

ADRIAN REA LITERACY CENTER

TUTOR AGREEMENT

In order to uphold the spirit of respect and mutual support of the Adrian Rea Literacy Center, I, _____, agree to the following:

1. To attend my regularly scheduled tutoring sessions:
Days _____ Hours _____
2. To be absent only in the case of a serious emergency.
3. To notify the Center whenever I will need to be absent or late in arriving.
4. To responsibly maintain the Center and all of its educational materials, and to attempt to cultivate this responsible attitude in my students(s). I will return the tutor manuals and other materials which I have used, or I will pay for those which have been lost or damaged.
5. To prepare each lesson with thorough use of teacher manuals and to record the lesson progress after each session, filing it in the Tutor/Learner file.
6. To be willing to substitute if/when the need arises and if I am available.
7. To tutor, on site, at the Adrian Rea Literacy Center. I understand that the Center is not responsible for other arrangements made between tutor and student.

TUTOR’S SIGNATURE: _____ DATE: _____

DIRECTOR’S SIGNATURE: _____ DATE: _____

Notes:
