



Tutor Information Manual

Who we are

Club Z! New Mexico is one of more than 300 Club Z! In-Home Tutoring offices in the US and Canada. The company was formed in 1996 in Tampa, Florida. The founders realized the need for this type of tutoring through work with students and parents involved in an after-school homework "club". Although the students liked the idea of the club, it soon became clear that even better results happened when tutors were able to work one-on-one with students - particularly in the familiar environment of their own home.

What we do

Like all Club Z! operations, we provide tutoring to local students by recruiting teachers and professionals with teaching/tutoring experience who love helping others learn. We primarily teach our students in their homes and our primary approach is through individual instruction. The one-on-one method allows the tutor to develop a bond of trust with the student and to tailor lessons to each student's way of learning.

This year, for students who require tutoring after school on school premises, Club Z! will provide small group tutoring not to exceed three students per district certified teacher.

Who we teach

Club Z! teaches private students and those eligible through the No Child Left Behind program. We teach all ages and all levels. We have teachers skilled in music and test preparation as well as the typical curriculum studies. We will tell you what category applies to a student when we call to offer that student along with the pay rate for that student and what arrangements are necessary - if any - with regard to payment for that student.

What is our curriculum?

Club Z! tutors work with the student's classroom curriculum – the focus of their difficulties - to make certain that on-going work is understood. This allows us to determine what remedial work might be needed and where to start with it. We also coach students in study and organizational skills to leave them better prepared for any subjects they face.

Where we teach

In most cases, we do the tutoring in the student's home. This is usually the most comfortable environment for the student. Parents do not have to endure another trip through traffic. In some cases where the home is not a suitable environment for teaching because of distractions of siblings or any other reason, we can meet the student and parent in libraries, community centers and schools if the particular school and district approve.

Why are our results often dramatic

We involve the parents in the process by insisting that they be in the area during any lesson and by going over a session report with them at the close of each session. They become part of a learning team with the student and tutor. We also contact the classroom teacher for insights into the child's difficulties in class. Perhaps our most important contribution to any student is the encouragement and support needed to let them know that they can master the material. Learning how to learn is the key to lifelong learning.

Lifelong Effects

We are in a position to affect young peoples' lives in a way that few people experience. Studies indicate that one-on-one is not only the most effective way to convey knowledge, but is often the least expensive method because the students progress so quickly. Our experience is overwhelmingly positive. Children and parents often see dramatic gains in ability. This translates into greater confidence and self esteem. At the core of what we do lies the reason people enter the teaching profession: to help young minds acquire

knowledge and to show them ways to pursue their studies more effectively - and to - by our example, become lifelong learners. By helping these students with learning that will allow them to ultimately make their contribution to society, you, as a Club Z tutor, are making a profound personal contribution.

Who You Are

As you know from your agreement with us, you tutor Club Z students as an Independent Contractor. As an independent contractor, you are paid a fee for services from which no taxes are withheld. At the end of each year, we issue a form 1099 to you that reflects the total amount you have earned that year through your contract with us. Therefore, you are responsible for reporting your earnings with regard to state and federal income taxes, social security taxes and gross receipts (sales) taxes. See the Business Matters sheet in your folder for details. Review the CRS-1 example form for reporting NM Gross Receipts tax.

Background Check

We are required to assure the education agencies that background checks are current on all tutors. If you have a current clearance from a New Mexico school district, evidence of that will satisfy this requirement. In some districts, if you do not have a current fingerprint-based background check, you must obtain one according to the procedures in place at your local school district before you can be assigned any students.

Insurance

NCLB tutoring requires all tutors be insured for professional liability, general liability and molestation coverage. Regardless of what insurance a tutor might have, it is unlikely that the insurer will cover ClubZ-related activities. For this reason, ClubZ New Mexico is negotiating for coverage through one or more insurers. As in years past, ClubZ will share the cost of insurance with each tutor. The annual tutor payment, not to exceed \$20, will be deducted from the first invoice submitted by each tutor.

Your Role as a Club Z! Tutor

As a professional working with Club Z!, you have the opportunity to use your knowledge and experience to help a young person get past the problems they are having with their studies. Students run into trouble for a wide variety of reasons. We find that individual tutoring has no equal when it comes to helping students grasp concepts and – more importantly – to know that they can master the material. Every plan for improving education starts with lower pupil/teacher ratios. One-on-one is as good as that ratio can get.

In your relationship with a student and the family, you not only cover the classroom material, but you are in a position to influence attitudes toward learning in general. You can provide strategies for handling future subjects by teaching study and organization skills. You can explain both the intrinsic and explicit value of education. And you can show that learning is a cumulative process that feeds on and is fed by curiosity. You can broaden a student's view of the world by asking questions intended to spark curiosity.

Nothing is so frustrating as hitting a dead end in learning. It wrecks self esteem. It begins closing doors. It begins changing a person. It can dictate with whom they associate. As a Club Z! tutor, you can help your students work around those dead ends and learn more about themselves as they become more confident with their class work. This is teaching at its most fundamental and effective level.

Our goal is to help our students not only improve in their class work, but also to leave them with the tools and the confidence to approach future studies with enthusiasm.

Our Curriculum

Since students who are struggling are having difficulty with their own curriculum, we do not introduce them to another curriculum. Students seeking to get ahead of the game are also dealing with the subject matter as presented by their own school. So, that's what we follow. We learn what they need by seeing how well they comprehend their classroom work and assignments. When remedial work is needed, we go back

to where the concepts began confusing the students and help them understand. **We do NOT do their homework for them** any more than we would eat their meals for them and expect them to be healthy.

Tutoring is about subject knowledge, patience, empathy, a willingness to listen and the ability to present the concepts in a variety of ways until the student's mind can relate to the idea. It is about being a guide, opening doors and encouraging the curiosity and persistence that will lead to lifelong learning.

The Club Z! Guidelines

Decisions about how to approach subject material with a particular student, how long sessions should be, where tutoring should take place, how often sessions should be held - all questions pertaining to the delivery of services should first be addressed in terms of, "What is best for the student." Parental schedules, your schedule, the student's schedule and other considerations regarding tutoring should reflect this primary consideration as the decisions are made about when, where, how often and how long tutoring sessions will be. **Under no circumstances should tutoring exceed two (2) hours in one day.**

Parental Presence - A parent or adult guardian **MUST** be present in the home at all times when a tutoring session is scheduled. You are not a daycare provider - you are a teacher. If provisions have been made for the tutoring to take place at the school, the session must take place in a public area. While parents are not required to be present for school tutoring, arrangements must be made for periodic parent reviews.

Teacher Interaction - You must attempt to contact the child's classroom teacher to discuss the student's needs and get insights into how you can best work with the student. Teachers can provide latest assessment information and pinpoint specific trouble areas that might not be apparent at first. Note all attempts and contacts with teachers in a log kept in the student's folder.

Transportation - Under no circumstances should you drive a student or parent in conjunction with tutoring activities.

Missed sessions - Repeated no-shows by parents/student are cause for suspending tutoring. Please provide parents with a local phone number where you can be reached in the event a tutoring session must be cancelled. Because **ClubZ does not reimburse tutors for no-shows, we strongly recommend that you call parents before heading to a tutoring session.** If *you* are unable to make a scheduled session, please give the family ample notice. Use your judgment with regard to specific circumstances.

Materials - Since Club Z! bases our instruction on the student's classroom curriculum and state standards, the student should have the necessary work papers and books available. If specific materials are needed for remedial work, please review the materials available over the internet at our website and the downloadable materials on our website.

Communications - Please contact Club Z immediately with any questions that might arise regarding a client or tutoring a client, loss of contact with a client, termination of services by a client and so on. We must track this information in a timely fashion.

Once you accept a student, please contact the student/family within 48 hours and establish a tutoring schedule. Contact ClubZ if you are unable to reach a parent/student.

Compensation - As an independent contractor, your compensation is set at a rate designed to cover the various tasks that tutoring requires. The vast majority of your time is spent in actual tutoring, but paperwork and interactions with teachers and parents are part of the process as well.



The Basics

IMPORTANT: Note the hourly cap for your student!

