



## All Around Learning Center, Inc.

7571 S. Willow Dr. Suite 103, Tempe, AZ 85283

Phone: (480) 833-7338

Website: [www.allaroundmath.com](http://www.allaroundmath.com)

E-mail: [info@allaroundmath.com](mailto:info@allaroundmath.com)

### One-on-One Private Tutoring APPLICATION

#### Student Information

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade level: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Student's Cell) \_\_\_\_\_

What subject would you like us to tutor to the student?

\_\_\_\_\_  
\_\_\_\_\_

#### Responsible Party Information

Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Parent's Cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Emergency Contact Information

Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Please review our office policies and procedures and initial to indicate your understanding and agreement.**

**Payment**

\_\_\_\_\_ **Monthly:** An invoice for the month will be distributed by the 25<sup>th</sup> of the previous month. Please note all payments must be received by the 1<sup>st</sup> at 6pm. If the 1<sup>st</sup> falls on a Saturday, Sunday, or major holiday when our office will be closed, payment will be due the following business day by 6 pm. Any account not paid by the 5<sup>th</sup> at 6 pm will be considered late. Tutoring may be suspended until payment is received in full.

In case of a bounced check a \$25.00 fee will be charged for insufficient funds. Tutoring may be suspended until payment is received in full.

How would you like the invoice received?

Sent home with student    E-mail \_\_\_\_\_    Both

**Policies and Procedures**

\_\_\_\_\_ **Student Achievement.** The progress of each student is the foremost concern of the staff at The All Around Learning Center. We offer three methods of instruction to meet the individual needs of our students.

- 1-1 Private Tutoring: Lessons are planned under careful supervision, and records of instruction are maintained to monitor achievement. The methods we use have very strong track records for improving students' math abilities.
- Drop-In Homework Help: This program is for students who would like a more flexible tutoring option at a discounted rate. Students are welcome to come in Monday through Thursday from 5-6pm for an unlimited number of days each month and receive small group homework help and test prep.
- Test Prep: SAT, GRE, AIMS, GED, etc.

\_\_\_\_\_ **Holidays and School Breaks.** We will not schedule lessons on holidays. We usually have a few teachers available during winter break and spring break, please let us know if you wish to schedule sessions during those times. We encourage you to use this time to either review material covered, or to get ahead in the class.

\_\_\_\_\_ **Extra Lessons.** If a student requires an extra session before a test, please let us know and we will try to do our best to accommodate his/her needs.

\_\_\_\_\_ **Absences.** Absences, particularly those that arise at the last minute, cause significant problems for us. We arrange for tutors to be here for the student and it is very difficult to fill in the gap caused by an absence. Accordingly, if a session is cancelled last minute, or the student is a no show/no call we will charge half price for the missed lesson. We ask the parents to give us a 3 hr notice for cancellation.

For cancellations who gave 3 hr notice, the office will follow up within 24 hrs to schedule a make-up session. All cancelled sessions must be made-up within 15 days or the opportunity will be lost and half price will be charged.

We understand that a last minute emergency could occur in any family and may be lenient with the 3 hr notice for specific cases.

**Please note that there will be no refunds or credits given on next month's invoice, all missed sessions have to be made up within 15 days.**

\_\_\_\_\_ **Tutor Illness.** In the case of tutor illness, students have the option of a substitute tutor, or a make up session. No charge will be applied for tutor cancellation.

\_\_\_\_\_ **Termination.** We require two week written notification of intent to terminate instruction mid semester. You are financially responsible for lessons scheduled during the two week period. If you have already paid for lessons beyond two weeks, we will issue a refund.

\_\_\_\_\_ **Lesson Length.** Three to five minutes of each lesson time may be used for the tutor to meet briefly with parents before or after class.

\_\_\_\_\_ **Progress Report.** Each month we will provide an optional written progress report regarding the accomplishments of the student as requested by the parents.

\_\_\_\_\_ **Tutor Assignment.** We try to match students with tutors by personality and temperament. Once a tutor is assigned to a student, and we see a well working relationship, we do our best to keep that tutor with the student during the entire tutoring program.

\_\_\_\_\_ **Non-Solicitation.** Tutors at The All Around Learning Center have received extensive training in our instructional methods. By signing below, you agree that you will not solicit any employee of The All Around Learning Center to perform the same or similar services outside of The All Around Learning Center. You agree that if you do, The All Around Learning Center can immediately terminate your contract, retain any fees and deposits you have paid and pursue all other rights and legal remedies it has.

**Financial Agreement**

I, \_\_\_\_\_ (Responsible Party), give permission for \_\_\_\_\_ (Student) to receive instruction at The All Around Math Learning Center according to the payment plan selected in this Agreement. I read the above policies and procedures and understand and agree to them.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

**Hours Of Operation**

Business Hours: Director Kate is available by phone from 11am to 7pm Monday-Thursday and in person meetings can be scheduled during these times by email or phone. Kate’s direct number is (602) 502- 5102. Text messaging is welcome. Parents and students also have the option of contacting the tutor directly by phone or text. Tutor’s Cell: \_\_\_\_\_ for scheduling only

Tutoring Hours: Monday-Thursday 9am-9pm, Friday 9am-6pm. Saturday 9am-5pm.

Drop-in Homework

Help Hours: Fall 2010: Monday through Thursday 5:00-6:00 pm. These hours are available for any student who wants additional help at a discounted rate.

**Scheduling Requests**

When would you like to start tutoring? (mo/day) \_\_\_\_\_

Which days/times do you prefer? \_\_\_\_\_

**How did you hear about us? (Please check one)**

Referred by an AAMLC student  Who? \_\_\_\_\_

Online  Which site? \_\_\_\_\_

Other  Please describe: \_\_\_\_\_