



Brimmer and May—Tutoring Program Policies for the Lower School 2024-2025

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 with tutors for 30-minute, 45-minute, or 60-minute sessions.

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

Sessions may be held after school beginning at 3:00 Monday-Thursday and at 2:15 on Friday.

Communication:

Once your request is placed by registering through Ultracamp, the Lower School 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 Lower School 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. On the Ultracamp registration system, please check the box that indicates that your child receives Financial Aid. Kim Tolpa and Julian Hickman will work together to make balance adjustments to your account and let you know when it is ready to be paid. You do NOT need to pay the balance at the time of the booking prior to the Financial Aid adjustments.

Registration on Ultracamp will open for fall semester or full year arrangements on July 1, 2024. Registration for spring semester will open on November 1, 2024. If you register for FULL YEAR Tutoring (which will open on July 1, 2024), every effort will be made to keep your child's tutor and schedule consistent from one semester to the next within the 2024-2025 school year.

Payment Procedures:

Prior to the start of each semester, families purchase a package with a select number of tutoring minutes.

In the fall semester, the block package will include 13 paid weeks of tutoring, even though tutoring will take place for 14 weeks from September 9th to December 20th. 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 the first 3 sessions do not need to be made up.

In the spring semester, the block package will be for 18 weeks, even though tutoring will take place for 19 weeks from January 6th to May 29th. Again, **one week's worth of missed sessions are factored into the cost of the block package**. For each semester one 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 are not charged for sessions during these windows of time. Any tutoring arrangements made during those 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 work 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) in a given week, please speak to Kim 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, 2024 for fall semester or full year registrations. On October 30, 2024, the credit card on file will be charged for the remaining balance. For spring semester, all balances must be paid prior to January 15, 2025. On January 31, 2025, 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 assessed 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 child's 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 24 hours' notice, except in the event of an emergency or unexpected illness.**

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.