



YMCA Camp Coniston Student Tutoring Contract

You have signed up for virtual tutoring with YMCA Camp Coniston. We are so excited to have you be apart of this program. As we are working with a group of tutors who are all volunteer based, we have a few guidelines we need you to know and sign off on!

- Tutoring meets every week for a **1 Hour Virtual Sessions over Google Meets** for the school year of 2022 – 2023
 - Once you are consistently showing up for your tutoring sessions, and recognize you may need more help, you are welcome to ask your tutor if they have more time to help you or stay on your calls longer than the 1-hour time frame.
 - If they cannot assist in more time, you may reach out and if we have another tutor who can meet with you a second time in the week, we will do our best to offer you those services.

- When we pair you up with your tutor, we will email you in a **chain email**. Within this email will be the Tutor's email, your parent's email, the Coniston tutors' email, and your school email if that applies.
 - When you receive this email, the Tutor will be replying to it directly, letting you know their availability, and you will work with them directly to come up with a time that works for your foreseeable future!
 - **When you reply, please always click **REPLY ALL** – We need all the emails to be CC'd to Coniston Tutors and Your Parents – This is for your and their safety.**
 - You should Always be replying to the initial chain email that let you know who your tutor is.

- Again, when we pair you up with your tutor, the Tutor will be reaching out to you DIRECTLY.
 - They will be looking to help set up a time and day that works for both parties. Please be responsive and work with one another to find a time that works!
 - This will help with your scheduling and communication skills, we strive to help instill real life opportunities for growth and development, and scheduling your time is one of them!
 - **PARENTS / GUARDIANS:** Please make sure your child is working with the Tutor directly to create a scheduled time, you are welcome to help assist in their timings, but we are hoping for them to gain a sense of scheduling their own time.

- You must be showing up to your scheduled meetings or communicate with your tutor of a change of plans.
 - We operate on a 3 strike program, after 3 times as a no show we will no longer be able to offer you tutoring services.

- We ask you to communicate with your tutor with a 24-hour cancelation / change of time for your week.
 - Please communicate Via Email if you can not make your schedule time. Offer a few options of times you can meet within the week and see if they may be able to match up.
 - If you have no other times available that week, just let them know you need to fully cancel tutoring for the week.
 - We know life gets busy, so worst case scenario, please be courteous enough to email whenever you realize you won't be able to make it, and don't leave them hanging behind a screen hoping you will show.
 - We are asking the same from the tutors, to respect your time as well.

- Tutoring is being offered for the whole School year; we are hoping to help you through it all
 - That being said, you may no longer find the need or have the time to be a part of the tutoring program. But we are asking you commit to at least the **WHOLE SEMESTER** if you sign up.
 - Meaning from now until the Winter Vacation – and from the start of the new year to the end of the school year
 - If the tutor is no longer able to help after the semester as well, we will work on pairing you another Tutor!
 - Please give enough notice of ending your time with tutoring, that would mean telling your tutor, Coniston, and your School Support person if you have one.

- **School Vacations – Tutoring Does Not Run**
 - You are **RESPONSIBLE** to tell your Tutor when you have school vacations.
 - We are working with multiple people from multiple schools and vacations are different for everyone, so if you have vacation, let your tutor know ahead of time, and enjoy your time off
 - If your tutor plans a Vacation, they too have been told to make you aware and either re-book or cancel your weekly meeting.

- **Communication with you and your tutor:**
 - Communication must be through the original chain email and through Google Meets **ONLY**.
 - Please respect them and be appropriate with them, as you would your parents, teachers, coaches, and any other adults you interact with.
 - Please do not contact one another on any other websites or social media platforms.

- **PARENTS / GUARDIANS** – If your child is set up through this program separately and not through their school, you are RESPONSIBLE for making sure your child shows up for their scheduled tutoring sessions – we do not have enough hands to singly be chasing down your child for their sessions. Thank you for your cooperation!

Being Given this opportunity: We are hoping to help shape the community around YMCA Camp Coniston, and our Coniston Members. This service is a Volunteer based service from individuals within our community and more. Thank you for signing up and have a great school year!

Please Print and Sign Below – Agreeing to the Terms and Conditions Stated Above:

Student:

Signature: _____

Printed Name: _____

Date: _____

Students Email: _____

Parent or Guardian:

If your parent/ guardian is unable to assist you in this program by signing below, that is okay. You can leave their information blank and just sign for yourself

Signature: _____

Printed Name: _____

Date: _____

Parents Email: _____

We are happy and excited to offer you this opportunity. We are trial running a different operating system this year, and we hope it runs smoothly. If things are challenging or not working the way you would hope, please contact us with any feedback at tutors@coniston.org.