

# THE FAMILY COMMUNITY /AJAX KIDS PLACE

## Tutoring Policies

Becoming a Ajax Kids Place Tutor

OR

Registering for Tutoring Program

Be aware and further acknowledge the risks associated with the tutor-tutee relationship and subsequent transaction. We ask that you review the following set of assertions and precautions as part of a proactive approach to ensuring a fun and safe AKP-TUTOR experience.

### **Minor**

In order to make use of all AKP-TUTOR services, including our school management software and website and overall free resource, you must either be eighteen years (18) of age or older, or have parental consent. Furthermore, if you are eighteen (18) years of age or younger. AKP strongly suggests that your parents are at a minimum present during the first tutoring session.

### **Location**

The place of meeting, to facilitate your tutor-tutee transaction is the **AKP facility at 7-377 Mackenzie Avenue Ajax ON.**

A face-to-face appointment will be schedule at the AKP office made, to establish rapport in order to reach a level of comfort necessary for a great tutor-tutee experience.

Tutors are asked to observe the following guidelines when tutoring in AKP

- Tutoring activities are to be confined to study rooms, as well as most open study and reading areas.
- There will be no exclusive room use and reservations cannot be made for specific areas.
- Tutoring sessions must be kept as quiet as possible.
- Tutoring sessions will be limited to a maximum of two students per tutor.
- Tutors are responsible for the behavior of the students being tutored during the tutoring session.
- AKP staff is happy to assist tutor teams
- Tutor teams requiring the use of a computer may borrow a laptop or request the use of our computer room.
- Adherence to the AKP Electronic Resource & Internet Use Policy is expected.

- AKP is responsible for establishing communications protocols between tutors and the tutee's parents. Except otherwise requested by the tutee's parent