

Jewels International School of Kinshasa

Tutoring Policy 2022-23

The following applies to all JISK teachers/parents who tutor our students on campus and whose children are being tutored on campus. If you have any questions, please speak directly to the school Director by appointment only.

- Educators may not tutor any student in their class.
- In school tuitions must take place after 12:20 pm in the lower school and after 2pm for Grades 1-8.
- Educators who have assigned duty must respect their duty
- Parents must contact the Administration office to request a tutor of their choice or to have a tutor assigned to them.
- All students who will remain for tuitions will be required to have an ID badge (which will be provided by the office).
- Any child who does not have a badge will not be allowed to remain on campus 20 minutes after the last bell.
- Tuitions will be for a maximum of one hour. All tutors are responsible for the students they are tutoring. Tutors cannot leave until the last student has been picked up.
- Parents are responsible for picking their children up on time; JISK is not liable for any child who remains on campus after 3:00 pm.
- Tutors can only instruct up to 4 students (maximum) at a time.
- In school tuitions are capped at \$100 a month (for 4-5 days per week).

Child's Name

Grade

Parent's Signature

Tutor's Signature