

## Gwinnett Math Tutoring Guidelines

### **For students and parents to read, acknowledge, and sign:**

1. Enrollment shall begin once sessions have been reserved and paid for at least one day in advance. For new students, if no payment is received within 24 hours, the sessions may be reassigned.
2. No monetary transactions are allowed on site. This is to protect your privacy and the safety of our instructors. All transactions are conducted online prior to sessions.
3. 2:00pm is the cut-off for scheduling sessions on the same day.
4. A day's notice must be given in order to reschedule a session. Make up sessions must be rescheduled at time of cancellation, and must be rescheduled within 30 days. Not giving notice is considered a "NO 24."

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5. Only the student paying for the reserved session is permitted to attend. Friends or siblings cannot sit in sessions unless they also have a paid reserved session scheduled.
6. A parent or guardian is encouraged to escort the student to and from sessions. The instructor and Gwinnett Math Tutoring, LLC accepts no liability for students once they exit the center. This includes trips to the car, etc.
7. Sessions begin and end on the hour or half hour. Arrival time is tracked by the tutor. If a student is tardy, he/she will forfeit the missed session time. A responsible adult is expected to pick up the student within 15 minutes of the session ending.
8. Monthly progress reports will be issued. Instructors are not available to conference with parents before, after, or during sessions. Phone or Skype conferences are available with the coordinator upon request. In person conferences with instructors are available, possibly for an additional fee.
9. The center will be closed for the following breaks, as scheduled on the Gwinnett County Public Schools calendar: Fall, Thanksgiving, Christmas, and Spring breaks. Sessions that fall on these days will be made up on available makeup days within 30 days.

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10. Currently enrolled students may add additional session hours upon request during final exams or for test prep, such as the ASVAB or SAT/ACT.
11. Students agree to attend sessions with all assignments completed or attempted, to bring notes, text (if applicable), computer or tablet, calculator, and pencil/paper. Gwinnett Math Tutoring will not always have available computers, tablets or calculators.
12. Homework should be printed out BEFORE sessions. If not, printing is expected to be accompanied with a donation for the paper. A "tip jar" will be provided for amounts between \$1 and \$5 per printing. Planning is part of being a responsible and successful student, as printing takes away from session time.
13. Parents and students understand that improvement in grades cannot be guaranteed. Students understand that they may not complete an entire assignment if it hasn't been attempted before a session. Students agree to put forth the best effort in sessions, and do their part outside school and away from tutoring sessions to improve.
14. Students and parents understand that it is recommended to continue sessions through finals each semester in order to achieve the best possible impact on their grade.

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15. Technology usage is permitted for educational purposes only. Continued abuse will result in banning cell phones and or tablets from sessions. Other than family emergencies, texting is not allowed during sessions.
16. Most sessions are conducted in paired session scenario. Respect, common courtesy and cooperative behavior is expected at all times to tutors and other students. We reserve the right to terminate a session in progress at the instructor's discretion pending review with guardian/parent before the next scheduled session. This to ensure the behavior/concern will be resolved, and both students and tutor are protected.
17. Students will adhere to center policies regarding food, drink, restrooms, and general clean-up. There is to be NO eating of meals during sessions. COVERED drinks are allowed.

I agree to attend sessions in accordance with the above guidelines.

Parent:

Date:

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Student:

Date:

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I permit my instructor and coordinator to review my Eclass information.

My log in:

ID: \_\_\_\_\_

Password: \_\_\_\_\_