



Brimmer and May—Tutoring Program Policies for the Lower School 2022-2023

The Brimmer and May Tutoring Program is designed to meet the academic needs of students seeking development and individualized practice of academic skills in an array of subject areas extending beyond the supports already built into the classroom.

Scheduling for Lower School:

Lower School students may meet for 30-minute, 45-minute, or 60-minute sessions.

Tutorials can be scheduled up to three times weekly per subject area. Please contact Kimberly Tolpa, the Lower School Director of Academic Services, for exceptions: ktolpa@brimmer.org.

Sessions may be held either before school (7:30-8 a.m.) or after school beginning at 3:00 M-Th and at 2:30 on Friday.

Communication:

Once your request is placed by registering, the appropriate Director of Academic Services will follow-up with you to match your child to a tutor based on indicated preferences in subject area, grade level, and schedule.

Families and tutors should make every effort to check for conflicts prior to the first session (e.g., play practice, doctor appointments, end-of-year testing, playdates, trips, etc.).

Once tutoring is initiated, parents should reach out to the appropriate Director of Academic Services to make changes involving frequency and/or duration of sessions. Please do NOT just relay this information directly to your tutor.

Payment and Tutoring Costs:

Tutoring charges are \$90 per hour (\$1.50/min).

Financial aid is available if a student receives tuition assistance, up to 50% of the total aid package received by the student. If you have questions regarding financial assistance for tutoring, please contact [Brian Beale](#) prior to beginning the registration process.

Registration on Ultracamp will open up for fall semester or full year arrangements on July 1, 2022. Registration for spring semester will open up on December 1, 2022.

Payment Procedures:

Prior to the start of each semester, families purchase a select amount of tutoring minutes.

In the fall semester, the block package will be for 12 weeks, even though tutoring will take place for 13 weeks from September 12 to December 15th. This allows for the equivalent of one week of missed sessions without the need for makeups since the extra week is not factored into the overall cost. For instance, if your child is tutored 3 times per week, the cost of 3 missed sessions is accounted for in the package pricing and therefore those sessions do not need to be made up.

In the spring semester, the block package will be for 19 weeks, even though tutoring will take place for 20 weeks from January 3 to June 2. Again, one week's worth of missed sessions are factored into the cost of the block package. For each semester the week's worth of missed sessions are meant to account for sessions missed due to "no school" days as a result of holidays, conference days, early dismissals, etc. In the event of missed sessions due to weather-related school closures, no more than one session will be made up.

Tutoring will not take place during the week of Thanksgiving OR during Winter Break OR during the two weeks of March Break. Families were not charged for sessions during these windows of time. Any tutoring arrangements made during these breaks should be done directly between tutor and families and should take place off campus. Similarly, Brimmer's Tutoring Program does not run during the summer, but families and tutors are welcome to work together to make arrangements that works for both parties.

We are not set up in a way that allows for us to easily add on supplemental sessions for any given week. If you feel that you are in a situation where your child needs an extra session (or two) on a given week, please speak to Kimberly Tolpa ktolpa@brimmer.org first before creating a plan with the tutor. Determinations of feasibility will be made on a case-by-case basis.

All balances must be paid prior to October 15, 2022 for fall semester or full year billing. On October 30, 2022, the credit card on file will be charged for the remaining balance. For spring semester, all balance must be paid prior to January 15, 2023. On January 31, 2023, the credit card on file will be charged for the remaining balance.

Families with outstanding balances will not be able to sign up for more tutoring hours until the balance is cleared.

Please contact Julian Hickman at jhickman@brimmer.org with any billing concerns or questions. Refunds and reservation modifications will be accessed on a case-by-case basis.

Attendance Policy:

Students are expected to attend each tutoring session on time and with the appropriate materials.

Please be sure to **exchange contact information with your tutor** (email and phone number). If you know your child will miss a tutoring session due to illness or an emergency, please call your child's tutor with as much notice as is possible, preferably by 7 p.m. the night before. **There is no refund or credit for cancellations outside of emergencies/illness with less than 24 hours' notice.**

Tutors are not expected to reschedule in the event of **repeated cancellations (two or more sessions)** even with advanced notice of 24+ hours, and families will not receive refunds or credits for missed sessions. Tutors will be compensated for their preparation and time set aside for sessions.

If your tutor must miss a session, he, she, they will notify you in advance. Your tutor will make every effort to make up a missed session in a reasonable time frame. If it is not possible, a refund will be issued for the sessions the tutor misses.