

# IMPORTANT! Please Read Carefully!

## TSD Tutors Parent Guidelines

While we know emergencies arise and we try to be as flexible as possible, we want the tutoring experience to be effective and stress-free for everyone. To those ends please adhere to the following guidelines:

### Students – (Parents: please review with your student!)

- **Materials** Your student should ALWAYS bring their school materials with them!
  - o **Math:** CHARGED iPad and any paper assignments. **All:** ANY recently taken TEST – to review missed questions and reinforce concepts.
  - o **Reading/English:** any currently assigned reading or independent reading book(s), projects or other assignments.
  - o **Homework Help:** Homework! If the student has no current homework they should still bring math/reading materials as listed above for review and continued reinforcement.

**Students should know their assignments and bring their iPad or other support materials as needed. Additionally, students should know their login/password for any programs they need to use.**

### Parents

- **Communication** Please make sure you establish the line of communication with your Tutor that works best for both of you (email, text, call, etc.)
- **Sick Students** If a child is too sick to go to school, s/he is too sick for tutoring. Please be considerate of everyone's health.
- **Missed Session** If you miss a session with insufficient warning, you will be charged for that session. If your child goes home sick from school please let the Tutor know as soon as possible.
- **Drop Off** If you are late to drop off your child for tutoring, your session will end at the usual time, resulting in a shortened tutoring session. The next student will need his/her session to start on time.
- **Pick Up** If you are late to pick up your student you will be charged per the TCE Policies and Procedures.
- **Half Days** Please make arrangements with the Tutor.
- **School Closings** If a school building is closed, there is no tutoring that day, unless other arrangements can be made with the tutor. **Snow/Cold Days** No tutoring.

*Thank you for your consideration and cooperation!*