



MATHEASE TUTORING

WELCOME

We here at Mathease Tutoring want to make sure your time here is as easy and effortless as possible. Here is a cheat sheet with everything you need to know before you start.

BEFORE

- Make sure your student has a three ring binder, dividers, paper, and pencils.
- Have your student attempt all homework before their session so they can get the most out of their tutoring time.
- If your student forgets any of their materials, we can provide them for the session in a pinch.

AT THE START

- There is no need to check in or sign in.
- Have a seat in our lobby and your student's tutor will come get them at their start time.
- If you have any questions or matters to be addressed, see the person at the front desk or anyone in the first three rooms. They will be happy to assist you.

DURING

- You are welcome to stay in our lobby during the session. We ask that you take phone calls outside and keep the sound off if you are playing videos, music, or games. Please do not eat in our lobby.
- Feel free to leave for the duration of the session. Your student is in good hands. Please remember that sessions are 1 hr, so plan accordingly.

AFTER

- Expect to stay a few extra minutes at the end of the first couple of sessions. Students will need to fill out a review for each tutor they have to ensure a good tutor-student fit.
- Tutor reviews are turned in to the red basket on the counter.

HOMEWORK

- Students will receive homework from their tutor. It is given to reinforce material and should be easy, not frustrating.
- Your student should attempt all problems before the next session.
- Sometimes busy schedules get in the way of homework. We understand. The only reason we assign it is that we have found it vital to student progress.

SCHEDULING

- Schedule changes must be arranged in advance. We must be notified at least one day before your scheduled session.
- All scheduling requests must be written down. Please email scheduling questions to adrienne@matheasetutoring.com or fill out a schedule change request form.
- We cannot guarantee that you will get your preferred rescheduling time and date.

Questions? Call us at 702-436-6964