

Des Moines Tutoring
Est. 2009

4211 Grand Ave.
Des Moines, IA 50312
info@desmoines tutoring.org
(515) 208-9829
DesMoinesTutoring.com

New Student Registration Form

2022

We offer tutoring and test prep services in most areas, including the following:
SCIENCE | MATH | LANGUAGE | READING | SPANISH | ACT® | SAT® | GRE® | STUDY SKILLS



Student's Name: _____ **Grade:** _____

Student's Cell (if applicable): (____) ____-____ Student's Email: _____

Student's Preferred Form of Communication: Phone call Texting Email

What school does the student attend? _____ Date of Birth: __/__/____

Parent/Guardian's Name: _____ Phone Number: (____) ____-____ Email: _____

Preferred Form of Communication: Phone call Texting Email

Parent/Guardian's Name: _____ Phone Number: (____) ____-____ Email: _____

Preferred Form of Communication: Phone call Texting Email

Street Address: _____ Unit #: _____ City: _____ Zip code: _____

Tutoring Information

In which subject(s) would the student like to receive tutoring?

Has the student received tutoring before? If so, describe.

What is the student's experience with the subject(s)?

Are there any activities that might cause the student to miss sessions?

Does the student have any medical conditions that need to be addressed? If so, please make sure the tutoring staff is aware.

New Student Document Checklist:

- New Student Registration Form
- Pricing Policies
- Scheduling Information
- Cancellation Policy reviewed
- Office Policies



Payment Methods Accepted:

- Personal Checks* (checks should be addressed to **Des Moines Tutoring**)
- Cash/Money Orders* (money orders should be addressed to **Des Moines Tutoring**)
- Credit/Debit cards* (most major cards are accepted)
- Venmo*: Our account is @DesMoinesTutoringLLC
- Zelle*: Send payment to payments@desmoines tutoring.org
- PayPal*: Make payments at the website PayPal.me/DesMoinesTutoring

Session Pricing for Coursework Sessions (weeks are defined as being from Monday to Sunday):

- First session per week*: \$75/hour
- Second session per week: \$70/hour
- Third and additional sessions per week: \$65/hour

***Rates reset each week**

Preparation Work Pricing (rarely applies):

- If you are interested in having a lesson prepared and/or homework assignments provided (above and beyond school coursework), preparation fees are as follows:
 - o Basic math/science prep work: \$75/hour
 - o Standardized test preparation: \$75/hour (this is included in ACT® Prep Plans)

Payment Scheduling: I plan to pay for the sessions (choose one of the following options):

- In advance (*prepay for a number of sessions*)
- On the first session of the week
- On the last session of the week

Contact Information

- Voice/text: (515) 208-9829*
- Email: info@desmoines tutoring.org*

If there are any further questions regarding session pricing, feel free to contact us via the methods listed above.

Pricing Policy Understood and Permitted

I, _____, (print name of parent/guardian) have read and understood the pricing policy. If payments fall behind two weeks beyond the date of the first unpaid session, no further sessions will be held until payments have been made. I understand that if I do not follow the guidelines for payment, no further sessions will take place until all payments have been received.

Signed: _____ Date: ____/____/_____
Parent /Guardian Signature



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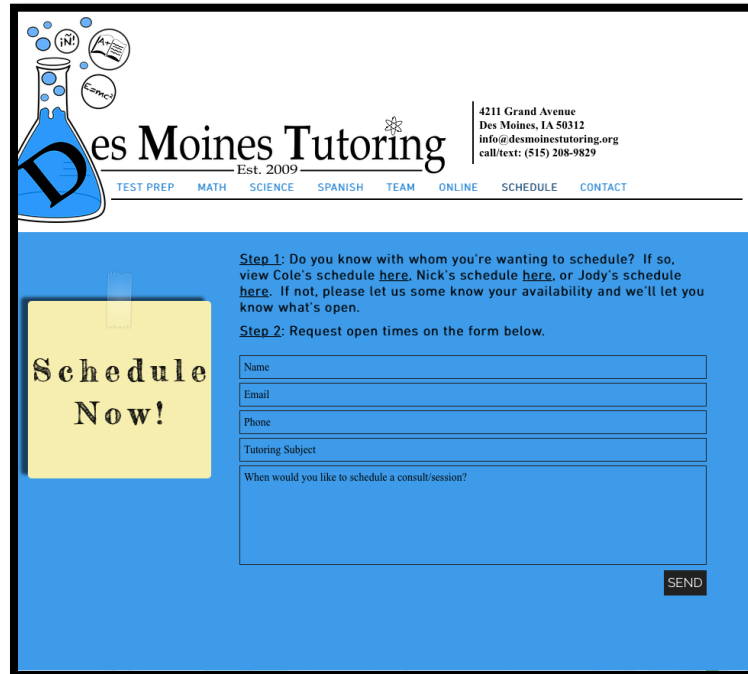
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STUDENT COPY

How to Schedule Sessions:

Option #1: Visit desmoines tutoring.com and click on the “Schedule” heading. You can view our availability and then schedule sessions by using the online form. This is the most effective manner of scheduling sessions.

