothes: Students are to arrive at class in a button-up or polo shirt. This will keep our physical focus on the task at hand.
* Notebooks: Probably the most important thing that your students will need is either a well-organized binder with loose-leaf paper or a ringed notebook for each of our subjects—four total. I do not recommend loose-leaf because it ends up torn out and mostly lost.
* Stationary: Beyond pens and pencils, students will not need any special materials. Highlighters for books and sticky tabs are recommended for marking up books as well.

**Homework**

While we aren't dealing with a grading system, the tutor will keep track of homework completion each week. If students are not completing their work several weeks in a row, an email will be sent out to inform the parents and take note so that the issue can be discussed at Parent/Tutor interviews.

**Health Guidelines**

If a student has any communicable disease, please use wisdom in whether or not they should attend class. We will not have a direct policy in place for such matters, so general wisdom should be applied. In addition, if a student has to miss a day due to sickness, the tutor can email out the lesson material for that week.

**Cancellations**

Should the event arise where the tutor needs to cancel class on a given week due to sickness or road conditions, arrangements will be made to make up for the class either early the next week or at the end of the semester.

**Extra Tutoring**

In the event that a student is falling behind due to absences or difficulty in grasping curriculum, parents may request for additional private tutoring sessions. In extreme cases, the tutor may recommend such sessions to make sure that students are able to keep up with their classmates. These additional sessions will come at the cost of $20/session.

**Emergencies**

Minor Emergencies: In the case of minor emergencies, first aid will be administered and then one or more parents will be contacted and made aware of the incident.

Major Emergencies: In the case of a serious medical emergency, 911 will be called immediately and then one or more parents will be contacted and made aware of the situation.