

2018 Summer Tutoring

Guidelines for Parents



Finding a Tutor

When summer tutoring has been recommended, it is the parent's responsibility to contact a tutor, preferably from the List of Summer Tutors* (enclosed), and arrange a schedule suitable to both parent and tutor.

It is highly recommended that math tutoring be done by a teacher who has been trained in Everyday Mathematics (indicated on the SPS List of Summer Tutors).

Fees/Payment

For **on-campus tutors**, school policy requires that the tutor pay and parent billing be handled through our payroll department. For on-campus tutors, it is a school policy that parents will be billed monthly through St. Paul's Episcopal School, and tutors are to be paid also through the school. The hourly rate for parents to be charged is \$40.00 per hour for individual sessions. For groups of two to four students, the charge is \$30.00 per hour. Parents should be aware that they will be charged for all scheduled sessions cancelled without reasonable notice.

For **off-campus tutors**, fees and payments become a private contract between parent and tutor.

Summer Instructional Materials

St. Paul's Episcopal School provides detailed prescriptions written by the child's teacher for summer tutorials. The prescription should be given to the tutor by the parent. Tutors are welcome to contact the student's former teacher for clarification of student needs. (Contact information is provided on the prescription.)

It is the tutor's responsibility to select appropriate summer instructional material.

St. Paul's Episcopal School reading books, reading workbooks, and assessments cannot be used by tutors for reading instruction.

Tutor Logs

Parents should provide the tutor with the Tutor Log form. These forms may also be found on the School [website under the Counseling section under Current Saints](#). At the conclusion of the tutorial, the Tutor Log should be delivered to your child's grade level division office by August 10th as a summary of what the student completed over the summer.

It is the tutor's responsibility to select appropriate summer instructional material.

Please Note:

Tutors not on St. Paul's **Summer Tutors List** should contact the appropriate school division office for approval prior to beginning the tutorial. (Prior approval ensures that the tutorial will be recognized by the school.) Lower school tutors must hold a teaching certificate.

Know What Matters.

