

# FIRST BAPTIST CHURCH OF HIGHLAND PARK



## TUTORIAL MINISTRY

“KEYS TO STIMULATE LEARNING THROUGH TUTORING”  
IT TAKES A COMMUNITY TO HELP CHILDREN SUCCEED!

### *Student/Parent/Tutor Agreement*

**Date:** \_\_\_\_\_

**Parent/Guardian Agreement** *I want my child to achieve. Therefore, I will encourage him/her by doing the following:*

- See that my child is punctual and attends tutoring regularly. Tutoring begins at 7:00 PM.
- Ensure that my child comes with materials (i.e., books, paper, homework, work material and writing tools).
- Notify the class chairperson at least five hours prior to the start of class on the rare occasion that my child will miss a tutoring session.
- Stay aware of what my child is learning and make sure that my child brings his/her homework or study materials to the tutoring session.
- Encourage my child's best efforts.
- Notify tutor(s) that my child will be late or will not be present for the tutoring. Tutors will only wait 15 minutes if not notified.
- Contact tutors 24 hours before the start of tutoring if my child will not attend.
- See that my child adheres to the rules or risk removal from the program.

Signature \_\_\_\_\_

**Student Agreement** *It is important that I work to the best of my ability. Therefore, I shall:*

- Attend tutoring regularly.
- Come to tutoring each week with needed supplies (i.e. pencils, pens, paper, books) and homework assignments or study material.
- Have no cell phones on or texting during session.
- Treat other students with dignity and respect.
- Treat the Tutor(s) with respect, always listen and not talk back. If a student is disrespectful, the Tutor will contact parent/guardian for student removal.
- Accept responsibility for my own learning.

Signature \_\_\_\_\_

**Tutor Agreement** *It is important that the students achieve and grow. Therefore, I shall:*

- Establish an enriching tutoring environment.
- Provide assistance with homework assignments or study materials.
- Provide regular information to students and parents about student progress.
- Notify parents 24 hours before that the tutoring session is canceled or if Tutor is unable to attend, unless in case of an emergency.

Signature \_\_\_\_\_