Welcome to School is Easy!

I’d like to personally thank you for placing your trust in our organization. We feel very honored to have this opportunity to serve you and are committed to helping your student meet the goals we established during our consultation. We look forward to working together with you and your family towards success - please carefully read through the following information and contact me directly with any questions.

SESSION LOG: Your tutor will complete a session log report for every tutoring session. This information will keep everyone (Director, other tutors, and you) up to date on student progress.

TEACHER COMMUNICATION**:** We support in-class instruction and teachers. Tutors can take teacher direction through email, or agenda notes. In person meetings can be charged at regular hourly rates.

CELL PHONES: are not to be used for personal use by students or tutors during the tutoring session. Devices may be used for educational support and completing session logs.

RESOURCES: We carry a large selection of workbooks and materials to support session content. Minimal costs cover the workbook cost and shipping. Workbooks are non-refundable.

SESSION PREPARATION**:** Please have the following available for each session: All relevant text and note books, returned tests, homework and student’s daily planner.

NEW SEMESTER**:** Prior to each semester change, we will reach out to confirm your tutor match, update tutoring goals, provide new support materials (if needed), and coordinate scheduling. If you haven’t heard from us two weeks prior to semester change please contact me directly.

SESSION CANCELLATION: To cancel a session, please call our office 24 hours in advance. Failing to do so could result in a one (1) hour tutoring charge at your regular tutoring rate.

GUARDIANS: A guardian must be present in the home if the student is under 18 years of age. Alternatively, the tutor could meet the student at a public location. Additionally, if student is under 18 years of age and participating in tutoring on-line, please be sure he/she is sitting where guardian has full view of the session.

SCHEDULE CHANGES: Notify the office if you want to change your tutoring schedule. Consistent support is vital for your student to reach their goals. If your schedule changes, or if you would like to increase/decrease your tutoring hours per week, contact our office so we can reassess your student plan. Please note that we do not provide on call tutoring. You will need to maintain a consistent appointment time to retain a tutor’s services.

REMATCHES: We do not guarantee the same tutor for the duration of your enrollment. It is normal for a tutor change to occur at the beginning of a new semester or school year or if your tutor experiences a personal emergency or unexpected change of schedule. The benefit of working with SIE is that we can match a new tutor for you with minimal interruption. You may also request a rematch if you feel your tutor isn’t a good fit for your student.

MATH TUTORING: Different teachers have different methods. Even a brilliant math tutor may need to review before teaching a particular math concept. This does not mean that the tutor is unfamiliar with course content. We recommend emailing your tutor prior to the session with unit information.

PROGRESS: The keys to maximizing student progress are: clear goals, a regular schedule, student discipline, communication, and a compatible tutor match. If you notice a challenge in any of these areas, please contact us.