



## ALL TUTORING REMINDERS

### Initial Visits

- Introduce yourself. Make sure family has received “**All Tutoring**” info.
- Address concerns/questions of parents (can use the Education Plan form).
- Evaluate Client
- Make Recommendations and explain:
  - Frequency of visits (begin at 2-3 times per week).
  - Objectives for next 3-6 weeks
  - Written progress reports given each session (original to parents/copy to office; provide family with manila folder)
- Parents to sign “Tutoring Agreement” form (original to parents/copy to office).
- Leave “Referral” document after 3 weeks of service and explain how it works.

### Requirements

- All checks and money orders have to be made out to **All Tutoring**.
- Checks to be sent to office every Monday with Weekly Time Sheets. Use comment section to inform office of schedule changes, missed appointments, terminations, tutor bonuses, etc.
- Copies of Progress Reports sent to office – original always goes to parent or student on day of visit.
- Phone contact with a new referral within 12 hours. Leave message at office of date initial appointment was set.
- Contact office to give information on frequency and schedule of tutoring visits set up with family on initial visit within 12 hours.
- The first week of each month: on the back of your “Weekly Report” document, list the names of all clients and the number of hours you are scheduled to see them each week.
- Do you need more clients and hours? If so, how many?
- Tutor must have copy of: driver’s license, auto insurance, W-9 and affidavits of independent contractor status on file with **All Tutoring**.
- If you cannot reach family after 3 attempted phone contacts, let office know.

### Suggestions

- Assignments/progress notebook or email between tutor, teacher and parent.
- Have a bag of materials for various levels at your initial visit.
- If you are going to be more than 5 minutes late for an appointment, call them!
- **Ask for referrals!** A cash bonus (up to \$100) goes to you and \$50 cash or a free hour of tutoring to the referring family (after the new referral pays for 4 or more sessions).