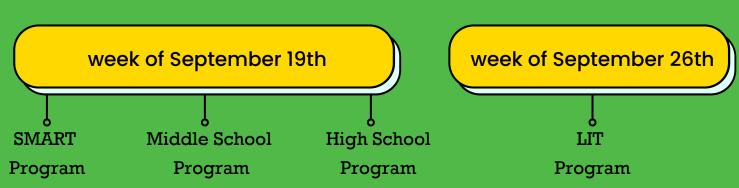# Parent Handbook Highlights

We encourage you to review the entire 2022-2023 Parent Handbook; however, we've highlighted key details in this document. <u>For the complete Parent Handbook, click here.</u>

Program Start Dates

week of September 19th
- SMART Program
- Middle School Program
- High School Program

week of September 26th
- LIT Program

Attendance & Absences

- Commitment to attend weekly sessions is expected of both students and tutors.

- If your student cannot attend a session, notify program manager <u>and</u> tutor as soon as possible.

Digital
Digital pairs may (occasionally) reschedule for another TC Zoom session if they can't attend their assigned night. Coordinate with your student's tutor to reschedule and let your program manager know immediately.

In-Person
Student absences must be reported no later than 3 p.m. on the day of tutoring.

COVID-19 Protocols In-Person

- Tutoring Chicago will follow the Covid-19 protocols and procedures mandated by our facilities and in compliance with CDC, IDPH, and City of Chicago measures.

- Detailed Covid-19 protocols are outlined on <u>page six of the parent handbook.</u>

Communication

Parents/Guardians ⇄ Tutors

- Communication is key to ensuring your student grows and has their individual needs are met.

- TC encourages you to communicate with your student's tutor once a week.

- TC will provide their contact info during the first week of tutoring.

Students ⇄ Tutors

- Parents/guardians may provide student contact info to their student's tutor if they choose to, but this will be at their own risk. Parents/guardians should be copied on all communication if this info is provided

- Tutoring Chicago will not facilitate any direct contact between tutors and students outside of tutoring sessions.

Parents/Guardians ⇄ tutoring CHICAGO

- Tutoring Chicago will communicate via email, text and the parent/guardian resource page.

- Review all communication so no important information is missed.

- If you have questions or concerns, please reach out to your student's program manager or Tutoring Chicago staff.

<u>View the handbook here.</u>

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