

# EXTRAORDINARY TUTORING

## FAMILY & STUDENT GUIDELINES

Thank you for your interest in ExtraOrdinary Tutoring (ET), a program of East End Cooperative Ministry! We hope to match your child(ren) with great volunteers this year. Most importantly, once you are matched we ask that you keep in regular communication with your young person's tutor about your schedule. That means calling or e-mailing when you need to change a date or show up late for a session. The other important thing we ask is that you make tutoring a commitment: we see much better results with students when tutoring happens regularly. We hope your student has a great school year!

### FAMILIES

I agree to:

- **Come along or pick up my student for his/her first session** with a new tutor, to meet the tutor;
- **Notify staff** if my child is to go home by some way other than what is designated on the registration form;
- **Not sit in on the tutoring session**, unless specific permission is obtained from staff and the tutor (waiting outside the room is fine though);
- **Remind my child to bring homework and school books**, and to communicate with the tutor about what my child needs to focus on;
- **Bring my child** even when he/she doesn't have homework;
- **Not send outside food** or snacks along with my child, unless it is supper;
- **Receive staff permission** if my child needs to arrive earlier than 30 minutes before his/her session begins, or leave more than 30 minutes after his/her session is over;
- **Arrive on time**; let the tutor know if my child or I will be arriving late (Please contact the tutor first, and then the center if you believe the tutor is already waiting there, and you've been detained);
- **Communicate clearly and directly with the tutor** about scheduling issues, that is, days my child is unable to attend, needs to reschedule days/times, etc.;
- **Communicate any complaints** or concerns related to the tutoring relationship with ET staff;
- **Make sure my child understands** what is expected of him/her (see below).

### STUDENTS

I agree to:

- **Be ready to learn** and expect the best of myself;
- **Sign in with the security guards** (if my session is at ELPC);
- **Bring my school work**, or be ready to read and do other supplemental work in the absence of homework;
- **Be courteous**;
- **Be on time**;
- Have a snack either before or after my session and **not bring "outside food"** (unless it's supper);
- **Pick up after myself** (put games, supplies, pencils, books, etc. away) before I leave;
- **Turn off my cell phone during my tutoring session** and refrain from answering a call unless it is related to the tutoring session;
- **Follow the rules** for using the computer lab.

### PHONE NUMBERS

ELPC Tutoring Center (Rm. 227): 412.361.0450  
East Liberty Presbyterian Church: 412.441.3800

East End Cooperative Ministry: 412.361.5549  
EECM Children & Youth Dept: 412.361.5012

St. Andrew's Episcopal: 412.661.1245  
Pittsburgh Mennonite: 412.421.8007