Des Moines Tutoring’s website: desmoines tutoring.com



Option #2: Sessions can be scheduled at the beginning or end of a student’s session.

Option #3: Sessions can be scheduled via text messaging. Text (515) 208-9829 to inquire about session availability and/or to schedule sessions.

Session availability changes on a daily basis. Scheduling in advance is the best way to ensure that you will get the session time(s) you want.

School year office hours:

Monday	12 p.m. to 10 p.m.
Tuesday	12 p.m. to 10 p.m.
Wednesday	12 p.m. to 10 p.m.
Thursday	12 p.m. to 10 p.m.
Friday	12 p.m. to 7 p.m.
Saturday	10 a.m. to 7 p.m.
Sunday	By Appointment

Summer office hours:

Monday	10 a.m. to 7 p.m.
Tuesday	10 a.m. to 7 p.m.
Wednesday	10 a.m. to 7 p.m.
Thursday	10 a.m. to 7 p.m.
Friday	10 a.m. to 5 p.m.
Saturday	No sessions held
Sunday	No sessions held



If a session needs to be canceled or rescheduled, please notify:

- ∂ No less than twenty-four (24) hours prior to the start of the session
- ∂ Via phone call, email, or text. Please use the subject of “Session Cancellation” or “Session Rescheduling”
- ∂ Any hour of the day is acceptable to phone or text a cancellation or rescheduling (leave a message with your name and cancellation/rescheduling notice)

If notification is received less than twenty-four (24) hours prior to the session start time (for unacceptable reasons, see below) then the student or parent(s) will be billed the price of the session. This also applies if the student fails to show up for their session.

Acceptable reasons for less than twenty-four (24) hours’ notice:

- ∂ Family emergency
- ∂ Inclement weather
- ∂ Illness
- ∂ Death of relative/friend/acquaintance
- ∂ Traffic accident
- ∂ Any other reason that the student would not be able to foresee a session cancellation

Unexcused reasons for less than twenty-four (24) hours’ notice:

- ∂ Other commitments (sports practice, rehearsals, performances, etc.)
- ∂ Getting called into work

How to schedule or reschedule a session:

- ∂ Visit desmoines tutoring.com to view available openings (on the “Schedule a Session” page)
- ∂ Let us know when you’d like to reschedule via email, text, phone, or online form

Contact Information

- ∂ Phone: (515) 208-9829 (texting and voice calls are both accepted forms of communication)
- ∂ Email: scheduling@desmoines tutoring.org

If there are any further questions regarding scheduling /rescheduling sessions or cancellations, feel free to ask.

Cancellation Policy Understood and Permitted

I, _____, (print name of parent/guardian) and _____, (print name of student) have read and understood the cancellation policy and we will do our best to follow the guidelines. We realize that if we do not follow the guidelines for cancelling or rescheduling a session then the cancellation fee will be charged to our account.

Signed: _____ Date: ____/____/_____
Parent/Guardian Signature Student Signature



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Cancellation Policy Understood and Permitted

STUDENT COPY



This document is to ensure that session etiquette is understood and properly observed. This will allow the sessions to go as smoothly as possible.

Language

Respectful language should be used at all times during the session. This is a professional environment and proper word choices need to be made. Please avoid the use of profanity as well as derogatory terms that are disrespectful to groups of people. Learning to use respectful language is part of the educational process.

Water Cooler

Water is provided for students via water cooler. Students may use the provided disposable cups or they may use their own container.

Recycling

Des Moines Tutoring participates in the recycling process. If you have paper to dispose of, please use the provided recycling container.

Materials Provided

Des Moines Tutoring provides the following materials to be used during the session:

- Pencils
- Pens
- Graphing calculator
- Basic calculator
- Colored pencils
- Three hole punch
- Stapler
- Scissors
- Notebook paper
- Copy paper
- Index cards
- Compass
- Protractor
- Ruler

If other materials are needed for an assignment, please make sure to bring the necessary materials to your session—as they will not be provided.

Parents Attending Sessions

Parents are welcome to attend their child's session if they so please. Some students work well with their parent(s) present, but others do not. Please discuss with your child if they feel comfortable with your attendance. Des Moines Tutoring attempts to provide the best learning environment for each student.

Policy Questions

If you have a question about any of the above listed policies, please do not hesitate to ask. Contact me via email at questions@desmoines tutoring.org or via phone/text message at (515) 208-9829.