Sequence of Events:

1. We call you and offer you a student for tutoring.
2. If you accept this student, we provide contact information.
3. **You must contact parents within 48 hours of accepting a student and set up the initial session. Contact ClubZ within 3 days if parents/student cannot be reached.**
4. At the first session, before tutoring can begin, you will need to set up a tutoring schedule. Determine the times, dates, length and frequency of sessions. The guiding principle is: **what works best for the student and what is possible for you and the parents.** Don't run sessions longer than the focus ability of the student. Under no circumstances should a session ever last more than 2-hours.
A scheduling form will be provided in the student packet. This form is required by the school district and must be filled out with a tentative schedule and submitted to ClubZ with your first invoice.
5. When tutoring ends for any student, you must prepare an End of Program progress report. This applies to students who have completed their hours of tutoring as well as students who have, for any reason, discontinued tutoring at any point in the program.
6. ClubZ cannot pay for any tutoring that goes beyond the student's hourly cap. Please check and re-check the student's cumulative hours. (Cumulative hours are the total number of hours that student has been tutored so far).

Paperwork

The Student Packet

We provide you with a folder and paperwork for each student. Always have this folder with you when tutoring. It serves as a backup in the event reports are lost. It also provides necessary information for a subsequent tutor if unforeseen events force you to stop tutoring.

- 1) **All student information**, including correct name and parent information is in the packet. Please use the *exact* name and spelling indicated here. Do not use nicknames or any other last name for a student, (even if the parent or student says the name is wrong)! The name indicated in this paperwork is the only name acceptable to APS.
- 2) **Student Improvement Plan, (SIP):** In some cases the SIP is provided by the school district, and is based on testing done earlier in the school year. In other districts, Club Z! develops the SIP.
In either case, this is the guideline you are expected to follow when tutoring a student. **You must have this SIP signed by the parent as soon as possible and return it to ClubZ.** A copy of the SIP must be with you, (along with the student packet), at all tutoring sessions.
- 3) **Progress Reports: (for use in districts other than APS):** This form is a four-copy sheet with a two week calendar on the top and space for a progress report on the lower portion. Fill in all required information. Take this roster with you to each tutoring session in that two week period, fill in the date along with the start time and end time of each session. At the end of that two week period, fill out the progress report always referring back to your SIP. Send this form in to Club Z! by the due date and begin another.

For APS tutors only: You will receive one **progress report** form, (5 copies), for each pay period. The top 3 copies must accompany your paperwork to Club Z! The fourth copy should be given to the parent and the bottom copy is kept by you. Keep in mind that the top copy will be sent to the APS district office.

APS tutors will also receive a roster. This form looks like a calendar with the student's information printed on the top. Fill in all required information. Indicate the start time and end time under each date that you tutor. Make a copy of the first two weeks of the month to send in to Club Z! Send in the entire completed sheet at the end of the month.

- 4) **Course Summary:** When tutoring is completed, or discontinued, you must summarize the activities and observations gained during the sessions completed. This must accompany your invoice covering the final sessions for a particular student. These reports go to the district for dissemination to the principals and teachers.
- 5) **A Calendar** is provided for you to leave with the parent indicating the planned tutoring schedule. (This is a good place to leave your contact information for the parent).

*****All of the above reports require confidential handling in accordance with the law*****

Scout

~~This year, Club Z! will begin using computer software designed to minimize paperwork for both office personnel and tutors. All tutors must have access to a computer with internet capabilities. While there will be a learning process involved initially, we're certain you'll find this a time saving tool in the long run. Club Z! will provide instruction to tutors on how to enter data into Scout and each tutor will receive a Scout Guide.~~



Typical Sessions

1. Review current classroom assignments and assist student with understanding the material. This is intended to keep the student who is behind from losing more ground.
2. Work with concepts and practice in remedial areas according to the Improvement Plan you created.
3. Work with student on learning strategies, study skills and organization skills.
4. Encourage, encourage, encourage.
5. Review session with parents and if practical, enlist their participation in learning activities between sessions for reinforcement.

Thanks again for choosing to work with Club Z as we **Educate the World One Student at Time!** We're confident you will find this work rewarding as you bring your enthusiasm for learning, your experience and your knowledge to your students. Our lives are punctuated by sparks of insight and understanding provided by others willing to share their time and understanding with us. Thanks for deciding to bring that spark to the students whose lives you will touch as a Club Z tutor.



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