

# CCPrep School Subject Tutoring Policies 2022-2023

Dear Parent/Guardian,

Thank you for enrolling your student in Comprehensive College Prep's School Subject Tutoring Service! Your student is now on our calendar for weekly sessions for the duration of the school year. In order to keep things running smoothly, we would like you to be aware of the following policies.

- 1) With all school subject tutoring online, we have adjusted the method of payment collection
  - a. As before, CCPrep will invoice for the month's sessions on the first day of the month (applying any credits from the previous month).
  - b. CCPrep will request that you provide a credit card that we will auto charge on the first day of the month.
- 2) The time slot that we have arranged is reserved for your student **every week** until the end of the school year. If your student is receiving tutoring in ONLY an AP class, your sessions are scheduled **every week** until the completion of the AP test. **Should you wish to: (1) cancel or reschedule your appointment for a given week or (2) cancel or reschedule all future tutoring, please follow the guidelines in Appendix A.**
- 3) The tutor may change in the event of a last minute conflict. In that instance, a trained CCPrep tutor for the subject area will be provided.
- 4) CCPrep is open for tutoring almost every day of the year. **To know exactly which days CCPrep is open/closed for tutoring, please refer to Appendix B.**
- 5) Students should be prepared with their own books and study materials.
- 6) All online sessions will be via Zoom. We will contact you before the sessions with all appropriate links and information.
- 7) If you would like your student to receive a "Session Recap" form that includes a list of topics covered by the tutor, please let Robert know directly at [robert@ccprep.org](mailto:robert@ccprep.org), and he will instruct your student's tutor to do so.
- 8) Your attendance at the first tutoring session constitutes acceptance of these policies, Appendix A, and Appendix B. In addition, we also need the Google Form for Appendix C completed before your first session. Finally, we will need credit card information which can be provided with via a signed Authorization Form, via our emailed request, or over the phone.

## **Appendix A: Procedures on Canceling or Rescheduling Sessions**

Please read these policies very closely. For all cancelations, reschedules, and requests for additional tutoring sessions, please contact our Front Desk directly by e-mail at [frontdesk@ccprep.org](mailto:frontdesk@ccprep.org) or by phone at (949) 305-6655

### **Cancelation Policy**

- (1) No Charge Cancelations: If your family cancels a session **before 8am** on the day the tutoring session is scheduled, we will go ahead and cancel that session at no charge. Since we do require all families to pay for tutoring at the beginning of the month, the unused portion will be applied as a credit toward the following month.
- (2) Full Charge Cancelations: If a cancelation for a session is received **after 8am** on the day of the tutoring session is scheduled, the full charge of the tutoring session will be assessed.
- (3) Please notify our front desk directly of all cancelations. If calling during off hours, please leave a message and we will process according to the time the message was left.

***Please do not text your tutor directly to cancel!*** Tutoring cannot be canceled via the tutor, and communication with tutors will not be accepted as proof of cancelation. All canceling/ rescheduling must be done through the Front Desk.

### **Consistent Cancelation Policy**

We strive to make our policies as client-friendly as possible. In the past, sadly, we've had families sign up for a weekly time slot and then cancel every week for months. If we find that a family is taking advantage of our cancelation policy and taking the tutoring slot away from another student that could be using that tutoring time, we may ask a family to reconsider its reservation of a tutoring time or move to a less-demanded time slot.

### **One Time Reschedules**

Sometimes a conflict arises that prevents a student from making his or her normally scheduled weekly time. In such instances, the following policies apply to requesting a reschedule of a single tutoring session:

- (1) All requests to reschedule a tutoring session must be submitted **before 8am** on the day the original session is scheduled. If a request to reschedule is made after 8am, it will be processed as a full charge cancelation for that day and then an additional session will be added.
- (2) All reschedules should be requested through our front desk. You can also request reschedules in person during one of your normal tutoring sessions.

*Please note that, while we will try, we cannot guarantee that reschedule requests can be accommodated with your normal weekly tutor.*

### **Standing Weekly Time Slot Reschedules\***

We understand that students have their schedules change significantly over the course of the year with school schedules and extracurricular commitments varying.

