



Dear Parents:

We are delighted to have the opportunity to work with your children! To ensure a successful tutoring year for your children, please read the following guidelines.

Tufts Literacy Corps tutors are Tufts graduate and undergraduate students who choose to earn their financial aid by working with children. Because their salary is paid through the Federal Work Study program, our academic year tutors are free for families and school districts.

All Tufts Literacy Corps love kids and want to help them thrive. They make a year-long commitment to your children, and they attend a year-long training and supervisory program on the Tufts campus.

We expect professional conduct from every tutor. This means they should be prepared and on-time for their appointments with your children. It also means that cancellations should be very rare. (Please let us know right away, if your tutor repeatedly falls short of these expectations.)

At the same time, we ask you to remember that successful tutoring relies as much on your commitment to tutoring as the tutor's. Although some cancellations are unavoidable, please make your best effort to bring your children to tutoring on time and according to the schedule you arrange with your tutor. Sporadic schedules undermine the children's progress and prevent the tutors from earning their salaries.

If you are interested in having your child work with a Tufts Literacy Corps tutor, please fill out the form on the next two pages and submit it to tuftstlc@gmail.com.

Thank you! Again, we are looking forward to working with your children this year.

Sincerely,

Dr. Cynthia Krug
Cynthia.Krug@tufts.edu



Tufts Literacy Corps

105 College Avenue
Medford, MA 02155
(617) 627-5325

Tutoring Registration Form

Dear Parents/Guardians:

Please use this permission form to give us permission to work with your child this academic year, and to let us know as much as possible about your child's interests and approach to learning. The more you can tell us, the easier it will be for us to construct an effective tutoring agenda.

Child's Name: _____

Grade: _____

DOB: _____

School: _____

Type of Tutoring Requested:

Teacher: _____

reading writing math

Teacher's Email Address: _____

Is your child in an after school program at his/her school? yes no

Parent/Guardian _____

Parent/Guardian _____

Home Address: _____

Home Address: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

Please continue to next page.

At times we take pictures of tutors and children to post on our website or include in TLC publications. We also showcase children's accomplishments on the website, the Tufts campus and in local sites. All displays highlight the excellent work children produce under the guidance of their tutors, and are intended to leave the children feeling proud of their accomplishments.

My child may be photographed.

My child may **not** be photographed.

My child may be videotaped.

My child may **not** be videotaped.

My child may be audiotaped.

My child may **not** be audiotaped.

My child's work may be displayed.

My child's work may **not** be displayed.

Please describe your child, including favorite activities, personal strengths and tutoring needs.

What would you like to see a tutor do with your child during the year? What do you want your child to accomplish?

Permission For Teacher To Speak with T. L.C. Tutor

I, _____, grant permission for my child's teacher,
_____, to share information about my
child, _____, with a tutor from the
Tufts Literacy Corps.

Signature of Parent/Guardian

Date