CONTRACTOR STATUS: We do not deduct taxes from your cheque, and we will not send you year end earning records/forms/tax slips. You are responsible to claim your income and adhere to company Policies and Procedures.

CRIMINAL RECORD CHECK: As part of your contract you are required to submit a criminal record check. As an independent contractor you will need to cover this cost.

THE MATCH: Carefully consider all relevant facts before accepting a student. Once you accept a student, you are responsible for them until the end of the semester or school year. You will receive an email with your student’s profile, schedule, and contact information. **Please call the parents and/or student within 24 hours to introduce yourself and confirm the first session.**

SESSION PREPARATION: Read the student profile carefully before planning your first session. Always come prepared for a full lesson, even if the student has no homework.

TEACHER COMMUNICATION: We encourage communication with our student’s home school teacher(s). Prior to contact however, agreement from the parent is required and A Teacher Introduction card must be completed. Contact our office to have this arranged and sent.

OPUS: During each session, you will log in to your Opus account and submit a Session Report. After we approve it, a copy of this report is emailed to the student and/or their parents.

TUTOR SUPPORT: We always do our best to set you up for success by matching you with students who are a good fit for your skill set. We also screen homes for animals, respect for diversity, and safety. If you have any concerns about the match after your first session, contact our office for support

24 HOUR RULE: Parents/students must contact you 24 hours in advance to cancel a tutoring session. If you receive a late cancellation, you may submit a session report for one hour. Set Attendance to “Late Cancel”. This report should include information on who cancelled, when, and why, along with a reminded of the 24 hr. cancellation policy. Cancellations cannot be accepted from a minor. We do not charge in cases of sudden illness, injury, or other serious emergency.

RESCHEDULING: If you need to reschedule a scheduled session, you must contact the office at least one week in advance. Last minute cancellations may only be made in case of sudden illness, injury, or other serious emergency. Cancelled sessions should be made up as soon as possible.

SESSION REPORTS/ SESSION LOGS: Session Reports are a key part of the service we promise to our student and their family. They must be created and submitted before the end of each session. Refer to ‘Writing a Session Report Best Practice’ (provided to you during orientation).

INVOICES: As an Independent Contractor, you must invoice us for your hours worked on the 1st of each month for the previous month’s sessions. Log into your Opus account and go to the Reports tab. Select the Approved Timesheet report. Download and email to the office.

GUARDIANS: A guardian must be present in the home if the student is under 18 years of age. This does not apply if you meet at a mutually agreed public location (ex. Public Library or Community Center).

COMMUNICATION: Two way communication between you and our office is essential. At any time, feel free to reach out for support or up date us on your status and developments with our student. We will return your calls and emails in a timely manner and we ask the same of you. Always CC our office on email communication with parents. Call us immediately with any urgent issue or conflict.

PROFESSIONAL DRESS: Athletic wear, sweatpants, tights, and sleeveless tops are **not appropriate**. Aim to maintain a clean cut and professional appearance.

SOCIALIZING AND ELECTRONICS: Please respect your student’s valuable tutoring time. Save socializing for after the session. Computers and other electronic devices should only be used in direct connection to a lesson, and only with prior parent/guardian approval. No personal cell use or checking during a session.

RESIGNATIONS: Resignations must be given at least 14 days before your final session. Notice should be given directly to the office, and we will arrange an appropriate exit strategy. We request that you complete a final report to pass on important information to the next tutor.

NON-COMPETE: It is in breach of your contract to privately tutor any student introduced to you by School is Easy.

TUTORING SESSION: 1 hour minimum for in person tutoring. Your session report should charge for active tutoring time only.

STUDENT PROFILE & WORK ORDER: This is the primary resource on student goals and learning history and will inform you on the student’s specific needs. Student Profile and Work Order MUST be read prior to your first communication with a new student’s parents.

WORKBOOKS: In most cases, your student will have one or more workbooks/texts on hand to support their tutoring. These can be from their courses or supplemented by SIE. You are also free to recommend to our office a specialized book that you feel would benefit your student or better fit their learning style.