



Tutoring Policies

- **Schedule:** Meetings happen at a scheduled weekly time. If a student can't make a time and the tutor can arrange it, the session can be moved. If neither the student nor the tutor can arrange a new time, the session is just a miss.
- **Tutoring fees:** The fee is a flat fee of \$300 a month, payable on the first of the month following the month of services. Some months will have three sessions, some have five sessions; however, most have four sessions. (This is subject to change for new students) Having siblings as students will incur additional costs. That will be determined by parents and Priscilla Gresens.
- **Payment policy:** As said above, the payment is due on the first of the month following services.
- **Late Arrivals:** If the student is late by 10 minutes, an email is sent to the parents. If the student is more than 30 minutes late, the session will not occur, and no credit is given.
- **Cancellation Policy:** Regular attendance is critical for a child's progress. However, life does happen. If a session needs to be cancelled, please give the tutor as much notice as possible. Some exceptions do apply, such as family illness, death, or power/internet issues.
- **Discontinuing Services:** Since there has never been a contract, services are month-to-month. Please let us know if your child will not be receiving services by the 15th of the month before ending services (for example, if services are to end at the end of November, please let us know by November 15th). If services end during the month, parents will be charged for an entire month.
- **Tutoring session duration:** Session will vary in time based on the student's needs, attention, and focus. Sessions last between 30 and 50 minutes.
- **Homework policy:** The only way a child can make progress is by repetition. Please try to do the homework daily. Homework should last only 15-20 minutes daily. It can, in most cases, be combined with schoolwork. Homework will be sent from the tutor to the parents within 24 hours of the end of the session.
- **Materials required:** Parents will provide internet and a way to connect to Zoom. Books are provided by Arnold Reading Academy and are needed at all sessions. Any other form of intellectual materials will be provided by Arnold Reading Academy, such as vowel voyage.
- **Parent/Guardian attendance:** A parent or guardian is suggested to be at all sessions, with some exceptions. The parent/guardian needs to learn how to help their child with the daily homework and help with any discipline issues.