

**Chinese American Parents and Students Association (CAPSA)
Tutoring Program
Tutee Guidelines 2011-2012**

1. Candidate tutees include students age 5 or above and adult members who need help with their homework, English or adapting to the American culture and environment.
2. If a candidate tutee foresees any other activities that will seriously conflict with his/her attendance at CAPSA, he/she should not apply until he/she is available.
3. The annual CAPSA shared facility rental fee is \$20 for each K-12 student and \$30 for each adult student. CAPSA membership is free.
4. Tutoring service is provided primarily on a one-on-one basis for eligible students. English classes are available for adult students.
5. The location and time of the tutoring program are:

Location: Robert Frost Middle School
9201 Scott Drive
Rockville, Maryland 20850

Time: Saturday 10 AM – 12 noon

September 10: Registration	January: 7, 14, 21, 28
September: 17, 24	February: 4, 11, 18, 25
October: 1, 8, 15, 22, 29	March: 3, 10, 17, 24
November: 5, 12, 19	April: 14, 21, 28
December: 3, 10, 17*	May: 5, 12, 19*

6. If the tutee/adult student will be late or absent, please notify the lead coordinator of his/her group as soon as possible.

Lower Elementary Group (Gr. K-2):	Lucy Tan	(301) 926-0788
Upper Elementary Group (Gr. 3-5):	Tiffany Sun	(301) 762-6635
Middle School Group (Gr. 6-8):	Jackie Kwan	(301) 315-2322
High School Group (Gr. 9-12):	Victoria Xu	(301) 838-8575
Adult English Class:	Please notify the corresponding teacher directly	
7. Tutees should arrive on time by 10 am. An assigned regular tutor for the tutee is not guaranteed for those who arrive late. The program reserves the right to dismiss any tutee who is chronically absent or late without prior notice.
8. Parents need to pick up their child(ren) as soon as the session dismisses at 12 noon. Please follow traffic regulations and use designated pathways to cross the road.
9. If tutee has certain food allergies, please let us know so we will not distribute that kind of snacks/food to the tutee. Tutee may bring his/her own snack for snack break.
10. Tutees need to dress appropriately for a teaching environment. Upon arrival, all tutees must sign in at their tutoring group and go to their assigned seat for tutoring.
11. Tutees are encouraged to bring in their school text books so their tutors can better gauge their abilities. Although tutors will help tutees with their homework, please be advised that tutors will not do the homework for tutees. Chinese school homework tutoring is discouraged.
12. When the tutee has finished his/her homework, the tutor will offer reading materials and single sheet supplemental assignments available from the program.
13. The program has a variety of reading books, dictionaries, worksheets, textbooks, workbooks and magazines available as teaching material.
14. No food or drink is allowed in any classroom, except the cafeteria. Leave the classroom in its original arrangement at the end of the class. Do not take or remove any materials from the classroom.
15. Please observe rules and regulations. Do not shout, run or play during tutoring sessions.
16. Please contact Ms. Lily Shen at 301-864-0149 if you have any questions regarding Montgomery County Public Schools.
17. For more information, schedule changes and cancellations, please check the CAPSA website at www.capsa-mc.org, call your lead coordinator or contact Terry Fan at (301) 424-0776 or info@capsa-mc.org.
- * Holiday Party and Annual Award Ceremony will be held during the second hour on December 17, 2011 and May 19, 2012, respectively. All parents, tutors and tutees are cordially invited to attend both events.

蒙郡華裔家長學生協會課業輔導

輔導須知 2011-2012

- 一、 凡年齡 5 歲或以上，課業或英語需要輔助之學生及成人會員均為輔導對象。
- 二、 如預知有其他活動，嚴重影響出席情況，請勿申請本會課業輔導。
- 三、 不收會員費。學生每學年場地均攤費每人 \$20，成人英語班學生每學年場地均攤費每人 \$30。
- 四、 輔導班採取一對一教學方式為主。
- 五、 輔導班上課地點及時間如下：

地點： Robert Frost Middle School
9201 Scott Drive, Rockville, MD 20850

時間： 星期六上午十時至中午十二時

九月十日：	新學年註冊	一 月：	7, 14, 21, 28
九 月：	17, 24	二 月：	4, 11, 18, 25
十 月：	1, 8, 15, 22, 29	三 月：	3, 10, 17, 24
十一月：	5, 12, 19	四 月：	14, 21, 28
十二月：	3, 10, 17*	五 月：	5, 12, 19*

- 六、 若有事請假或 遲到，請儘早通知小組總協調員。

高中組 (Gr. 9-12): 許婉贏 (301) 838-8575 初中組 (Gr. 6-8): 關力潔 (301) 315-2322
高小組 (Gr. 3-5): 孫郁婷 (301) 762-6635 初小組 (Gr. K-2): 譚思璐 (301) 926-0788
成人組: 請通知授課老師

- 七、 學生必須在上午十時前到校，在所屬組別簽到，然後到指定座位上課。若學生遲到，他的小老師有可能被安排輔導別的學生，敬希準時到校。若嚴重缺課或遲到，而未預先通知，則有可能被取消資格。
- 八、 請家長們在中午十二時上課結束時準時接回您們的子女。並請大家遵守交通安全規則及使用行人線區過馬路。
- 九、 學生如對某些食物敏感，請通知我們，我們將不會分發該類食物給他。
- 十、 學生上課時必須穿著整齊適當服裝。
- 十一、 本輔導班鼓勵學生帶學校的課本和功課。小老師會優先提示如何解答學生帶來的功課，但並不是代學生做功課。輔導班不提供中文學校功課輔導。
- 十二、 學生做完學校功課，小老師可幫助學生閱讀學校課本，或暨由本輔導班提供書本閱讀或做單張作業。
- 十三、 輔導班備有各種不同程度的書籍、字典、作業及雜誌，作為基本的輔導教材。

- 十四、 除餐廳內,同學們不應帶任何食物或飲料進入教室。不應自取教室內任何物件,務必保持教室原來的樣子。
- 十五、 請遵守教室規則,上課時請勿喧鬧、奔跑和嘻戲。
- 十六、 本會提供交通補助給乘坐公共巴士來課業輔導班上課的學生,每人每週兩美元。如有須要接受補助,請於課業輔導班上課時,出示當天巴士車票給范老師。
- 十七、 有關蒙郡公立學校的任何問題,請致電余秀雯老師 (301) 869-0149 查詢。
- 十八、 有關詳情及上課時間變更,詳情請查閱網頁 www.capsa-mc.org、請致電小組總協調員、或范老師 (301) 424-0776,電郵 info@capsa-mc.org 查詢。

* 2011 年 12 月 17 日的第二堂課將舉辦聖誕聯歡會。2012 年 5 月 19 日的第二 堂課,將舉辦學年結業頒獎典禮。熱誠邀請所有家長、學生及小老師們參加。