



## QC TUTOR CONNECTION: TIPS FOR FAMILIES

Search for tutors based on subject matter, grade level and time preferences. Once you've found a prospective tutor:

### Set up a phone interview.

Discussion points:

- Discuss scheduling availability. Plan for cancellations or scheduling adjustments – how do you both prefer this be communicated?
- Pay details – frequency, format (such as Venmo, Paypal, cash or check), etc.
- Your child's learning
  - Is there anything specific the tutor should know about the environment in which your child learns best?
  - How will the tutor evaluate your child's needs and communicate them to you?
  - How many students are being tutored? Decide on a maximum number of participating students.
- Materials, including whether the tutor has recommended supply or resource list and who will provide those materials.
- If in-person tutoring? See below.

### Set up an introductory call to connect child with tutor.

- Talk through specific goals with the tutor and possibly the child as well.
- Establish what your child has learned on a particular topic to-date.
- Discuss a lesson plan and approach, incorporation of school district lesson plans and ensure tutor has access to any relevant school district and student(s) specific lesson plans.
- Include all participating students.
- Set expectations for the tutoring session(s) and any homework or follow up(s) needed between sessions.

### In-Person Tutoring

Discussion points:

- Whether the parent/guardian will be present during tutoring sessions? If no parent/guardian will be present, discuss emergency situation plans and procedures.
- Safety procedures and precautions required for participating student and tutor.
- Specific PPE to be worn by both student and tutor, as well as regular COVID-19 testing/temperature checks.
- Plan for positive COVID-19 test or potential exposure by all participating parties (students, tutors or parents/guardians).