

Smart Minds Tutoring Tutor Contract

Contact Information:

Email: info@smartmindstutoring.com

Instagram: @smartmindstutoring21

Website: <https://smartmindstutoring.com>

Phone Number: +14042329051

Attendance Policy:

When you sign-up to tutor, you are making a commitment; the students are counting on you to show up for the session.

You must stay for the full session. Let us know if you have internet issues or any other emergency as soon as possible so that we can communicate with their parents. Excluding emergencies and connection issues, if you leave before the full one-hour tutoring session is completed, you will have to be removed from the program indefinitely.

If you have to cancel, please notify an officer and the parent as soon as possible. After the first time, unless in case of emergency, you will be put on probation and will not be allowed to tutor for the next two sessions (not including the one that was canceled). If this is a recurring issue, you will have to be removed from the program indefinitely. Please communicate with us!

If your student does not show up in the first ten minutes, contact an officer, so that we may reach out to their parents. If your student does not show up twenty minutes into the session, you may leave, however inform an officer when you are leaving the session, in order to secure your service hour.

Zoom Etiquette:

When tutoring, refrain from using any profanity or harsh language. Make sure to be fully focused on your student, and do not be distracted by other things such as your phone.

You must start your session through the Learn to Be platform, please communicate with your student which platform you will be using each week.

<https://learntobe.org>

Partnership of Smart Minds Tutoring and Learn to Be:

Smart Minds Tutoring (SMT) continues to remain a separate nonprofit organization from Learn To Be. Specifically, Learn To Be is solely a partner of SMT and is used as a virtual platform to promote student learning. Both nonprofit organizations will remain as separate entities.

Please sign here to acknowledge and agree to the terms listed above:

Student Name (print): _____ Student Signature: _____

Photographs:

Tutors are not required to submit pictures including your face or the student's; however your camera must be on during the tutoring session, so that the student can see you.

It is encouraged that you take a full frame picture of your screen, including yourself and your student.

Please sign here if we can use your photos to promote our organization on the website:

Student Name (print): _____ Student Signature: _____

Parent Signature/Guardian: _____ Date: _____