If you would like to change your standing weekly time slot, please e-mail Robert at [robert@ccprep.org](mailto:robert@ccprep.org)

## **Appendix A Cont.**

### **Requests for Additional Tutoring Sessions**

If a student is struggling in a class continuously, we will often recommend that a student adds an additional weekly time slot to stay up to speed with material. However, some of our families may request an additional session or two before a big test. Here are the policies for requesting an additional session:

- (1) Please try to give us at least 24 hours notice if requesting an additional tutoring session on a particular day. The more notice, the easier it is to arrange!
- (2) Please make all requests for additional tutoring sessions through the front desk. These requests can be made via e-mail or by phone.
- (3) The cost for additional sessions is the same as weekly tutoring pricing

*Please note that, while we will try, we cannot guarantee that additional sessions will be with with your normal weekly tutor.*

*\*Wondering what a "Standing Weekly Time Slot Reschedule" is? Here's an example: Let's say that your student is signed up for sessions every week on Thursdays at 5:15pm and then you find that his or her schedule has changed and you need your normal weekly session on Sundays at 1:15pm. In this example, changing your normal weekly tutoring time is considered a "Standing Weekly Time Slot Reschedule."*

## **Appendix B: CCPrep Operating & Holiday Hours**

### **Normal Operating Hours**

CCPrep's front desk will have normal operating hours, but we will do our best to check messages and emails outside of normal hours.

### **CCPrep's "Default Open" Holidays**

At CCPrep, we pride ourselves on being there for our students when they need us. As a result, we do **not close** for the following holidays:

Martin Luther King Jr. Day, President's Day Weekend, Memorial Day, Labor Day, Columbus Day, Halloween, Veteran's Day, and any non-student holidays specific to a high school.

If your student has a session on any one of those days, then we do expect your student unless you cancel. Keep in mind, if your student has a session scheduled on one of those holidays and doesn't want or need it, you are free to cancel at no-charge, per our cancellation policies in **Appendix A**.

### **CCPrep's "Default Cancel" Holidays**

CCPrep will cancel all tutoring during the following holidays by default:

Your student's Spring Break\*, your student's Thanksgiving Break\*, your student's Winter break\*, and all days between your student's first semester and second semester.

We know very well that each school district/school can have different dates for its Spring Break & Winter Break. We personally go through and cancel sessions according to your student's break windows.

If your student would like his or her normal session during a break where we have automatically canceled it, please e-mail [robert@ccprep.org](mailto:robert@ccprep.org) and he can work to reactivate that session.

*\*For breaks, we cancel every session during the break, with sessions resuming the day your student returns to school.*

### **CCPrep's 100% Closed Holidays**

CCPrep is unavailable for sessions of any kind on the following dates:

New Year's Day, Easter Sunday, July 4th, Thanksgiving Day and the Friday following, Christmas Eve, & Christmas Day.

## **Appendix C: Acknowledgement of CCPrep Policies 2022-2023**

*You will be provided a Google Form where you will agree to each of the following policies.  
This is due before the first session.*

- |                  |  |
|------------------|--|
| _____<br>Initial | 1. I understand that my student is set up for weekly tutoring at the day/time specified in the confirmation e-mail for the remainder of the school year.   |
| _____<br>Initial | 2. I understand that if for whatever reason my family elects to end tutoring for my student at CCPrep, all future sessions can be canceled without penalty. If my family has paid for any sessions that were not held, I understand that I will be refunded the balance. I also understand that, if there is still a tutoring balance owed, that balance must be resolved. |
| _____<br>Initial | 3. I understand that CCPrep will be open for sessions on Martin Luther King Jr. Day, President's Day Weekend, Memorial Day, Labor Day, Columbus Day, Veteran's Day, and any other non-student holidays specific to a high school.  |
| _____<br>Initial | 4. I understand that CCPrep automatically cancels all school subject tutoring sessions on my student's Spring Break, Thanksgiving Week, and Winter Break, as well as all days in between the end of my student's first semester and the beginning of my student's second semester.   |
| _____<br>Initial | 5. I understand CCPrep's cancellation policy: If my student has a tutoring session scheduled, I can cancel that scheduled session at no charge, as long as I notify CCPrep's Front Desk before <b>8am</b> the day of the session.  |
| _____<br>Initial | 6. I understand that CCPrep's regular office hours are Mon-Thurs 12pm-7:30pm. Any session starting outside those hours is not guaranteed to receive a phone from our front desk if a student is late for a session.  |
| _____<br>Initial | 7. I understand that CCPrep is providing the service of tutoring in a given subject. While the vast majority of CCPrep tutoring students see a positive impact on their performance in their respective classes, I understand that CCPrep cannot guarantee any resulting grade or test score, as grades and test scores are a product of a multitude of factors.           |

I have read all CCPrep's School Subject Tutoring Policies & Appendices and accept them.

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date