

PARENT (GUARDIAN) / TUTOR AGREEMENT

THIS PARENT (GUARDIAN)/TUTOR AGREEMENT (“Agreement”) dated _____, 20____ (the “Effective Date”) is made between _____ (parent’s/guardian’s name) and **Sarah Boehm** (tutor’s name), for the purpose of establishing the terms and conditions entailed in tutoring services to be provided.

In consideration of the mutual obligations specified in this Agreement, the parties, agree to the following:

As **Parent/Guardian**, I will:

- Review and acknowledge tutoring policies, available on the website (<http://www.sarahboehmtutoring.com/policies>)
- Provide a quiet, well-lit space for study, instruction, and supervision for student during sessions (*in-person/Zoom session*)
- Maintain communication with tutor about scheduling, service-related inquiries, comments and/or concerns about sessions, student performance, etc.
- Inform tutor at least 6 hours in advance of any changes for an upcoming session (including but not limited to location of session, length of session, time of session, etc.)
- Respond proactively and promptly to any tutor concerns about student behavior and/or academic performance over the course of sessions

As **Tutor**, I will:

- Make efficient use of session time to help the student achieve their goals
- Supply student and parent/guardian with weekly observations and suggestions regarding student performance, behavior, etc. to ensure effective sessions
- Demonstrate professional behavior with student based on academic coursework (and any mentoring/coaching work, as agreed upon with parent/guardian)
- Provide a safe, comfortable environment for student to ask questions and communicate learning needs

I acknowledge the information above and commit to the expectations expressed in this agreement.

Parent/Guardian signature

Date

Tutor signature

Date