

Church of the Palms Tutoring Summer 2024



Student & Parent Policies and Procedures

We welcome you and your child to Church of the Palms' Summer Tutoring program. We're excited for the commitment you've made to have your child attend each week while school is in session. Your child will learn and grow with the help of one of our gracious community volunteers. Please review these policies and procedures with your child.

Location Details

Church of the Palms - Campus Center
3224 Bee Ridge Rd, Sarasota, FL 34239

Contact

Corinne Boot-Handford, Director of Tutoring
E: cboothandford@churchofthepalms.org
P: (941) 539-4542 (call or text)

Attendance / Cancellation Policy

Attendance is required to hold your spot. Two last-minute absences (notice less than 2 hours before tutoring session time) or one no-call/no-show is cause for withdrawal from the program without refund. 3 absences (excused or unexcused) will result in withdrawal. There are many children on the waiting list to be tutored. Please report sickness and expected absences as soon as possible.

Payment

Payment is due on the FIRST day of tutoring. \$40 per student covers snacks and materials for the summer (June-July). Cash or check only. Financial assistance is available to those who qualify.

1. PLEASE ARRIVE AT YOUR SCHEDULED TIME.

If early, please wait outside or in the lobby area with your child. If running late, parents must call or text the Director to inform their child is on their way. Tutors will wait 10 minutes only before leaving if no communication has been made.

2. COMMUNICATION IS KEY!

Communicate with the tutor before and/or after the tutoring session to stay informed of your child's progress. Be positive and encourage your child to learn. Always be respectful of the tutor. Give plenty of notice if your child will be absent from a session to respect the volunteer tutor's time.

3. PLEASE BRING YOUR BACKPACKS.

Most materials (textbooks, reading books, worksheets, workbooks, pencils, paper, laptops, etc) and snacks are provided. Students are encouraged to bring their own books or workbooks to read or work on with their tutor.

4. PICK UP YOUR CHILD PROMPTLY AFTER THE SESSION.

Students 16 and under MUST wait in the campus center to be picked up by a parent or guardian. Children are not permitted to leave the building until a parent/guardian is present. Children must be picked up promptly after their session. Rides arriving late will get one warning before being withdrawn from the program.