

Tutoring Policies and Guidelines

1. STUDENTS

- a. **Cancellations:** All cancellations are requested to be made a minimum of 10 hours prior to the agreed upon session time. After 10 hours, **appointments will be required to pay half** of the agreed upon rate of the lesson, before the start of their next tutoring session. (ex. Regular rate \$40. Missed class Pay \$20 + regular rate at the beginning of the next lesson).
 - i. **Exemption:** If the student reschedules within 7 days of their original appointment, all cancellation charges will be waived.
- b. All students are to be present at the time of the agreed upon tutoring sessions. **No show appointments will be required to pay half** of the agreed upon rate of the missed lesson, before the start of their next tutoring session, no exceptions.
- c. If the student has a known developmental difference, they are to notify the Private Art teacher before the start of the first lesson.
- d. Students are required to have a legal guardian present in the home or building during lessons.
- e. The Private Art teacher is not responsible and will not tutor unattended children that are not scheduled to be tutored. Please refrain from having unattended children present that are not part of the lesson.
- f. All students should address teacher as Mrs. and focus on the lesson without the interference of any unapproved electronic devices unless provided by the teacher for educational purposes only.

2. ENVIRONMENT

- a. Only homes and buildings that are non-smoking will be considered safe tutoring environments for the students and teacher. If this is not a consideration, all sessions must be held at a local library or rec center agreed upon by both guardian and tutor prior to the next lesson.
- b. The Private Art teacher reserves the right to reject the scheduled lesson if the environment is considered an unsafe and non-conducive environment for teaching. A building or home is deemed not profitable for educating includes, but not limited to, foul language, smoking or toxic pollution, loud music or loud noise, or constant interference or interruption of the lesson of any person during the education process.

3. DISCOUNTS

- a. Referral Program: Receive 50% off your next one hour tutoring session for each new client you refer. The new client will also receive 50% off their first one hour tutoring session.
- b. Bundled Rate: Pay for 8 lessons and receive a \$10 total discount.

Christina Mitchella reserves the right to all Policies and Guidelines, which are subject to change without notification.

Thank you for letting me help and grow your children in the Fine Arts by fostering an environment of education. It is my desire to facilitate their growth by helping them accomplish their goals in the creative field. – Mrs. Christina