**Growing Constantly Educational Services**

Tutoring Policies and Procedures

Each student is evaluated individually by the tutor to determine his or her specific academic needs. Our evaluation consists of a series of short exercises in which the child’s academic skills are assessed. Included in the evaluation are assessments of, phonological awareness, Alphabetic Principles/Phonics, Fluency, Vocabulary and Comprehension. Often, students will come with a test battery from other professionals. This information is very valuable and will be used for teaching decisions. However, quantitative data rarely gives information regarding where remedial instruction should begin. Rather, it gives information regarding how far behind a child is in quantitative terms, such as grade equivalencies or percentiles.

* Following the initial evaluation, a verbal consultation will be available for parents to review test scores and get recommendations for tutoring focus and frequency. The tutor will then be responsible for implementing an individualized plan for the student based on the evaluation as well as any other concerns addressed by parents or classroom teachers of the student.
* Frequency of meeting and areas of study are decided on an individual basis for each child by the tutor and parents. Scheduling of sessions will also be done on an individual basis.
* Sessions are designed to last 50 minutes with an additional 10 minutes reserved for communicating with parents. During this time, the parent will be informed of the methods and activities being used during the tutoring sessions so that these may be reinforced at home. Homework will also be discussed at this time. Most materials and activities are provided by Growing Constantly Educational Services. However, materials for home practice, such as reading material and workbooks are provided for an additional charge.
* To ensure optimal progress, open communication and collaboration with other professionals is always encouraged. Often, classroom teachers or therapists may recognize areas of difficulty not seen by parents and will enable the tutor to better focus her efforts. Similarly, tutors can offer suggestions for modifications in the classroom, which may help the student to be more successful.
* Regular attendance is expected and necessary for tutoring to benefit any child. Students with excessive absences can lose their designated time if the tutor deems necessary.
* Cancellations should be made at 216-225-8333, or with the individual teacher, as early as possible. If a message is received by the scheduled appointment time, there will be no charge. However, no-shows will be charged $30.00 per missed appointment.
* Tutoring services are $65.00 per hour. Parents will be billed monthly, and fees are due by August 31,2023. Payments may be sent to, 715 East 260th Street, Euclid, Ohio 44132. Please contact Simone Gatewood @ simone@keepitgc.com or 216-225-8333 for more information regarding tutoring.