

GRACE COMMUNITY SCHOOL
Tutoring Program
2011-2012

Grace Community School is pleased to offer individual tutoring to GCS students who are struggling with specific academic skills or subject areas. Please read carefully the tutoring policies and procedures listed below. For further information, please contact the GCS office.

- **Tutors:** all GCS tutors are employees of Grace School (and thereby members of Grace Community Church). Each tutor has been screened to verify academic and teaching qualifications for the subject and/or skills he or she is prepared to tutor.
- **Hours/Location/Schedule:** Tutoring may be in one hour or one half-hour session, as mutually agreed upon by the parents and the tutor and as recommended by the teacher.
- **Cost:** The cost for tutoring is \$22 per hour. Payment for a full month of tutoring is due on the first of each month. Please submit checks or cash to the GCS office, not the tutor. All checks for the lessons will be made payable to Grace Community School.

To obtain a tutor, please complete the bottom portion of this form and submit to the GCS office. The office will then match the tutoring request with an appropriate tutor. The tutor will then call the parent to arrange the tutoring schedule. The tutor will communicate regularly with the parent and teacher regarding specific assignments and skills needed.

Tutoring Request

(Please turn into the school office)

Date: _____

Parent Name _____ Student Name _____

Grade _____ Teacher _____ Area needing tutoring _____

Phone Number _____

(Please check appropriate boxes)

Tutoring session length: one hour one-half hour

No. of sessions per wk: _____ Mon. Tue. Wed. Thur. Fri.

Comments/Additional information:

Date Received:

Tutor assigned:

8.15.11