

**Parent/Guardian Agreement for Education Department Tutoring Services**

**Application**

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Student(s) Receiving Tutoring Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement between the Wampanoag Tribe of Gay Head (Aquinnah) and the aforementioned parent/guardian establishes all procedures for tutoring services provided by the Education Department.

1. All requests for tutoring services must be submitted to the Education Department in writing. Written requests for tutoring are to include; subjects of study, needs of child/children, desired frequency of tutoring. Include any recommendations for tutoring made by your child’s/children’s school(s) as well.
2. Tutoring schedules are to be established between the parent/guardian and the Education Department.
3. Any changes to the previously established tutoring schedule must be approved by the Education Department.
4. Any anticipated conflicts in the pre-approved tutoring schedule must be made known to the Education Department
5. Tutoring services will be available from September 8,2016 through June 2017 unless arrangements are made for summer with approval from Education Director. There is no tutoring for the following days/weeks, Sunday and Saturday; the week of Thanksgiving, the week of Christmas, the week of New Year, the week of February Vacation, and the week of April Vacation unless prior authorization has been granted by the Education Director. Tutoring agreements need to be signed on an annual basis.
6. Frequent communication between the parent/guardian and the Education Department is required via phone or email. Email preferred.
7. Any school meetings concerning the aforementioned student(s) that you wish to have an Education Department representative in attendance require approval by the Education Director.
8. The Wampanoag Tribe of Gay Head (Aquinnah) Education Department will not be responsible for covering any cost of missed tutoring appointments. The tutors will receive no payment for a missed tutoring appointment.
9. Parents or Guardians please notify the Education Department if a scheduled appointment will be missed.
10. Tutoring services provided by the Education Department are subject to changes and/or cancellation at any time due to amendments made to student needs, monthly tutoring evaluations, and funding available.

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Parent/Guardian Date

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Parent/Guardian Date

05/10/16