

English Tutoring Policy

Instructor: Lena Rabinovich

Our children dream of being architects and football players, nurses and astronauts. The knowledge of English language is essential to their journey, not only because they need good scores on their SAT's, but because reading and enjoying literature develops their sensitivities and broadens their perspective. My goal is to give my students the skills to be successful no matter what they choose to do in life. My other goal is to guide them in appreciating good books and becoming more introspective, creative, and imaginative.

My commitment to you:

1. To design lessons to meet your needs
2. To help you reach your language goals
3. To make your English language arts education an enjoyable and satisfying experience

Your commitment to me:

1. **To come to your lesson on time**
 - I have a tight schedule, and if you come late, your lesson will still end at the usual time. Parents are welcome to discuss any concerns in the beginning or end of scheduled lesson time.
2. **To complete your homework and bring all your materials to the lesson**
 - Coming prepared is essential to having effective, productive lessons.
3. **To respect me and the instructions I give you**
 - I am here to help you achieve the best results and strive to have pleasant lessons we will both enjoy; if you have a problem, let me know.

Tuition is expected monthly in advance. It is nonrefundable and does not include materials (books, workbooks, etc). I reserve the right to raise tuition money because of inflation.

CANCELATION POLICY

I schedule my day with your lesson in mind. Please be respectful to me and to the other students.

1. If you have to miss a lesson, you **MUST** let me know no later than 24 hours in advance to avoid being charged. We will then find a time to reschedule.
2. If there is a serious emergency such as a sudden illness or severe weather, I will understand if you cancel less than 24 hours in advance. I will do everything possible to find a time to reschedule that can work for both of us.
3. **Regularly attending lessons is essential to making progress. If a student consistently cancels and/or reschedules lessons, I reserve the right to discontinue working with him/her.**

OTHER NOTES:

1. If your child has the flu or a cold, the lesson will not be productive. Please give your child a chance to rest, and we will find a time to reschedule the lesson.
2. Parents are expected to pick up their child at the end of the lesson time. If a parent is late, the child can wait on the porch or, if it's cold, inside the house. *Also, please park on the street instead of on the driveway.*
3. My phone number is 303-956-5081. Please feel free to contact me for any reason.

The undersigned has received and read a copy of Lena Rabinovich's policy.

Student (or Parent) Signature: _____ Date: _____