

YOUTH ENRICHMENT SERVICES (Y.E.S.)

TUTEE APPLICATION

(Please submit one application for each subject requested)

PLEASE PRINT CLEARLY

Date: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_
Last First MI

Address: \_\_\_\_\_
Street
City State Zip code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For office use only:
Application #
Approved or Not Approved
Date:
Type of Tutoring:
Tutor Assigned:

1. For what subject are you requesting a tutor?

Subject Teacher

2. What type of tutoring are you requesting?

Individual Group Phone Internet

3. What specific problems are you having in this subject?

4. What other resources have you utilized for help?

5. What do you hope to gain through tutoring?

6. What are your hobbies?

7. What are your goals in life?

**Please indicate all the times you are available for tutoring:**

	<b>3-4p</b>	<b>4-5p</b>	<b>5-6p</b>	<b>6-7p</b>	<b>7-8p</b>
<b>Sunday</b>					
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					

(Note: tutors may not be available during the times you specify)

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**By signing below you are confirming that all the information contained in this application is correct and complete, you understand that space and availability is limited, you understand and you have read and agree to abide by Y.E.S. tutoring Policies and Rules as described in this application.**

\_\_\_\_\_  
Tutee's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardians Signature

Date: \_\_\_\_\_



## Policies and Rules

Once your Tutee Application is completed, we will do our best to assign you a tutor. If there is no tutor available for your subject or scheduling needs, we will attempt to recruit and hire a tutor for you. However, there will be times when, despite our best efforts, we will not be able to accommodate your tutoring needs. In addition, we reserve the right to cancel tutoring, reschedule appointments, and/or create group tutoring sessions based upon tutor availability and scheduling conflicts.

All tutoring appointments must be approved and scheduled by Y.E.S. We are not responsible for appointments made without our knowledge. Unless otherwise indicated, all tutoring appointments will be set up as regular, recurring sessions. For example, if you are scheduled to meet with your tutor on Tuesday at 2:00, you will meet with the same tutor every Tuesday at 2:00 until that appointment is canceled.

We strongly recommend that you contact Y.E.S. to confirm that your tutor has not called in sick for the day or that there have not been any cancelations. Since we typically find that we are unable to reach tutees by phone, our policy is: You call us; we don't call you.

**ELIGIBILITY:** To sign up for free tutoring, you must be a current CPS student and resident of the Lawndale Community and your parents must meet the income requirements. If you are a non-student, non-resident, or your parents does not meet the income requirements, special affordable rates will be established for you based on your need and income level. You also must complete and sign the Tutee Application before any appointment will be set.

**ATTENDANCE POLICY:** If you cannot keep a tutoring appointment, you must notify Y.E.S. and your tutor, as soon as possible, and at least one hour before your scheduled meeting. Likewise, if you are going to be late, please contact us. Your tutor is only required to wait 10 minutes for you, after which time you may be canceled for a "No Show". **If you miss two (2) appointments without notifying your tutor or our staff (i.e., if you have two "No Shows"), YOU WILL NOT BE ELIGIBLE FOR TUTORING FOR THE REST OF THE SCHOOL YEAR.**

Your tutor may also cancel your appointments if you have more than three (3) excused absences. However, if you are canceled for this reason, you will still be eligible for tutoring services. If your tutor is more than 15 minutes late, please inform a Y.E.S. staff member. If another tutor is available, we will assign you to that tutor either for the day or permanently.

**LIMIT ON HOURS:** You are allowed to receive free tutoring for up to two (2) hours per week based on tutor availability. Tutoring in multiple subjects is allowed; however, you may not schedule more than a maximum of two (2) hours of tutoring per week for all subjects combined. Special rules apply to paying clients.

**LOCATION / SIGNING IN & OUT:** All tutoring will occur at a public site established by Y.E.S. You must sign in and sign out on the attendance chart every time you receive tutoring.

**PREPARING FOR TUTORING:** You need to do your class assignments BEFORE coming to your tutoring appointments. Please come prepared with all necessary materials (pencil/pen, paper, syllabus, handouts, books, etc.) and specific questions for your tutor. **Tutors WILL NOT correct your homework, edit your papers, or give you answers to tests. Tutors WILL help you review your own work and explain concepts, rules, and methods that you do not understand.**

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## Tutee Contract

- I understand that if I miss two tutoring appointments without notifying Y.E.S. and my tutor, I will not be able to receive tutoring services for the rest of the school year.
- If I need to miss a scheduled appointment or cancel my tutoring altogether, I will contact Y.E.S. at (312) 925-5723 at least one hour before my scheduled session.
- I will come prepared to my tutoring appointments, bringing completed work and specific questions to each session.
- I agree to communicate with my tutor and with Y.E.S. staff regarding any questions or concerns I have about tutoring.

**I have read and I understand the Tutoring Center Policies and Rules:**

\_\_\_\_\_  
(Tutee Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (Printed)